



NATIONAL LOTTERIES COMMISSION

Arts Culture and National Heritage Sector

PROJECT BUSINESS PLAN, PROJECT BUDGET AND MOTIVATION

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

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1 IDENTIFYING PARTICULARS

1.1	NLC “Number for Life” (if applicable ¹)	
1.2	Name of organisation	
1.3	Physical address of organisation including Province (not a Postal address)	
1.4	Email addresses	
1.5	Province(s) where project will be implemented	
1.6	Municipal area(s) where project will be implemented	
1.7	District(s) where the project will be implemented	

2 AREA OF IMPLEMENTATION OF PROJECT / PROGRAMME

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

☐ Urban area ☐ Peri-Urban ☐ Rural area² ☐ 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 Outcomes	Applying for
3.1	Schools Arts Culture and Heritage Development	- Access to arts (performing, visual and literary) education and cultural heritage education for children and young people (including PWD). - Children and young people exposed to the performing, visual and literary arts and cultural heritage. - Promotion of literacy, multilingualism and indigenous knowledge in schools	☐

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

² E.g. land under tribal authority or farm

		through the creative arts and cultural heritage education. • Job creation for graduates and young people.	
3.2	Arts, Culture and Heritage Development	• Organisations create and market arts / culture / heritage products, and job / income generation opportunities are created. • Talent developed and participants capacitated to move to and perform / showcase on bigger platforms. • Broad-based access to the arts, culture and heritage for women, children, and young people (including PWD) whether as participants or audiences. • Communities exposed to the arts, culture and heritage.	☐
3.3	Natural Heritage and Environment	• Increased awareness, appreciation of and participation in environmental issues by target groups. • Community participation in natural heritage and environmental conservation and sustainable use of natural heritage assets. • Natural heritage areas and local ecosystems restored, conserved and protected from effects of climate change. • Sustainable land and water management and nature-based solutions for reduced climate vulnerability of natural heritage and local ecosystems. • Improved livelihoods through job creation / retention and income generated from sustainable use of	☐

		natural heritage and environmental assets.	
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4 BENEFICIARY PROFILE

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

Category	Number of beneficiaries	%
African		
Coloured		
Indian		
Asian		
White		
TOTAL		

5 PROJECT/ PROGRAMME PLAN

What are the programme activities that you will implement? **(Note – only complete the outcomes that are applicable to your project/ programme)**

Programme Outcome (EXAMPLE)	
Example: Children and young people exposed to the performing, visual and literary arts and cultural heritage.	
Activities / Inputs	
1	Participation in School Based Painting / Sculpture Training Session
2	Creation of painting and Sculptors
3	Transportation of scholars
4	

5	
Programme Outcome 1	
Activities / Inputs (maximum 5)	
1	
2	
3	
4	
5	
Programme Outcome 2	
Activities / Inputs (maximum 5)	
1	
2	
3	
4	
5	
Programme Outcome 3	
Activities / Inputs (maximum 5)	
1	
2	
3	
4	

5	
Programme Outcome 4	
Activities / Inputs (maximum 5)	
1	
2	
3	
4	
5	

6 BUDGET

6.1 Project/ Programme Activity Budget

Please cost the total amount required to implement the activities or inputs listed in (5) above e.g., for training material and equipment, Refreshments for participant, stipend for trainers. Please attach quotations where applicable.

Activity / Input (Example)	Amount requested (R)	Quotation (Yes/ No)
Training Material and Equipment	2,000	Yes
Refreshments for participants	3,000	Yes
Stipend for trainers	5,000	Yes
TOTAL	10,000	

Activity / input	Amount requested (R0.00)	Quotation (Yes/ No)

TOTAL PROJECT/PROGRAMME SPECIFIC COST		

6.2 Project/ Programme Capital budget

Please cost the capital expenses required to achieve programme outcomes in (5) above e.g., for the outcome “Increased Exposure to Performance, Visual and Literary Arts”, list big items to be purchased. Please attach quotations.

Capital Cost	Amount Requested	Quotation (Yes/ No)
Equipment / machinery (describe)		
Other (describe)		
NLC branding of building / vehicle (Lotto funded)		
TOTAL CAPITAL COST		

6.3 Operational expenses

How much money is required to run the operations of the organisation / centre? **NB** You may attach more detailed workings to the application if necessary.

Admin Costs	Amount requested
Accounting / Bookkeeping fees	
Audit fees	
Bank Charges	
Refreshments	
Transport	
Honoraria for emerging organisations: Board members (only for travel, accommodation and catering expenses)	
Personnel Salaries	
Stipends	
Stationery and Printing	
Security (e.g. security system: Security guard)	
Stationery and Printing	
Administration fee –/ / conduits applications	
TOTAL OPERATIONAL COST	R

6.4 Budget Total

What is the total amount of the grant requested? (Total of 6.1 + 6.2 + 6.3 above)

Budget	Amount requested (R)
ACTIVITIES COST	
CAPITAL COST	
OPERATIONAL COST	
TOTAL AMOUNT³	

7 PROJECT / PROGRAMME BUDGET MOTIVATION

Kindly provide a detailed motivation for costs requested as per the above budget costs and activities:

7.1 Motivation Questions and Response

	Motivation question	Response
7.1.1	Project Programme specific costs	
7.1.2	Project/ Programme Capital costs	
7.1.3	Operational costs	

³ **Small grants:** Total not to exceed R 500,000.00

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

7.1.4	Job Creation	
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7.2 Income projections

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

	AMOUNT (R)	% OF TOTAL
Amount you are requesting from NLC ⁴		
Other grants you have applied for from other donors		
Approved (already secured)		
Requested (awaiting response)		
Other income		
TOTAL PROJECTED INCOME		

8 JOB CREATION

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

Yes ☐ No ☐

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

	Full time	Part-time	Volunteer	Total
Jobs created				
Jobs to be retained				
TOTAL				

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

9 CAPACITY TO IMPLEMENT THE PROJECT

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

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

9.3. 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	Training needs
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

10 SUSTAINABILITY

10.1 Please attach your Sustainability Plan.

10.2 Please list stakeholders or partners that you work with – Where applicable please submit a Letter of Support from each partner or associate organisation.

Partner / associate organisation	Nature of collaboration (e.g., Financial / Information sharing/ Technical Support etc)	How long have you worked together?

11 PROJECT / PROGRAMME MOTIVATION

Kindly provide a detailed motivation regarding how your project/programme aligns to the selected funding focus area. What challenges/opportunities does your programme seek to address? What does the project/programme aim to achieve? How will your project benefit your targeted beneficiaries/community? How will you ensure that the project/programme will continue beyond NLC funding? (***Attach additional information on a separate page if necessary***)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

12 AUTHORITY TO APPLY FOR GRANT:

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

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