



ARTS, CULTURE, AND NATIONAL HERITAGE SECTOR

BUDGET TEMPLATE

PLEASE NOTE:

- To be completed by all applicants.
- Conduits applying on behalf of beneficiary organisations/communities (maximum of 2) must submit a separate budget for each organisation/community. The conduit may include the 5 % administration fee in the budget of each beneficiary organisation/community.
- Conduits must submit a budget for their own operations separately with their own application.
- Fill in all sections with motivations in full and attach the relevant documents.

NAME OF ORGANISATION: _____

Please complete the information below in full:

1. BUDGET OF INCOME for 2015/2016 financial year (From whom or where does your organisation plan to receive funding in 2015/2016)

Sources of Income		Amount in Rand
National Lottery Distribution Trust Fund		
Subsidy and/or grant from Government Department/s:	Dept. of Arts & Culture	
	Dept. of Trade and Industry	
	Other	
Bequests and/or Legacies		
Donations		
Fees for Services paid by beneficiaries		
Fundraising and/or Events Income		
Income from Investments		
Income from Trading Activities		
Membership Fees		
Source	Amount in Rand	
Other Income (please specify)		
1.		
2.		
3.		
4.		
TOTAL		R

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

PLEASE NOTE: Each line item requested must be motivated in the notes column. If the space is not enough, use a separate sheet showing which item you are motivating for). Example of items includes, post and telecommunications, water and electricity, accounting/bookkeeping/audit fees, Bank Charges etc.

Item	Quantity	Unit Cost	Amount requested from NLDTF	Notes for Budget Items

Item	Quantity	Unit Cost	Amount requested from NLDTF	Notes for Budget Items
TOTAL			R	

** The NLDTF reserves the right to determine the total amount of the Grant and as such, the 5 % for administration fees*

4. REQUESTED FOR PROJECTS

Please make sure that the project is broken down into finest details required below.

Items	Quantity	Cost per Unit	Amount requested from NLDTF	Notes for Budget Items
TOTAL			R	

5. 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 (at least three from a credible local supplier)
- 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
 - **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.

Capital item	Units	Cost per Unit	Amount requested from NLDTF	Notes for Budget Items

TOTAL			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: