

ARTS, CULTURE, AND NATIONAL HERITAGE SECTOR
2018 OPEN CALL FOR APPLICATIONS
BUDGET TEMPLATE

PLEASE NOTE:

- To be completed by all applicants.
- Agents/ representatives/ conduits applying on behalf of organisations/ communities (maximum of 2) must submit a separate budget for each organisation/community.
- The agent/ representative/ conduit may include the 5% administration fee in the budget of each beneficiary organisation/ community. This amount must not exceed R150 000.00 for each assisted organisation.
- Agents/ representatives/ conduits must submit a budget for their own operations separately with their own application.
- Fill in all sections with detailed motivations in full and attach the relevant quotations.

NAME OF ORGANISATION: _____

Please complete the information below in full:

1. BUDGET OF PROJECT INCOME (From whom or where does your organisation plan to receive project funding)

Sources of Income		Amount in Rand
Request from National Lottery Distribution Trust Fund		R
Grant from Government Department/s (Please include proof of support)	Dept. of Arts & Culture	R
	Dept. of Trade and Industry	R
	Other	R
Donations		R
Fees for Services paid by beneficiaries		R
Anticipated ticket sales		R
Fundraising and/or Events Income		R
Other Income e.g. Corporate Contributions (please specify)		
1.		R
2.		R
3.		R
4.		R
TOTAL INCOME FOR PROJECT		R

2. BUDGET OF EXPENDITURE AND AMOUNT REQUESTED FROM THE NLDTF FOR OPERATIONAL COSTS

PLEASE NOTE: Each line item requested must be motivated for in detail in the column provided. (If the space is not enough, use a separate sheet showing which item you are motivating for). Example of items includes, Audit fees, Bank Charges.
Please note that the NLC may fund up to 20% of all operational expenses.

Item	Quantity	Unit Cost	Amount	Motivation for Budget Items
TOTAL OPERATION COSTS			R	

** The NLDTF reserves the right to determine the total amount of the Grant and the 5 % for administration fees, where applicable.*

4. REQUESTED FOR PROJECTS

Please make sure that the project is broken down into finest details required below. (If the space is not enough, use a separate sheet showing which item you are motivating for).

Please note that the NLC may fund up to 40% of all operational expenses.

Items	Quantity	Cost per Unit	Total Cost	Amount requested from NLDTF	Motivation
TOTAL			R	R	

4. REQUEST FOR CAPITAL EXPENDITURE

If you are requesting a grant for capital expenditure, please give details below.

NOTE:

- a) **QUOTATIONS must** be attached for all items (preferably from at least three credible local suppliers)
- b) **If ground and buildings** are requested, please submit the following:
 - **Proof of Ownership, Offer to Purchase, Lease Agreement, or Permission to Occupy** in the name of the organisation, (not an individual)
 - **Proof of Registration of the preferred builder** with the relevant body
 - **Approved Building Plans**
 - **Quotations (three** quotations for material must be submitted from credible suppliers. Two separate quotations must also be submitted for labour costs.)
Example of items to be included in this section includes, acquisition and renovation of capital assets like buildings, etc.
- c) **Please note that the NLC may fund up to 40% of all operational expenses.**

Items	Quantity	Cost per Unit	Total Cost	Amount requested from NLDTF	Motivation
TOTAL			R	R	

Items	Quantity	Cost per Unit	Total Cost	Amount requested from NLDTF	Motivation
TOTAL			R	R	

What is the total amount requested from the NLTDF (This must be the same as the total amount indicated in form B2)

SIGNED BY: Full Name: Position:

Signature: Date: