



ARTS, CULTURE, AND NATIONAL HERITAGE SECTOR 2015 GUIDELINES

The 2015 Arts, Culture and National Heritage call for applications consists of the following portfolio of documents:

- FORM 2010/1 and FORM 2010/2
- 2015 Guidelines
- Project Business Plan Template (Annexure A)
- Project Business Plan for Small Grants (Annexure A 1)
- Supplementary Form in support of agent/representative/conduit (Annexure B1)
- Budget Template (Annexure C)
- Capacity Building Template for agent, representative or conduit assisting another organisation

Please read all the documents as they will help you to complete the application.

Please read these Guidelines and the required templates carefully before you complete the application form.

Refer to the Documents Checklist at the end of these Guidelines for the list of Mandatory Documents that must be submitted with the application.

A. APPLICATIONS

1. All applications must be completed on the **prescribed** application forms as follows:

CLUSTER 1: This cluster is targeted at provinces who have over the years struggled to achieve minimum of 5% of NLDTF allocations as required by law.

IMPORTANT NOTE: Applications from provinces outside Cluster 1 will be considered only for National and Provincial Flagship projects or events which will take place between September and December 2015, have a high patronage, high geographic spread and are associated with National Days, and/or important Cultural Festivals.

Categories of Grant	Amount	Application Form	Opening Date	Closing Date	Province Targeted
Small Grants	Not more than R500 000.00	FORM 2010/2	12 July 2015	10 September 2015	Free State, Mpumalanga, Northern Cape and North West.
Medium	R500 001 – R5 million	FORM 2010/1			
Large Grants	R5 million - R10 000 000.00	FORM 2010/1			

CLUSTER 2

Category of Grant	Amount	Application Form	Opening Date	Closing Date	Province Targeted
Small Grants	Not more than R500 000.00	FORM 2010/2	14 September 2015	22 October 2015	Eastern Cape, Gauteng, Kwa-Zulu Natal, Limpopo, and Western Cape
Medium Grants	R500 001 – R5 million	FORM 2010/1			
Large Grants	R5 million - R10 000 000.00	FORM 2010/1			

Clearly identify the **SECTOR** which you are applying to, in the list provided at the top of the Application Form. Only applications for the **Arts, Culture and National Heritage** sector will be considered.

All five (5) pages of the prescribed application form (as applicable for the category you are applying for) must be **fully** completed and the **Declaration** on the last page **MUST** have the **full name of the person submitting the application** on behalf of the organisation. The **name of the applicant organisation MUST** be clearly indicated and the form must be **signed and dated**. Applications which do not comply with this requirement will be declined. The application form must be signed by any one of the two (2) main contact persons indicated in the application form. Signatories to the application form must hold a valid South African identity document.

2. **Do not** change or re-type the format of FORM 2010/1 and FORM 2010/2 as they are legal documents that have been gazetted.
3. The total amount requested for projects must be in **in line with the amounts and categories reflected in Section A of the Guidelines**.
4. The registered name of the organisation must be the same on the application form and all the following supporting documents. :
 - a) Prescribed application form (FORM 2010/1 or FORM 2010/2 as applicable);
 - b) Proof of Registration as NPO, NPC, Section 21 Company, Public Benefit Trust;
 - c) Founding documents (Constitution, Trust Deed or Memorandum and Articles of Association);
 - d) The name of the bank account;
 - e) Annual Financial Statements and Financial Records of the organisation (as applicable).

PLEASE NOTE:

- If the names on any of the above mandatory documents differ, it could have a negative impact on the adjudication of your application.

- Where there has been a **change of name, proof in the form of** a signed and approved copy of the Special Resolution, amended constitution or Minutes of the Meeting or a Change of Name certificate detailing the name change must be submitted.

5. REQUIREMENTS FOR DIFFERENT CATEGORIES OF GRANTS

5.1 SMALL GRANTS: R0 – R500 000.00

The following **MANDATORY** documents **must be submitted** together with the fully completed application form, **FORM 2010/2**.

- a) Organisational **founding documents** (this requirement is applicable to organisations that have not previously been funded by the NLDTF or if the objectives of the organization have since changed.)
 - Constitution/ Trust Deed
 - Institutions established by an Act of Parliament must only cite the enabling Act
 - Proof of registration for non-profit organisations, non-profit company, public benefit trusts and schools registered with the Department of Education (except private schools)
 - Tertiary Institutions are excluded from this requirement but they must cite the enabling Act
- b) **Detailed Project Business Plan**
- c) **Detailed Project Budget**
- d) **Project Motivation**
- e) Applications for declared heritage site development/renovations must be accompanied by letter of support from the Municipality or Tribal Authority for the projects.
- f) Mandatory requirements for a Conduit/Agents/Representative in the case of such applying on behalf of organisations as indicated in Section B below;
- g) Financial Records for a minimum period of 3 months made up of the following;
 - Statement of Assets (Land, Buildings, Vehicles, Cash) & Statement of Liabilities (Loans, Bank Overdraft, Creditors, etc.) for minimum of 3 months
 - Statement of Income & Statement of Expense for minimum of 3 months
 - Bank Statements for the minimum of 3 months
- h) Only applications from organisations' whose mandate, primary objectives, expertise, experience and track record in the field of Arts, Culture, Environment and National Heritage will be considered. (Organisations like Home-Based Care, Orphanages, Drop-in Centres, Old Age Homes, Soup Kitchens, Sport Clubs, and Early Childhood Development Centres [Creches] will not be considered.)

PLEASE NOTE:

- **Applications that do not meet mandatory requirements will be declined.**

5.2. MEDIUM GRANTS: R500 001.00 - R5000 000.00

The following **MANDATORY** documents **must be submitted** together with the fully completed application form, **FORM 2010/1**.

- a) Organisational founding documents (this requirement is applicable to organisations that have not previously been funded by the NLDTF or if the objectives of the organization have since changed.)
 - Constitution/ Articles and Memorandum of / Trust Deed
 - Institutions established by an Act of Parliament must only cite the enabling Act
 - Proof of registration for non-profit organisations, section 21 companies, public benefit trusts and schools registered with the Department of Education (except private schools)
 - Tertiary Institutions are excluded from this requirement but they must cite the enabling Act
- b) Detailed Project Business Plan
- c) Detailed Project Budget (specific line items with unit cost, quantities, total cost per item)
- d) Project Motivation
- e) Applications for declared heritage site development/renovations must be accompanied by approval from the relevant provincial or national authority.
- f) Most recent annual financial statements of the organisation: -
 - For a year for organisations that have previously received funding from the NLDTF
 - For two consecutive years signed and dated by a registered and independent Accounting Officer or an Auditor in the case of organisations that have not been previously funded by the NLDTF.
- g) Signed Auditor's or Accounting Officer's Report

5.3. LARGE GRANTS: R5 000 001.00 – R 10 000 000.00.

This Category is only for current National and Provincial Flagship Cultural Events that have a high patronage, high geographic spread, and high economic development potential and/or are associated with National Days.

The following **MANDATORY** documents **must be submitted** together with the fully completed application form, **FORM 2010/1**.

- a) Organisational founding documents (this requirement is applicable to organisations that have not previously been funded by the NLDTF or if the objectives of the organization have since changed.)
 - Constitution/ Articles and Memorandum of / Trust Deed
 - Institutions established by an Act of Parliament must only cite the enabling Act

- Proof of registration for non-profit organisations, section 21 companies, public benefit trusts and schools registered with the Department of Education (except private schools)
 - Tertiary Institutions are excluded from this requirement but they must cite the enabling Act
- b) Detailed Project Business Plan
- c) Detailed Project Budget (specific line items with unit cost, quantities, total cost per item)
- d) Project Motivation
- e) Applications for declared heritage site development/renovations must be accompanied by approval from the relevant provincial or national authority.
- f) Most recent annual financial statements of the organisation: -
- For a year for organisations that have previously received funding from the NLDTF
 - For two consecutive years signed and dated by a registered and independent Accounting Officer or an Auditor in the case of organisations that have not been previously funded by the NLDTF.
- g) Signed Auditor's or Accounting Officer's Report

PLEASE NOTE:

- **Applications that do not meet the mandatory requirements will not be considered.**

6. IMPORTANT ANNUAL FINANCIAL STATEMENTS INFORMATION FOR MEDIUM AND LARGE GRANTS

- 6.1. Organisations that have received funding from the NLDTF must attach **one complete set of the most recent year's ANNUAL FINANCIAL STATEMENTS with comparatives figures.**
- 6.2. Organisations that have never been funded by the NLDTF must attach **complete sets of the two most recent ANNUAL FINANCIAL STATEMENTS. These financial years must be for consecutive years** (e.g. 2013/2014 and 2014/2015). Two sets of consecutive financial statements means separate sets of financial statements for two financial years, following each other without interruption. Furthermore, the Annual Financial Statements **MUST** be signed and dated by a **registered, independent Accounting Officer or Auditor in line** with his/her professional qualifications. – **see list of the recognised Professional Accounting and Auditing bodies below.**

PLEASE NOTE:

Annual Financial Statements must be complete and **MUST** include the following:

- a detailed income and expenditure statement;
- a balance sheet;
- notes on the financial statement;
- a **signed** and dated report from the accounting officer/auditor on a letterhead.

Incomplete Financial Statements will render the application non-compliant and therefore not eligible for consideration.

6.3. The Annual Financial Statements **must not** be submitted as part of **an Annual Report**. **Annual Reports** are not required, and if submitted, will not be considered. Please make it a point that you submit **only** the required financial statements.

6.4. The Accounting Officer/Auditor **must be registered and in good standing with** one of the Accounting or Auditing bodies below.

6.5. Organisations **must** request proof of such registration with these bodies from their Accounting Officers/Auditors before they appoint the accounting officer/auditor to prepare their annual financial statements.

6.6. Annual Financial statements compiled by a student accounting officer, as well as employees of accounting firms not authorised to compile and sign financial statements will **not** be considered.

6.7. Recognised Professional Bodies:

- South African Institute of Chartered Accountants (SAICA)
- Auditors registered with the Independent Regulators Board for Auditors (IRBA)
- Chartered Secretaries of Southern Africa (CSSA)
- Chartered Institute of Management Accountants (CIMA)
- South African Institute of Professional Accountants (SAIPA)
- Institute of Accounting & Commerce (IAC)
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Business Management (CIBM)
- The South African Institute of Business Accountants (SAIBA)
- The South African Institute of Government Auditors (SAIGA)

6.8. Please note that the NLDTF will, as part of the adjudication process, verify the registration of the Accountant Officer/Auditor with the professional bodies listed above. In addition, the NLDTF will verify that an Accounting Officer has actually prepared the financial statements submitted.

6.9. The NLDTF has noted with concern that fraudulent and fabricated statements have been submitted in the past and will take measures against the applicant and Accounting Officer/ Auditor should this be the case with your application.

6.10. Please note that the following will not be accepted:

- a) Draft annual financial statements;
- b) Unsigned and undated Annual Financial Statements.
- c) Management Accounts

7. Please note that the names and positions of no less than **3 bank signatories, who are office bearers or officials who are not be related**, must be given in the prescribed form (Section C2 of FORM 2010/1 or FORM 2010/2).

8. **The referees identified in Section D of FORM 2010/1 or FORM 2010/2 must be independent** of the organisation and may be a municipal councillor, a traditional leader, a

Minister of any Church, an official of a government department e.g., a social worker or a development practitioner.

Referees must **NOT** be any of the following:

- a) Employees of the organisation;
- b) Members of the Board and management committee or their family members, relatives or friends;
- c) Volunteers involved with the organisation;
- d) Any person who provides/supplies services to the organisation.

B. CONDUIT/AGENT REPRESENTATIVE APPLICATIONS

9. The National Lotteries Commission shall consider applications for funding from organisations that apply through an agent, representative or conduit if:
 - a) The organisation has been in existence for less than six (6) months on the date of submission of the application; or
 - b) There is a clear need for a project in a community and that community is not organised through a recognised legal entity.
10. The application must be submitted by an agent/representative/conduit and must be accompanied by a statement by the organisation, providing reasons why it requires assistance.
11. The agent/representative/conduit must outline the nature of assistance it will provide to the organisations/communities.
12. Agents, representatives, or conduits may not apply for more than two (2) organisations under this call.
13. The total amount that may be charged by the agent, representative or conduit for services rendered by it to the beneficiary may not exceed five percent (5%) of the amount of the grant, provided that the maximum amount charged shall not exceed one hundred and fifty thousand rand (R150 000.00).
 - ✓ The administration fee included in the application must be accompanied by a budget breakdown, inclusive of the mentoring & coaching element, monitoring of project implementation, travel as well as the compilation of progress reports.
 - ✓ **Note:** The amount to be charged for services rendered mentioned in this section does not refer to people and/or organisations that assist beneficiaries to complete application forms during call for applications.
14. A conduit must have the experience, knowledge, competence, skills and capacity to assist applicant organisations or communities.
15. Skills transfer, mentoring and capacity building will form the basis for considering an application from an agent/representative/conduit application.
16. An agent/representative/conduit must submit a detailed plan setting out how it will transfer the requisite skills to build the capacity of the assisted organisation or community.

17. An agent/representative/conduit must furnish a report to the NLC on the actual execution of the plan referred to above, within six (6) months of the first tranche payment or such periods as has been determined in the terms and conditions of the grant.
18. The agent/representative/conduit should be in the same geographical area or province as the assisted organisation.
19. Agents/representatives/conduits may apply separately for their own project and operations. This separate application must include the mandatory documents and other required templates relevant to their category.
20. Previously funded not for profit organisations that are registered and meet all funding requirements may act as agents, representatives, or conduits.
21. The assisted organisation must have a valid constitution or other form of founding documentation (i.e. Trust deed, memorandum of incorporation, articles of association), a properly constituted management committee, and own bank account.
22. The administration fee included in the application must be accompanied by a budget breakdown, inclusive of the mentoring & coaching element, monitoring of project implementation, travel as well as the compilation of progress reports.
23. Only organisations that can demonstrate the capacity to facilitate skills transfer and mentoring of assisted organisations or Communities shall be considered.
24. Objectives of the agent, representative or conduit and assisted organisation or Community should be similar and/ or under the same NLDTF sector.
25. Both the agent, representative or conduit and assisted organisation or Community should be allocated within the same province and/ or a radius of 400km to ensure that the former is able to render the required support to the latter. Deviations may be considered where there are insufficient registered organisations in a province or due to geographic factors.
26. The maximum number of organisations or Communities to be assisted by an agent, representative or conduit at any one time is two (2);
27. Assisted organisations or Communities may only apply with one agent, representative or conduit at any given time

C. IN ADDITION TO THE AFOREMENTIONED, APPLICANTS ARE ALSO REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTATION/INFORMATION:

28. Applications for a new **building**, extensions or renovations to existing buildings **MUST** include the following:
 - a) **PROOF OF OWNERSHIP** of land and/or buildings e.g. a Permission to Occupy (PTO), **issued in the name of the organisation (NOT AN INDIVIDUAL). The attached template may be used. If there is a lease arrangement, details thereof must be provided, including the duration of the lease.**
 - b) **BUILDING PLANS**
 - c) **QUOTATIONS (two quotations for material must be submitted from credible suppliers. Two separate quotations must also be submitted for labour costs).**

c) **PROOF OF REGISTRATION OF THE BUILDER** with the relevant body (E.g. CIBD, NHBRC, etc.)

29. **OFFER TO PURCHASE**, if the organisation applies for funding to purchase an existing property.
30. Applications that include requests for **capital equipment** must include at least three QUOTATIONS from credible local suppliers. Brochures are not accepted as quotations.
31. **Do not include any other documents** that are not requested in the prescribed application form and these Guidelines. Adjudication is based **only** on the information contained in the required documents.
32. **Organisations that have received funding previously and have not submitted all outstanding Progress and Final Reports (both narrative and Financial) in accordance with the Grant Agreement will NOT be considered.**
33. Certified copies of the Identity Documents of the 2 Contact persons and all Members of the Management Committee listed on page 2 of application FORM 2010/1 and FORM 2010/2 must be submitted. Please note that the NLC will only liaise with the two identified contact persons.

D) APPLICATIONS THAT WILL NOT BE CONSIDERED

34. Applications from organisations whose previous projects were declined, cancelled or withdrawn due to fraud, corruption and other maladministration will not be considered.
35. Only applications from organisations' whose mandate, primary objectives, expertise, experience and track record is in the field of Arts, Culture, Environment and National Heritage will be considered. Organisations like, Home Based Care, Orphanages, Drop in Centres, Old Age Homes, Soup Kitchens, Sport Clubs and Early Childhood Development Centres (Creches), whose mandate, primary objectives, expertise and track record is not in the Arts, Culture, Environment and National Heritage sector field will not be considered for funding.
36. Faxed, or e-mailed applications, as well as applications on CD.

E) GENERAL GUIDELINES

37. Every organisation that receives a grant from the National Lotteries Commission shall, in procuring goods and services paid for by funds so acquired, follow a transparent and competitive process as set out in the Treasury Regulations.
38. When submitting budgets, applicants should clearly unpack their budget items to the finest details, That is, budget items like Administration/Contingency Fee, will not be considered if not unpacked and itemised.
39. Requests for vehicles will not be considered in this call for applications.
40. Multi-Year Applications will not be considered in this Call for Applications.
41. Only one application per organisation will be accepted. Organisations whose application comprises of multiple projects must ensure that only **ONE** application is submitted clearly identifying all the different projects.

42. **PROOF OF REGISTRATION** for services that require registration in terms of any law, where applicable must be submitted. *Where such registration is not available at the time of submitting the application a letter of support from the relevant department/authority must be provided.*
43. Founding Documents (constitution/articles and memorandum of association/incorporation/trust deed) must be signed and dated.
44. The National Lotteries Commission **does not sell** Application Forms, Guidelines and any other applications documentation. Applicants should not pay for these documents from any other person or organisation.
45. Applicants are advised **not to pay** for assistance in completing applications forms. Payment for such services from the allocated grant will constitute a breach of grant agreement.
46. The following clause of the new regulations will not be applicable in this call for applications; *“No applicant to whom a grant was made by the National Lotteries Commission shall be eligible to apply for another grant within a period of twelve (12) months from the date of receipt of that grant, irrespective of whether the project is different from the one previously applied for.”*

PLEASE NOTE:

THESE GUIDELINES PROVIDE THE KEY CRITERIA WHICH WILL SERVE AS A BASIS FOR THE ADJUDICATION OF APPLICATIONS. NON-COMPLIANCE IN TERMS OF THE LOTTERIES AMENDMENT ACT, 2013 (ACT NO. 32 OF 2013), THE REGULATIONS FOR THE ACT AND THESE GUIDELINES WILL RENDER THE APPLICATION NON-COMPLIANT.

THE NLC RESERVES THE RIGHT NOT TO MAKE GRANTS, OR TO DETERMINE THE AMOUNT TO BE ALLOCATED.

Should you need any further clarification on the application form and related documents please contact the Information Call Centre on 08600 65383

DOCUMENTS CHECKLIST

SMALL GRANTS CHECKLIST

• FORM 2010/2	
• Proof of Registration as NPO, Non Profit Company (formerly Section 21 Company), Public Benefit Trust.	
• Founding documents [Constitution, Trust Deed, Memorandum & Articles of Association]	
• Budget & Motivation	
• Project Motivation	
• Project Business Plan	
• Certified copies of the IDs of the 2 Contact persons and the Members of the Management Committee listed on page 2 of application FORM 2010/2	
• Financial Records	
Where applicable	
• Proof of registration for services that requires registration in terms of any law, where applicable.	
• Quotations for all goods and services	

MEDIUM AND LARGE GRANTS CHECK LIST

• FORM 2010/1	
• Proof of Registration as NPO, Non Profit Company (formerly Section 21 Company), Public Benefit Trust.	
• Founding documents [Constitution, Trust Deed, Memorandum & Articles of Association]	
• Project Budget	
• Project Motivation	
• Project Business Plan	
• Certified copies of the IDs of the 2 Contact persons and the Members of the Management Committee listed on page 2 of application FORM 2010/1	
• Annual Financial Statements	
• Signed Auditors report or Accounting Officer	
Where applicable	
• Proof of registration for services that requires registration in terms of any law, where applicable	
• Quotations for all goods and services	

<ul style="list-style-type: none"> FOR CONDUITS/AGENTS: 	
<ul style="list-style-type: none"> Form 2010/1 or Form 2010/2 for each organisation/community that will be assisted. 	
<ul style="list-style-type: none"> Skills Transfer and Capacity Building Plan 	
<ul style="list-style-type: none"> Relevant mandatory documents as indicated above 	
<ul style="list-style-type: none"> Statement by the applicant providing reasons why it requires assistance 	
<ul style="list-style-type: none"> Statement by the agent, representative or conduit on the nature of assistance it will provide to the applicant 	
Other Conduit Documents:	
<ul style="list-style-type: none"> Supplementary Form for agent/ representative/conduit applying on behalf of beneficiary organisation/community 	