



Presidential Arts Development and Empowerment Scheme

GUIDELINES FOR APPLICATION, CONSIDERATION AND SELECTION OF THE ARTS BUSINESS PROJECTS



Ministry of Tourism
and Arts



"Putting Value on the Arts"





Statement by His Excellency,
Dr Edgar Chagwa Lungu,
President of the Republic of Zambia



We have got work to do. As a way of starting this work that we must all be engaged into, I have since approved a K30 Million Youth Empowerment Scheme targeting artistes countrywide to be launched in Lusaka soon. The National Arts Council under the Ministry of Tourism and Arts will implement this programme.



25th June, 2020, State House , Lusaka, Zambia

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1.0 BACKGROUND

The **Presidential Arts Development and Empowerment Scheme** is established as a Government Stimulus Package for arts businesses to cushion the devastating effects of COVID-19 and stimulate the creation of employment opportunities for the youths. The Scheme's main programme is the **Thirty Million Kwacha (K30,000, 000.00)** revolving fund for artists across the country. The National Arts Council of Zambia is hereby obliged to issue these guidelines for the smooth implementation of the scheme.

2.0 OBJECTIVES OF THESE GUIDELINESS

- 2.1 To give clear guidance to the Council and all artists (would be applicants) on the process of application, consideration and selection of viable arts business projects to benefit from the Scheme.
- 2.2 To inform Government and other stakeholders of the procedures and mechanisms the Council has put in place for the implementation of the Scheme.
- 2.3 To provide for continued business support services to all successful applicants for the development of sustainable Arts enterprises.

3.0 ELIGIBILITY TO ACCESS THE SCHEME

- 3.1 As a pre-requisite obligation, applicants must be Zambian Nationals either by descent or naturalisation and domiciled in Zambia.
- 3.2 Applicants must be practicing artists and paid up members of any of the National Arts Associations affiliated to the National Arts Council (NAC) and/or arts organizations registered by National Arts Council of Zambia.
- 3.3 Applicants must be;
 - 3.3.1 A legally incorporated entity pursuant to the provisions of the Cooperatives Act of 2017 and or ordinarily registered under the Department of Cooperatives.

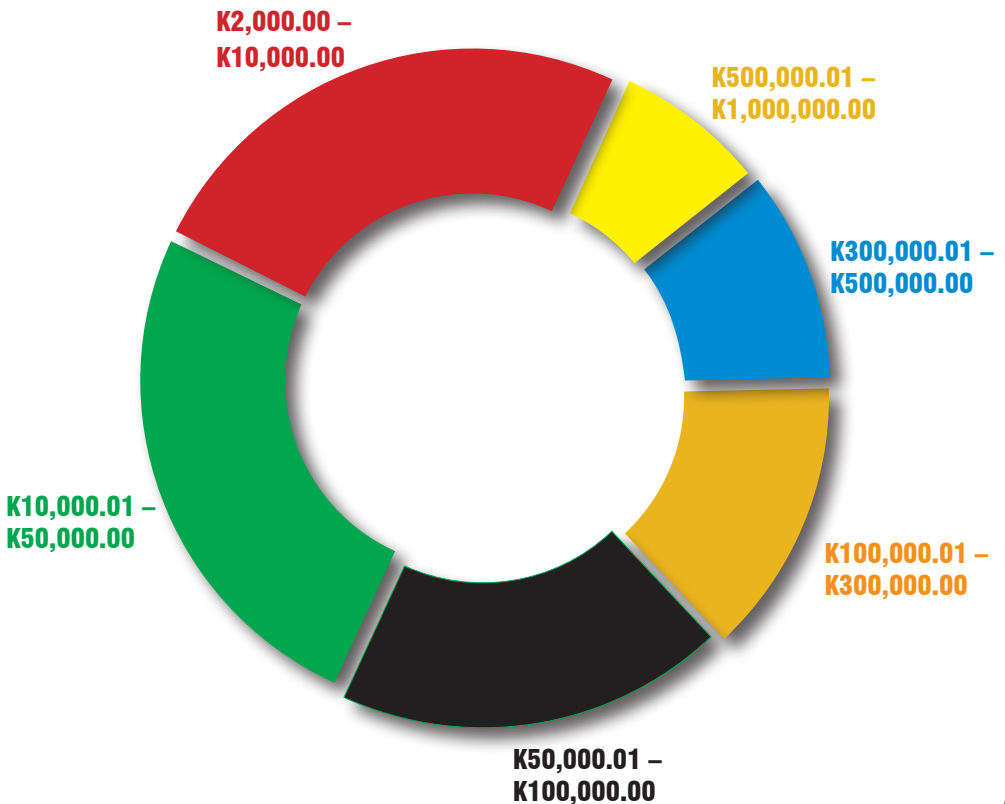
- 3.3.2 A legally incorporated entity pursuant to the provisions of the Companies Act no. 10 of 2019 of the laws of Zambia and or ordinarily registered under the Patents and Companies Registration Agency (PACRA).
- 3.4 National Arts Associations affiliated to the National Arts Council of Zambia are also hereby empowered to incorporate special purpose vehicles that will apply for the loans under the empowerment scheme. These entities can either be co-operatives registered under the Cooperatives Act or Companies registered under PACRA.
- 3.5 The applicant must have traceable referees or guarantors as provided in the application form. A Guarantor for the purposes of accessing this scheme must be a person of good repute within the local community or a legally registered institution; (e.g. Clergy, Senior Government Official or Chief).
- 3.6 The entity must have an active business bank account.

4.0 AMOUNTS/REPAYMENT PERIODS

- 4.1 Loan repayments will commence after a grace period that will vary from project to project.
- 4.2 An entity will have the option to pay back the whole loan amount before the agreed loan repayment period or in instalments according to the scheduled period.
- 4.3 A simple interest rate of 9% per annum shall be charged on all loans.
- 4.4 The repayment periods for the loans shall be dependent on the different amounts thresholds as prescribed below:

Amount	Repayment Period
K2,000.00 – K10,000.00	12 Months
K10,000.01 – K50,000.00	24 Months
K50,000.01 – K100,000.00	36 Months
K100,000.01 – K300,000.00	48 Months
K300,000.01 – K500,000.00	60 Months
K500,000.01 – K1,000,000.00	72 Months

4.5 Anticipated proportion distribution of the loans:



5.0 PROFILE OF PROJECTS TO BE CONSIDERED

- 5.1 Arts oriented businesses that are profit making:
 - 5.1.1 Projects that are community based in either rural or urban areas.
 - 5.1.2 Generally benefitting a large number of artists and impacting society.
 - 5.1.3 Facilities/projects that will offer services to multiple art forms.
 - 5.1.4 Viability of the proposed business as demonstrated in the proposal.
 - 5.1.5 Businesses that are within the ambits of the law.
 - 5.1.6 One-off events shall not qualify under this Scheme.

6.0 APPLICATION PROCESS AND ATTACHMENTS

- 6.1 Applicants shall only be entitled to receive a loan after satisfying all requirements of the application process.
- 6.2 Applications which do not meet the minimum requirements in these guidelines will not be considered.
 - 6.2.1 Applicants will fill in the prescribed Artists Empowerment Loan Application Form. Application forms are free and there are no application fees for this scheme.
 - 6.2.2 The form shall be submitted with the following supporting attachments:
 - 6.2.2.1 A copy of valid registration certificate of the business or Cooperative;
 - 6.2.2.2 A Business proposal;
 - 6.2.2.3 Certified copies of the National Registration Cards for all key members of the management team; and
 - 6.2.2.4 Valid Zambia Revenue Authority (ZRA) Tax certificate and TPIN.

- 6.3 All applications will be sent to the National Arts Council of Zambia through;
- 6.3.1 Provincial Arts and Cultural offices, Provincial CEEC offices, District Arts and Cultural Offices or any other designated government office in the district where there are no District Arts and Cultural Offices.
 - 6.3.2. Directly to the NAC Secretariat.
- 6.4 The Council shall set up submission points (drop in boxes) in all districts. After the closing date for submissions, the boxes at every submission centre shall be opened and applications compiled, sealed in envelopes and sent to the NAC Secretariat in Lusaka.
- 6.4.1 All applicants must sign a log sheet at the submission centers as proof of submission of application.
 - 6.4.2 National Arts Associations will endorse on the Artists Empowerment Loan Application Form once the forms are received at the Council. Applicants who are already paid up members of any of the associations can also attach their membership receipt.

7.0 THE CONSIDERATION AND SELECTION PROCESS

- 7.1 National Arts Council of Zambia (NAC) Secretariat
- 7.1.1 Once received by the NAC Secretariat, the applications will be recorded, stamped, compiled and acknowledged by issuing a tracking number to the applicants.
 - 7.1.2 Secretariat will submit all the applications to the Finance and Investments Committee of the Council.
- 7.2 Finance and Investments Committee
- 7.2.1 The Finance and Investments Committee will screen and sieve the applications.

7.2.2 The Finance and Investments Committee will compile a report and recommend the applications to the Independent Projects Selection Committee (IPSC).

7.2.3 The Director National Arts Council who is the Secretary of the Independent Projects Selection Committee in consultation with the Committee Chairperson shall convene meetings to consider and select the projects.

7.3 Independent Projects Selection Committee (IPSC)

7.3.1 Composition

The IPSC shall be a ten-member committee which shall be constituted by the NAC Board and shall have the following composition;

7.3.1.1 A prominent business person with significant knowledge of the arts business - Chairperson,

7.3.1.2 Representative from private sector (Business or Financial institution) - Vice Chairperson,

7.3.1.3 NAC Board representative – Member,

7.3.1.4 National Arts Associations Representative – Member,

7.3.1.5 Youth Artists’ Representative (Nominated by National Arts Associations) – Member,

7.3.1.6 Female Artists’ Representative (Nominated by National Arts Associations) – Member,

7.3.1.7 Representative of the Citizens Economic Empowerment Commission – Member,

7.3.1.8 Representative of the Zambia Development Agency – Member,

7.3.1.9 Director Finance Ministry of Tourism and Arts – Member, and

7.3.1.10 Director National Arts Council of Zambia – Secretary.

7.4 Selection Criteria/Process

Thorough scrutiny and review of the applications/business proposals;

- 7.4.1 Projects that are community based in either rural or urban areas.
- 7.4.2 Generally benefitting a large number of artists and impacting the society.
- 7.4.3 Facilities/projects that will offer services to multiple art forms.
- 7.4.4 Viability of the proposed business as demonstrated in the proposal.
- 7.4.5 Businesses that are within the ambits of the law.
- 7.4.6 The IPSC may vary the amount requested in any approved proposal after thorough scrutiny.
- 7.4.7 Vetting, verification and due diligence on the projects and of the management teams of the shortlisted applications.
- 7.4.8 Once the vetting, verification and due diligence process is completed, the IPSC as the final approving body shall finalize the approval process.
- 7.4.9 The IPSC shall submit the final report of approved projects to the Council for the information of the Board.

8.0 DISBURSEMENT OF LOANS

- 8.1 Loans (cheques) shall be disbursed to all succesful applicants at once during the disbursement ceremony.
- 8.2 List of approved and financed projects to be published in the public media.
- 8.3 Where need be, once agreed with the applicant, funds may be disbursed directly to suppliers as per quotation supplied by the applicants.

9.0 LIEN, DEFAULT, AND RECOVERY

- 9.1 The loans will be collateral free;
 - 9.1.1 The loans shall be secured through a lien on the assets; plant, equipment or property purchased or renovated from the loan funds.
- 9.2 Default shall be defined as failure to make three consecutive loan repayment instalments upon which an entity will be put on a recovery plan and guarantors contacted to ensure that the recovery plan is followed.
 - 9.2.1 Failure by the entity and the guarantors to comply with the loan recovery plan, the Assets; plant, equipment or property purchased or renovated from the loan funds shall be seized by the National Arts Council of Zambia and appropriate action will be taken.

10.0 SCHEME IMPLEMENTATION

- 10.1 The scheme will be implemented by the National Arts Council of Zambia under the Ministry of Tourism and Arts, with the support of the Citizens Economic Empowerment Commission (CEEC) as the Fund Manager.
- 10.2 The National Arts Associations affiliated to the Council will support the implementation through awareness programmes among their members. The Associations are listed below;
 - 10.2.1 National Association of Media Arts (NAMA)
 - 10.2.2 National Theatre Arts Association of Zambia (NATAAZ)
 - 10.2.3 Zambia National Visual Arts Council (VAC)
 - 10.2.4 Zambia Arts Adjudicators Panel (ZAAP)
 - 10.2.5 Zambia Folk Dance and Music Society (ZAFODAMUS)
 - 10.2.6 Zambia Popular Theatre Alliance (ZAPOTA)
 - 10.2.7 Zambia Association of Musicians (ZAM)
 - 10.2.8 Zambia Women Writers Association (ZAWWA)

10.3 The guidelines have been tailored specifically for this Scheme and shall be understood and applied as interpreted by the National Arts Council of Zambia.

11.0 ROADMAP

S/N	ACTIVITY
11.1	Launch of the Scheme, Call for Applications and Release of guidelines
11.2	<ul style="list-style-type: none">• Support Services• Awareness engagements on TV, Radio & Social Media• Receipt of Applications
11.3	Selection of successful applications and training for successful applicants
11.4	Disbursement of funds
11.5	Monitoring and Support Services
11.6	Loan Recoveries

12.0 APPENDICES

- ◆ CALL FOR PROPOSALS
- ◆ APPLICATION FORM



Presidential Arts Development and Empowerment Scheme

CALL FOR PROPOSALS

The National Arts Council of Zambia invites applications from Zambian artists wishing to undertake business investments along the creative industry value chain under the K30 Million youth empowerment scheme targeting artists across the Country.

The Government of the Republic of Zambia through the **National Arts Council** a statutory body under the **Ministry of Tourism and Arts** is disbursing loans with the support of the **Citizens Empowerment Commission of Zambia (CEEC)** as its Fund Manager.

The objective of the scheme is to:

- a. Create a revolving fund that will develop the arts sector and benefit many artists and arts businesses in the long run.
- b. Provide continued business support services for the development of sustainable arts enterprises.
- c. Stimulate the creation of employment opportunities for the youths by supporting the growth and sustainability of arts enterprises.

In accordance with the issued guidelines for application, consideration and selection of the arts business projects, the Council now invites applications from arts cooperatives, artists, arts managers and promoters in all art forms.



WHERE TO FIND GUIDELINES AND APPLICATION FORMS

The guidelines and application forms can be obtained from all the **Provincial Cultural Offices, Provincial CEEC offices**, and from the **District Cultural Offices** under the **Ministry of Tourism and Arts** or from **National Arts Council Secretariat** at Acacia House, Cairo Road, Lusaka and from the NAC website www.arts.gov.zm.



SUBMISSION OF COMPLETED APPLICATIONS

All completed application forms with all the necessary attachments should be submitted in **hard copy** at the Provincial Cultural Offices in all the ten provinces and at the District Cultural Offices under the **Ministry of Tourism and Arts** or at the National Arts Council Secretariat at Acacia House, Cairo Road, Lusaka.

The deadline for submission of applications is **30th September 2020 at 17:00hours.**

Only hard copy applications will be accepted.

In line with Government policy, the Council is encouraging the participation of the youth artists, female artists and artists living with disabilities.

CONTACT DETAILS

National Arts Council of Zambia | Acacia House, Cairo Road
P.O. Box 50812, Lusaka | **Email: nacz@naczambia.org.zm**
Landline: +260 211 220 638 | Mobile: +26 0770 881500
Facebook/NacZedArts
www.arts.gov.zm



Presidential Arts Development and Empowerment Scheme

ARTISTS EMPOWERMENT LOANS APPLICATION FORM

(Application should be filled in block letters)

PART A	
i.	Name of Applicant (Arts Enterprise or Arts Cooperative)
ii.	Registration Certificate No (Attach copy of certificate)
iii.	Business Postal Address
iv.	Physical Address:
v.	Bank Name: Account Name: Account Number
vi.	Loan Amount applied for: <i>(in words)</i> K
vii.	Purpose of the Loan
viii. Brief Description of the Project Please attach Project proposal and budget	
ix.	Estimated Number of Youths to Benefit from the project:
x.	Details of contact Person
	Full Name:
	Cell Number:
	Email:
	Position:
	Gender: <i>(Tick appropriate)</i> Female <input type="checkbox"/> Male <input type="checkbox"/>
	Green National Registration Card (NRC) Number NRC Number
	(Attach NRC Copies of Management Team)

This form is not for sale

PART B

Guarantor/Referee	
Name	
Institution	
Phone number	
(Mobile Number):	(Work):
Email Address	

Comments:

Signature..... Date/Stamp

PART C			
National Arts Association Endorsement			
Name of Association:			
Name of signatory		Signature	
Position		Cell No.	
<i>(Tick appropriate)</i> Supported <input type="checkbox"/> Not supported <input type="checkbox"/>			

PART D			
Independent Projects Selection Committee (IPSC)			
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Amount Approved: <i>(in words)</i>	
			K
Comment:			
Signature: _____		Signature: _____	
Committee Chairperson		Committee Secretary	

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