

2018 OPEN CALL FOR APPLICATIONS
ARTS, CULTURE AND NATIONAL HERITAGE SECTOR
PROJECT BUSINESS PLAN

1. Identifying particulars

a) Name of organisation: _____

b) Physical Address of Organisation: _____

c) Nature of the organisation:

National

Provincial

Local

2. Main objectives of project, in line with objectives in the Founding Document/Constitution.

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

3. Identify your priority activities, timeframes and outcomes for this project

Activity	Time Frame	Outcomes for Beneficiaries

4. Area of implementation of project

a) In which province/s will the project be implemented?

(Tick next to the province/s you are applying for)

Eastern Cape	<input type="checkbox"/>	Free State	<input type="checkbox"/>	Gauteng	<input type="checkbox"/>
KwaZulu Natal	<input type="checkbox"/>	Limpopo	<input type="checkbox"/>	Mpumalanga	<input type="checkbox"/>
Northern Cape	<input type="checkbox"/>	North West	<input type="checkbox"/>	Western Cape	<input type="checkbox"/>

b) Where will the project you are applying for be implemented?

Rural area	<input type="checkbox"/>	Township	<input type="checkbox"/>	Urban	<input type="checkbox"/>
Semi-urban	<input type="checkbox"/>	Semi-Rural	<input type="checkbox"/>	Informal settlement	<input type="checkbox"/>

c) In which municipality/district will the project be implemented?

d) **Community**

Give a very brief description of the community in which the project will be implemented.

5. **What will be the impact of this project be on the community?**

6. Beneficiaries

6.1 Indicate the nature of the service (service area) and the number of beneficiaries per target group. (Please do not count the same beneficiaries more than once)

Service Area	Target Group						
	Women	Children	Men	Youth	Disability	Older Persons	Total
Craft							
Dance							
Theatre							
Film							
Intangible cultural Heritage							
Built Heritage							
Underwater Archaeology							
Environment							
Visual Arts							
Music							
Festival							
Language							
Literature							
TOTAL							

6.2. **Racial Profile of Beneficiaries:** Give the number of people who will benefit from this project in the table below.

Race	Tick	Number
African		
Coloured		
Indian/Asian		
White		

7. Management Committee

Give a complete list of all the persons who serve on the organisation's **Management Committee**. For good Corporate Governance, the Board of the Organisation cannot also be part of Management.

If any of the people have the same surname, explain their relationship. If related, replace one with another who is unrelated.

(Legend: M - Male; F - Female; A - African; C – Coloured; I – Indian; W - White)

Member Name	Gender		Profile				Position	ID number
	M	F	A	C	I	W		
Non-South Africans								

8. Personnel/Staff

a) How many staff members are **currently employed** by the organisation? _____

Provide details of staff profile and tick relevant block.

Staff Members	Gender		Race				Position	Full - time	Part - time
	M	F	A	C	I	W			

Staff Members	Gender		Race				Position	Full - time	Part - time
	M	F	A	C	I	W			
Non-South Africans (if any):									

b) How many volunteers do you currently have in your project?

No. of Part time: No. of Full time:

c) Do you have any staff development needs? YES NO

If yes, please indicate the area/s for development:

1. Project Management	
2. Financial Management	
3. Bookkeeping/ Record Keeping	
4. Report Writing	
5. Fundraising	
6. Staff Development	

Please ensure that the skills development needs are covered in the budget

Other: _____

9. Job creation opportunities:

a) Will there be any new jobs created through this project?

YES NO

b) If yes, how many new jobs will be created? _____

c) If yes, what would be the nature of the employment and number of jobs to be created?
Please tick the appropriate box.

Nature of Employment	Number created through this project.
Full-time	
Part-time	
Volunteers	

10. Representivity of the Organisation

a) Is your project meant for a specific racial group? _____

If YES, give details and explain why? _____

b) Is your Board, Management Committee and Staff representative of the race of your beneficiaries? _____

If NO, explain why and explain what steps you are taking to rectify this:

11. Organisational sustainability:

Do you have a sustainability plan? Tick the appropriate block?

YES NO

Can you tell us how your organisation plans to ensure that your project continues beyond funding from the NLDTF? If you have previously received funding from the NLDTF, show how you have progressed with your sustainability plan.

Form completed by:

Full Name: _____

Signature: _____

Date: _____