

APPLICATION FORM FOR FUNDING FOR THE ARTS



It is compulsory to complete all relevant sections of this application form

PROJECT FUNDING

- Arts projects by **individual** South African citizens that begin in April 2016
Complete sections 1, 2, 4, 5 and 7
- Arts projects by registered South African **arts organisations** that begin in April 2016.
Complete sections 1, 3, 4, 5 and 8

BURSARY FUNDING

- Arts bursaries for **individual** South African citizens for international studies abroad that begin in 2016
Complete sections 1, 6 and 7

SUBMIT APPLICATIONS TO THE NATIONAL ARTS COUNCIL BY POST OR COURIER:

Direct all queries and requests for additional application forms to the NAC:
Telephone: (011) 838 1383 Email: funding@nac.org.za

This form is also available in PDF at www.nac.org.za

Postal Address:
P O Box 500
Newtown 2113
Johannesburg

Physical Address:
66 Margaret Mcingana Street
Newtown
Johannesburg

CLOSING DATE : 11 December 2015.

GUIDELINES (read these guidelines carefully before completing the application)

- Provide honest and accurate information. If you misrepresent information, your application may be disqualified.
- It is compulsory to complete all relevant sections of the application form. Do not refer to attachments.
- Complete all relevant sections. If you do not provide all the information required your application will not be assessed. Where information is not applicable to you or your organisation state that it is not applicable by writing 'N/A' in the appropriate place on the form.
- Ensure that all the required supporting documents are included in your application.
- Where relevant include a script or other pre-production material (in printed form) that has already been developed for the project that you plan to do. Note that this material will not be returned to you. For Theatre/Drama please submit a synopsis and script of the play. For literature projects please submit synopsis or first chapter of the novel you are writing or first three chapters of your short story book.
- Publishing companies must submit a marketing and distribution plan of books to be published.
- You may include a detailed proposal of no more than 4, A4 pages if you wish to provide more detail. This is not compulsory.
- In addition to the application form and supporting documents, the NAC may require further information from you. We will contact you if further information is required.
- Your application form must reach us by the closing date. If your application is received by the closing date, we will send you an acknowledgement of receipt. Late applications will not be considered.
- We will send you a letter to inform you of the outcome of the Council's decision. If your application is successful, you will be asked to complete a funding contract and return it to the NAC.
- Submit graded exam fee structure (where applicable).
- Certified copy of your Identity document should not be older than three months by the closing date, i.e. 11 December 2015.
- Do not submit a passport.
- Incomplete application forms will not be accepted.
- No late documents will be accepted.
- Do not staple or bind your application form.
- All documents should be submitted in A4.

CHECKLIST

Below is a checklist of compulsory documents to be attached:

Individual project	Organisation project	Individual bursary
<p>Certified copy of SA ID</p> <p>Original valid Tax clearance certificate</p> <p>Quotations (where applicable)</p> <p>Latest/recent organisations original bank statement (1 month old)</p> <p>Curriculum Vitae of the co-ordinator</p> <p>2 most recent letters of reference from arts organisations, artists and/or community leaders (not older than 18 months)</p> <p>Examples of your previous works in the form of photographs, brochures or other printed materials</p> <p>Attach a script for a theatre project</p> <p>Scriptwriter and the director's CV's</p>	<p>Certified copies of SA IDs' of at least 2 office bearers of the organisation</p> <p>Original valid Tax clearance certificate</p> <p>Quotations (where applicable)</p> <p>Curriculum Vitae of co-ordinator</p> <p>Latest/recent organisations original bank statement (1 month old)</p> <p>Certified copy of the organisation's registration certificate</p> <p>Latest audited financial statements</p> <p>Attach a script for a theatre project</p> <p>Scriptwriter and the director's CV's</p> <p>Examples of your organisation's previous works in the form of photographs, brochures or other printed materials</p> <p>2 recent letters of reference from arts organisations, artists and/or community leaders (not older than 18 months)</p>	<p>Certified copy of SA ID</p> <p>Detailed Curriculum Vitae</p> <p>2 letters of reference (not older than 18 months)</p> <p>Course content/outline</p> <p>Academic transcript</p> <p>Fees structure</p> <p>Proof of banking details of individual</p> <p>Letter of acceptance from the study institution</p> <p>Proof of applicant's income</p> <p>Proof of parents/guardian's income</p>

SECTION 1

APPLICATION DETAILS (Complete A, B and C)

A. Art Form

Which of the following arts form is relevant to your field?:

Craft Dance Literature Multi-disciplinary Music Theatre/ Visual arts
 Projects Drama

Other (specify): _____

B. Funding Type

Which of the following arts form is relevant to your field?:

Individual Project	<input type="checkbox"/>
Organisation Project	<input type="checkbox"/>
Individual Bursary	<input type="checkbox"/>

C. Preferred Method of Communication

Email: SMS: Fax:

For office use only

Date received: _____ Registration number: _____

ADO name: _____ Amount applied for: _____

Action for outstanding information:

Contact Date	Date Recieved	Notes

Compliance decision:

Serve

Reject

SECTION 2

INDIVIDUAL APPLICANT DETAILS (complete this section if you are applying for an individual project)

Title: _____

Full name/s: _____ Surname: _____

ID no: _____ Date of birth: _____

Tel: _____ Cell: _____

Fax: _____ Email: _____

Physical address: _____

Province: _____ Province of origin: _____

Postal address: _____

Code: _____

Race: _____

Gender: _____

Language: _____ Age: _____

Locality: Rural Urban

Municipal District: _____

Artistic achievements, credits and awards

Achievements, credits or awards	Date Achieved

Contact details of the people who gave you reference letters (1 reference letter to come from an arts practitioner)

Name	Contact Telephone	Designation

SECTION 3

ORGANISATION DETAILS (complete this section if you are applying for an organisation project)

Organisation/Company name: _____

How long has the organisation been in existence?: _____

Type of organisation: Section 21 CC Pty(Ltd) NPO Other (specify): _____

Organisation/Company registration number: _____ Tax number (if applicable): _____

Title: _____ Coordinator Full name: _____ Coordinator Surname: _____

ID no: _____ Cell: _____

Tel: _____ Fax: _____ Email address: _____

Physical address: _____

Province: _____ Web address: _____

Postal address: _____

Code: _____

Locality: Rural Urban Name of Municipal District: _____

History of the organisation or group:

What are the main objectives of the organisation?:

Organisational achievements and awards in the last 3 years:

Achievements and awards	Date achieved	Outcome/s

Office bearer details (Management/Administration) :

Position	Name	ID No.	Contact Telephone
Management Head			
Financial Officer			
Project Manager			

Employee breakdown of your organisation as a whole:

	Disability	Female		Male	
		Black	White	Black	White
Full-time					
Part-time					
Volunteers					

SECTION 3 CONTINUES ON THE NEXT PAGE

SECTION 3 CONTINUED

ORGANISATION DETAILS (complete this section if you are applying for an organisation project)

Governance structures (Give a list of people serving on the Board of your organisation)

Name	Position	ID Number	Contact Details

Contact details of referees:

Name	Contact Telephone	Designation

SECTION 4 (To be completed by individuals and organisations applying for project funding only)

PROJECT DETAILS

Project Name/Title :

Briefly describe your project :

SECTION 4 CONTINUES ON THE NEXT PAGE

SECTION 4 CONTINUED

PROJECT DETAILS CONTINUED

What are the objectives of the project?

SECTION 4 CONTINUES ON THE NEXT PAGE

SECTION 6

INDIVIDUAL BURSARY APPLICATION DETAILS

Title: _____
 Full name/s: _____ Surname: _____
 ID no: _____ Date of birth: _____
 Mobile: _____ Tel: _____
 Fax: _____ E-mail: _____
 Physical Address: _____
 Province _____ Municipal District: _____
 Postal Address: _____ Code: _____
 Province of Origin: _____ Gender: _____
 Race: _____ Age: _____

You are applying for international studies, are similar courses available in South Africa?

Y N If Yes specify: _____

Course name for which application is being made: _____

Institution name: _____ Faculty or department: _____

Have you already applied to register for the course?: Y N

Have you been accepted for the course?: Y N

Course start date: _____ Course end-date: _____ Duration: _____ months _____

Financial breakdown of the course:

Estimated study costs	
Item	Amount (R)
Registration costs	
Tuition costs	
Books and study material	
Travel costs	
Accommodation and living costs	
Other costs (specify):	
Total study cost (1)	

Estimated funding sources	
Item	Amount (R)
1.	
2.	
3.	
4.	
Total Non-NAC Funding (2)	

Financial summary:

Total study cost (1)	
Less: Total Non-NAC income (2)	
Total funding required from NAC (1 minus 2)	

SECTION 6 CONTINUES ON THE NEXT PAGE

SECTION 7

DECLARATION FOR INDIVIDUAL APPLICANTS

All the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation of such information is a serious offence that will lead to the disqualification of this application and may result in prosecution.

Full name/s of applicant: _____

Signed: _____ at: _____ on: _____ 2015.

Full name/s of person completing this application on behalf of the applicant (if applicable):

Signed: _____ at: _____ on: _____ 2015.

NB: The NAC does not endorse the charging of fees for assistance in completing this application

SECTION 8

DECLARATION FOR ORGANISATIONS

I confirm that I have the authority to complete and sign this application on behalf of the organisation named in this application.

I further confirm that the activity for which the organisation is applying falls within the mission and constitution or memorandum and articles of association of the organisation.

All the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation of such information is a serious offence that will lead to the disqualification of this application and may result in prosecution.

Full name/s of person completing this application on behalf of the organisation:

Designation in the organisation: _____

Signed _____ at _____ on _____ 2015.

Full name of co-signatory office bearer in a management position (optional): _____

Designation in the organisation: _____

Signed _____ at _____ on _____ 2015.