



**NATIONAL LOTTERIES COMMISSION**  
Arts, Culture and National Heritage Sector

**PROJECT BUSINESS PLAN, PROJECT BUDGET AND MOTIVATION**

This template consists of the following contents which must be completed in full:

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**1 Identifying particulars**

1.1	NLC “Number for Life” (if applicable <sup>1</sup> )	
1.2	Name of organisation	
1.3	Physical address of organisation (including Province)	
1.4	Email address(es)	1.
		2.
1.5	Province(s) where project will be implemented	
1.6	Municipal area(s) where project will be implemented	

<sup>1</sup> Only organisations that applied after May 2018 will have a ‘number for life’

## 2 Area of implementation of project / programme

Where will the project / programme for which you are requesting a grant be implemented?

Urban area    Peri-Urban    Rural area<sup>2</sup>    Township    Informal settlement

## 3 Focus area

Which of the focus areas under **Arts, Culture and National Heritage** sector are you applying for?

	Funding Focus Area	Funding Outcome	Applying for
1	Arts development	<ul style="list-style-type: none"> <li>Talent discovery, development and recognition of innovation and creativity in the arts</li> <li>Increased participation of designated groups in the arts programmes</li> <li>Increase in new / original artistic works</li> </ul>	<input type="checkbox"/>
2	Cultural expressions	<ul style="list-style-type: none"> <li>Quality cultural goods are developed, produced and marketed to the public</li> <li>Increased cultural awareness, appreciation and participation of targeted groups</li> <li>Improved livelihoods through income generated from cultural activities</li> </ul>	<input type="checkbox"/>
3	National Heritage	<ul style="list-style-type: none"> <li>National Heritage assets conserved</li> <li>Improved public knowledge and awareness of heritage</li> <li>Improved usage and understanding of South African Languages</li> </ul>	<input type="checkbox"/>
4	Environment	<ul style="list-style-type: none"> <li>Improved sustainable use of the local environment</li> <li>Improved food security at local / community level</li> </ul>	<input type="checkbox"/>

<sup>2</sup> E.g. land under tribal authority or farm

#### 4 Activity Plan

What are the programme activities that you will implement? How much will it cost? **NB** If you are only implementing one programme, complete the table for Programme 1.

PROGRAMME ACTIVITIES ALIGNED TO THE FOCUS AREA SELECTED	PROGRAMME ACTIVITIES	BUDGET (R)
PROGRAMME ONE:		
PROGRAMME TWO:		
PROGRAMME THREE:		

## 5 Detailed Budget

How much money is required to implement the programme activities described in 4 above? **NB** You may attach more detailed workings to the application if necessary.

### 5.1 Operational Cost

<b>Admin Costs</b>	<b>Amount requested (R)</b>
Accounting / Bookkeeping fees	
Audit fees	
Bank Charges	
Personnel Salaries	
Stipends	
Personal Protective Equipment (PPE)	
Marketing and Communication / NLC logo	
Administration fee – only agents/representatives/conduits applications	
<b>TOTAL OPERATIONAL COST</b>	<b>R</b>

### 5.2 Project/Programme specific costs

<b>Project/Programme specific costs aligned to your Activities on Section 4 above</b>		
<b>Activity</b>	<b>Resources required</b>	<b>Amount requested (R)</b>

Project/Programme specific costs aligned to your Activities on Section 4 above		
Activity	Resources required	Amount requested (R)
<b>TOTAL PROJECT / PROGRAMME SPECIFIC COST</b>		

## 5.3 Capital cost

Capital Cost	Amount requested (R)
Equipment / machinery (describe)	
<b>TOTAL CAPITAL COST</b>	

## 5.4 Total

What is the total amount of the grant requested? (Total of 5.1 + 5.2 + 5.3 above)

	Amount requested (R)
OPERATIONAL COST	
PROJECT / PROGRAMME SPECIFIC COST	
CAPITAL COST	
<b>TOTAL AMOUNT<sup>3</sup></b>	

<sup>3</sup> **Small grants:** Total not to exceed R 500,000.00

**Medium grants:** Total not to exceed R 5,000,000.00

## 5.5 Income projections

What are your projected income sources for the above budget requested?

	Amount (R)	% of total
Amount you are requesting from NLC <sup>4</sup>		
Other grants you have applied for from other donors		
Approved (already secured)		
Requested (awaiting response)		
Other income		
<b>TOTAL PROJECTED INCOME</b>		

## 6 Beneficiary profile

How many people in each category will benefit from the proposed project / program?

Category	Number of beneficiaries	%
African		
Coloured		
Indian		
Asian		
White		
<b>TOTAL</b>		

## 7 Job creation

7.1 Will any jobs be retained or created as a result of the project / programme?

Yes  No

7.2 If yes, how many jobs will be created /retained?

	Full time	Part-time	Volunteer	Total
Jobs created				
Jobs to be retained				
<b>TOTAL</b>				

<sup>4</sup> This should be equal to the amount stated on B2 of the Application Form 2010/1 or 2010/2

### 8 Capacity to implement the project

8.1 Has your organisation implemented the project / programme / service (or a similar service) in the past? Yes  No

8.2 If yes, for how many years has the project / programme / service/ been operating?  Years

8.3 Please list the KEY staff that will work on the project and indicate their relevant qualification(s) and experiences (**NB** If a post is currently vacant contingent on the grant being approved, please indicate VACANT under Name and Surname)

No	Name and Surname	Job title	Relevant qualification	Relevant experience
1				
2				
3				
4				
5				

### 9 Sustainability

9.1 Does the organisation have a sustainability plan? Yes  No

*If yes, please attach it with your application.*

9.2 Does the organisation work with other stakeholders to implement the project? Yes  No

*If yes, who do you work with and what is the nature of the collaboration?*

Partner / associate organisation	Support provided (e.g. Financial / Technical)	How long have you worked together?





**11 Authority to apply for grant:**

This application form was completed by (name and surname)	
In his / her capacity as (role in organisation)	
Signature	
Date	

Organisation stamp (if applicable)

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