



**ARTS, CULTURE AND NATIONAL HERITAGE SECTOR  
2023 / 2024 CALL FOR APPLICATIONS  
GUIDELINES FOR APPLICANTS**

The application pack consists of the following documents:

- FORM 2010/1 (for applications greater than R 500,000.00)
- FORM 2010/2 (for applications less than R 500,000.00)
- Funding Guidelines
- Project Business Plan, Budget and Project Motivation (Annexure A)
- Supplementary Form in support of conduit application (Annexure B1)
- Capacity Building Plan Template for conduit (Annexure B2)
- Grant Application Disclosure Form (Annexure C)
- NLC Consent form (Annexure D)

Please familiarise yourself with all the documents as they will help you to complete the application. Please read the guidelines carefully **before** you complete the application form and the required templates. Refer to the Documents Checklist at the end of these Guidelines for the list of Mandatory Documents that must be submitted with your application.

**PLEASE NOTE:**

- The National Lotteries Commission (NLC) does **not sell** application forms, guidelines and / or any other application related documentation. Applicants should not pay for these documents from any other person or organisation.
- Applicants are advised **not to pay** for assistance in completing application forms. Assistance from NLC offices is offered at no cost to the applicant.
- Applications from profit making organisations, political parties, or organs of state (excluding educational and welfare institutions) will not be accepted.
- It is the responsibility of the Applicant to provide clear contact details and keep them active.
- Should your application be successful, the **same banking details** submitted at the time of application will be used for the grant.

*Applications that do not meet the **MANDATORY** requirements will not be accepted.*

***NLC Reserves the right to decline or fund applications and close applications due to budget depletion.***



## APPLICATION GUIDELINES

### SECTION A MANDATORY REQUIREMENTS

NB All mandatory documents must be in the name of the applicant.

<b>Small Grant</b> <b>&lt; R 500 000</b>	<b>Medium Grant</b> <b>R 500 001 – R 5 000 000</b>	<b>Large Grant</b> <b>R 5 000 001 – R10 000 000</b>	<b>Previously funded by NLC</b>
			Must be fully compliant with the terms of the grant agreement, including final progress reports
Prescribed application form 2010/2	Prescribed application form 2010/1	Prescribed application form 2010/1	Prescribed application form (FORM 2010/1 or FORM 2010/2, as applicable)
<ul style="list-style-type: none"> <li>• Proof of Registration as Non-Profit Organisation (NPO) and Constitution</li> <li>• Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI)</li> <li>• Trust Deed (Public Benefit Trust) and Letter of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Registration as Non-Profit Organisation (NPO) and Constitution</li> <li>• Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI)</li> <li>• Trust Deed (Public Benefit Trust) and Letter of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Registration as Non-Profit Organisation (NPO) and Constitution</li> <li>• Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI)</li> <li>• Trust Deed (Public Benefit Trust) and Letter of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Registration as Non-Profit Organisation (NPO) and Constitution</li> <li>• Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI)</li> <li>• Trust Deed (Public Benefit Trust) and Letter of Authority</li> </ul>
Detailed project business plan, budget and motivation	Detailed project business plan, budget and motivation	Detailed project business plan, budget and motivation	Detailed project business plan, budget and motivation
Financial Records as defined by the relevant enabling Act as outlined in Section 3 of this document (Application Guidelines)	Recent two consecutive years (sets) of independently reviewed or audited financial statements	Recent two consecutive years (sets) of independently reviewed or audited financial statements	Most recent independently reviewed or audited financial statements for a year
	Signed and dated auditor's or independent reviewer's report.	Signed and dated auditor's or independent reviewer's report	Signed and dated auditor's or independent reviewer's report
Certified ID Copies of the Members of the Management Committee	Certified ID Copies of the Members of the Management Committee	Certified ID Copies of the Members of the Management Committee	Certified ID Copies of the Members of the Management Committee



*No applicant to whom the National Lotteries Commission made a grant shall be eligible to apply for another grant within twelve (12) months from the date of receipt of that grant, irrespective of whether the project is different from the one previously applied for. The twelve (12) months "cooling-off" period will be counted from the first payment date to the Grant holder by the NLC.*

*The Distributing Agency reserves the right to (i) decide on the amount to be allocated, which may be less than the amount requested, (ii) decline to award a grant if the application does not meet the NLC's strategic funding objectives.*

*An aggrieved applicant may not lodge a review based on the amount of the grant approved.*

## **1 APPLICATION FORM**

- 1.1 Do not make any alterations changes / re-type the format of FORM 2010/1 and FORM 2010/2 as they are legal documents that have been gazetted.
- 1.2 An organisation can only make one application to one sector.
- 1.3 Identify the SECTOR you are applying in the list provided at the top of the Application Form.
- 1.4 All five pages of the prescribed application form must be fully completed, and the declaration on the last page must be signed and dated.
- 1.5 The application form must be signed by any of the two main contact persons indicated in the application form.
- 1.6 The contact persons must be either (i) in the full-time employ of the organisation OR (ii) a duly authorised member of the organisation's governance structure, e.g., Board, Management Committee.
- 1.7 Signatories to the application form must hold a valid South African Identity Document.
- 1.8 The bank signatories must be part of the organisation's Management Committee or Directors.
- 1.9 Three (3) bank signatories must be listed in Section C2.



## 2 BUSINESS PLAN, BUDGET, AND MOTIVATION

- 2.1 Applicants must submit a detailed business plan, budget and motivation using the provided templates.
- 2.2 Please complete **all** sections of the budget and business plan template aligned to the programme plan. (The programme budget template is **ONLY** a guideline on the possible line items that can be considered for funding).
- 2.3 Select **ONLY** one programme area.
- 2.4 Please provide a motivation for the programme applied for on the template provided.
- 2.5 The total amount requested in the budget must equal the amount reflected on B2 of the prescribed application form (FORM 2010/1 or FORM 2010/2).

## 3 FINANCIAL RECORDS as per relevant enabling Act

If the applicant is required to submit audited financial statement by any other law e.g., NPO / Companies Act. The said applicant must submit to the NLC audited financial statement irrespective of the size of the grant applied for.

The age of the organisation will be determined by the date of registration as a legal entity.

Applicant Group	Financial Records
Organisation is less than 6 months old on the date of submission	Apply through a Conduit
Organisation is more than 6 months old and less the 18 months on the date of	<ul style="list-style-type: none"> <li>• <b>Management accounts</b> (<i>balance sheet, cash flow, and income</i>)</li> </ul>



submission	<i>statement</i> ), and and 3 months bank statement OR <ul style="list-style-type: none"> <li>• Statement of Income and  expenditure, and 3 months bank  statement</li> </ul>
Organisation is more than 18 months old	Annual Financial Statements as prescribed by enabling Act.

#### 4 ANNUAL FINANCIAL STATEMENTS

Commented [SM1]: Details the age of the applicant

- 4.1 Organisations that have received funding from the NLC must submit one complete set of the most recent year's Annual Financial Statements (AFS) with comparative figures. **These must be independently reviewed or audited financial statements.**
- 4.2 Organisations that have never been funded by the NLC must submit the two most recent complete sets of independently reviewed or audited annual Financial Statements. The AFS must be for two consecutive financial years, i.e., following each other and without interruption (e.g. FY 2021/2022 and FY 2022/2023).
- 4.3 Independently reviewed or Audited Financial Statements must include comparatives figures for the previous financial year.
- 4.4 The financial year-end on the Financial Statements must be the same as the period stated in the founding documents.
- 4.5 Furthermore, the Independently Reviewed or Audited Financial Statements must be signed and dated by a registered, independent Accounting Officer or Auditor on letterhead and prepared in line with the requirements of their professional body. Please refer to the list of recognised Professional Accounting and Auditing bodies below.



- 4.6 The Accounting Officer / Auditor must be registered and be in good standing with one of the Accounting or Auditing Bodies listed.
- 4.7 Organisations must request proof of such registration with these Bodies from their Accounting Officer / Auditor before appointing the Accounting Officer / Auditor to prepare their Annual Financial Statements.
- 4.8 The NLC will, as part of the adjudication process, verify the registration of the Accountant Officer / Auditor with the Professional Bodies listed. In addition, the NLC will verify that an Accounting Officer has prepared the Financial Statements submitted and whether the Accounting Officer is **licensed** to issue independently reviewed financial statements.
- 4.9 The NLC has noted with concern that fraudulent and fabricated statements have been submitted in the past. The NLC will take measures against the applicant, and Accounting Officer / Auditor should this be the case with your application.
- 4.10 The following will not be accepted:
- Draft Annual Financial Statements
  - Unsigned and undated independently reviewed Accounting Officer / Auditor's Report
  - Management Accounts
  - A Compilation Report
  - Financial Statements compiled by a Student Accounting Officer and employees of Accounting Firms not authorised to compile and sign Financial Statements
  - Incomplete Financial Statements
- 4.11 Independently Reviewed/Audited Financial Statements must be complete and must include the following:
- Detailed income and expenditure (profit or loss) statements,
  - Balance sheet (statement of financial position),



- Notes on the financial statements,
- Comparative figures for the previous financial year,
- A signed and dated Independently Reviewed Accounting Officer's or Auditor's report on a letterhead, and
- A signed and dated Board Member's / Director's report.

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

#### **4.12. Recognised Professional Bodies:**

- South African Institute of Chartered Accountants (SAICA)
- South African Institute of Professional Accountants (SAIPA)
- Chartered Institute for Business Accountants (CIBA, formerly SAIBA)
- Institute of Accounting & Commerce (IAC)
- Chartered Institute of Management Accountants (CIMA)
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Business Management (CIBM)
- The South African Institute of Government Auditors (SAIGA)
- Chartered Secretaries of Southern Africa (CSSA)

#### **4.13. Audited Annual Financial Statements**

- Auditors registered with the Independent Regulators Board of Auditors (IRBA)

*Only an Auditor registered with Independent Regulators Board for Auditors (IRBA) can give an opinion on Audited Financial Statements.*



## 5 CONDUIT APPLICATIONS

- 5.1 The NLC may accept and consider applications for funding from organisations that apply through a conduit, if:
  - 5.1.1. The organisation has been in existence for less than six (6) months at the time of submission of the application; or
  - 5.1.2. There is a clear need for a project in a community and the community is not registered as a recognised legal entity.
- 5.2. The application must be submitted by the conduit and must include a statement by the assisted organisation providing reasons why it requires assistance from the conduit (**Annexure B1**).
- 5.3. A statement by the conduit outlining the nature of the assistance it will provide to the assisted organisation (**Annexure C2**) e.g., monitoring of project implementation, compilation of progress reports, mentoring & coaching.
- 5.4. A conduit must **ONLY** apply for one (1) organisation and must not apply for their own programme/s.
- 5.5. The conduit must be a registered Non-Profit entity and fully compliant with all mandatory requirements.
- 5.6. **The objectives of the assisting organisation (conduit) must be aligned with the objective of the assisted organisation.**
- 5.7. Both the assisting and assisted organisation should be located within the same province and within a radius of 100 kilometres to ensure that the conduit can provide the necessary support to the assisted entity.
- 5.8. The total amount that the conduit may charge for services rendered may not exceed five percent (5%) of the grant amount, provided that the maximum amount charged shall not exceed R150 000.00.
- 5.9. The implementation of the plan will be subject to monitoring by the NLC.
- 5.10. Conduits are accountable for the grant, failure to account for the grant



will result in the grantee being subject to the NLC's policies regarding breach of the grant agreement including but not limited to grant recovery procedures, delinquency status, and referral to law enforcement agencies.

- 5.11. If the conduit is in their **Cooling off** period, it will not be allowed to apply on behalf of another organisation.
- 5.12. The assisted organisation that has received funding from the NLC will be subjected to the **cooling off period** and will not be allowed to apply as a conduit or assisted organisation and on their own.

## 6. APPLICANT REQUIREMENTS (REGULATION R345, (3) – (6))

6.1. Applicants / conduits are required to demonstrate that:

- The programme applied for will enable the community and other stakeholders to participate in activities that improve the quality of life of the community (i.e., through networks, partnerships and collaborations).
- The programme is for the public good and that there is a clear demand thereof.
- The programme will produce significant improvements or new developments which would not otherwise take place.
- The programme is financially viable and capable of being implemented.
- The applicant has adequate administration capabilities including suitably qualified and experienced staff, adequate measures and procedures for sound economic and financial management of the grant and can ensure that proper accounting records are kept.
- The applicant can produce reports detailing the programme's financial status, activities and outputs.



- 6.2. Programme/activities applied for must be aligned, detailed and specific to the objective of the Applicant as stated in the **Founding documents**.

## 7. SECTOR SPECIFIC REQUIREMENTS

- Applicant applying for the **school's programme** must submit **Memorandum of Understanding**, between the Applicant and the School where applicable.
- If an organisation applies for funding to implement a training programme, the applicant must include the trainer's experience in motivation.
- Where application please submit quotation from three credible suppliers.
- Prospectus/Brochure of the accredited training.
- Where applicable applicants applying for the Natural Heritage and Environment programme must submit letter of endorsement/support from the municipality and or Department of Agriculture Forestry and Fisheries.
- Letter of invitation or qualification to participate in National and International platform. The invite/conformation must be on the letterhead of the hosting entity.

## 8. SUBMISSIONS OF APPLICATIONS AND FURTHER ASSISTANCE

**Applications can be submitted at our provincial offices or by courier.**

Should you require further clarification on the application form and related documents, please contact the NLC Contact Centre on 08600 65383 or the **Provincial Office nearest to you (see list below)**.

*The NLC reserves the right to request applicants of the medium and large grants to register as NPC's irrespective of their legal status as NPOs or Public Benefit Trusts.*



<p><b>Postal Address</b> Grant Funding Office, Private Bag X101 Brooklyn Square 0075 Tel: 08600 65383</p>	<p><b>Eastern Cape Office</b> 7 Rochester Road, Vincent, East London 5200 Tel: 08600 65383</p>
<p><b>Free State Office</b> 282 Stateway, Welkom 9459  Tel: 08600 65383</p>	<p><b>Gauteng Office:</b> Block D, Hatfield Gardens 333 Grosvenor Street, Hatfield 0083 Tel: 08600 65383</p>
<p><b>KwaZulu-Natal Office</b> Office 22, Smartxchange Building 5 Walnut Road, Durban 4001  Tel: 08600 65383</p>	<p><b>Limpopo Office</b> 5 Landros Mare Street Polokwane 0699  Tel: 08600 65383</p>
<p><b>Mpumalanga Office</b> 29 Roodt Street, Sonheuwel Dorp, Nelspruit 1200  Tel: 08600 65383</p>	<p><b>Northern Cape Office</b> 11 A Schmidtsdrift Road, Kimberley, 8301  Tel: 08600 65383</p>
<p><b>North-West Office</b> 12 Visser Street, Golf View Mahikeng, 2745  Tel: 08600 65383</p>	<p><b>Western Cape Office</b> Manhattan Place, 130 Bree Street, Cape Town 8000  Tel: 08600 65383</p>



## DOCUMENTS CHECKLIST

Have you submitted all your outstanding Progress Reports?	YES	NO
Grant Application Disclosure Form	YES	NO
Consent Form	YES	NO
FORM 2010/1 (Medium/Large grant) or 2010/2 (Small grant)	YES	NO
Proof of Registration <ul style="list-style-type: none"> <li>• NPO and Constitution or</li> <li>• Non-Profit Company and Memorandum of Incorporation or</li> <li>• Public Benefit Trust and Trust Deed</li> </ul>	YES	NO
Business Plan, Budget and Motivation	YES	NO
Certified copies of the Identity Documents, not older than three months, of the 2 Contact persons and the Members of the Management Committee listed on page 2 of the application form.	YES	NO
<b>Small Grants</b> As per the guidelines (e.g., management accounts / annual financial statements bank statement for three months, in the applicant's name, stamped by the bank).	YES	NO
<b>Medium and Large Grants</b> Financial statements As per the guidelines	YES	NO
<b>WHERE APPLICABLE</b>		
Quotations for all goods and services	YES	NO
Proof of Land / Building Ownership / Permission to Occupy (PTO) / Property valuation from an Independent Property Valuator	YES	NO
Approved Building Plan	YES	NO



<b>CONDUIT APPLICATIONS</b>		
Form 2010/1 or Form 2010/2 for main applicant (assisting organisation)	YES	NO
Form 2010/2 for the assisted organisation/community	YES	NO
Supplementary Form (Annexure B1 for conduit applying on behalf of beneficiary organisation/community)	YES	NO
Skills Transfer and Capacity Building Plan (Annexure B2)	YES	NO
Relevant mandatory documents as indicated above	YES	NO

NLC APPROVED