

APPLICATION FORM FOR FUNDING FOR THE ARTS



It is compulsory to complete all relevant sections of this application form

PROJECT FUNDING

- Arts projects by **individual** South African citizens that begin in 2011  
Complete sections 1, 2, 4, 5 and 8
- Arts projects by registered South African **arts organisations** that begin in 2011  
Complete sections 1, 3, 4, 5 and 9

BURSARY FUNDING

- Arts bursaries for **individual** South African citizens for studies abroad that begin in 2011.  
Complete sections 1, 2, 6 and 8

SUBMIT APPLICATIONS TO THE **NATIONAL ARTS COUNCIL** BY POST OR COURIER:

Direct all queries and requests for additional application forms to the NAC:

**Telephone:** (011) 838 1383      **Email:** [funding@nac.org.za](mailto:funding@nac.org.za)

This form is also available in PDF at [www.nac.org.za](http://www.nac.org.za)

Postal Address:  
P O Box 500  
Newtown 2113  
Johannesburg

Physical Address:  
66 Margaret Mcingana Street  
Newtown  
Johannesburg

**CLOSING DATE:** 29 April 2011

**GUIDELINES** (read these guidelines carefully before completing the application)

- Provide honest and accurate information. If you misrepresent information, your application may be disqualified.
- It is compulsory to complete all relevant sections of the application form.
- Complete all relevant sections. If you do not provide all the information required we cannot assess your application. Where information is not applicable to you or your organisation state that it is not applicable by writing 'N/A' in the appropriate place on the form.
- Ensure that all the required supporting documents are included in your application between pages 13 and 14. Below is a checklist of compulsory documents to be attached:

Individual project	Organisation project	Individual bursary	Block bursary
Certified copy of ID Tax clearance certificate Quotations (where applicable) Financial statement (where applicable) Original bank statement Detailed Curriculum Vitae including: o 2 most recent letters of reference from arts organisations, artists and/or community leaders o Examples of your previous works in the form of photographs, brochures or other printed materials Attach a script for a theatre project Scriptwriter and the director's CV's	Certified copies of IDs' of at least 2 office bearers of the organisation Tax clearance certificate Quotations (where applicable) Curriculum Vitae of co-ordinator Organisations original bank statement Certified proof of the organisation's registration certificate Latest audited financial statements Attach a script for a theatre project Scriptwriter and the director's CV's Examples of your organisation's previous works in the form of photographs, brochures or other printed materials 2 letters of reference from arts organisations, artists and/or community leaders	Certified copy of ID Detailed Curriculum Vitae including: o Certified academic results o 2 letters of reference Proof of course registration and/or letter of acceptance Course content/outline Academic transcript Fees structure Proof of banking details of individual and institution Letter of acceptance from the study institution	Certified copy of ID Course details including fee structures Annual report Proof of banking details Results of previous student intake

- Where relevant include a script or other pre-production material (in printed form) that has already been developed for the project that you plan to do. Note that this material will not be returned to you. For Theatre/Drama please submit a synopsis and script of the play. For literature projects please submit synopsis or first chapter of the novel you are writing or first three chapters of your short story book.
- Publishing companies must submit a marketing and distribution plan of books to be published.
- You may include a detailed proposal of no more than 4, A4 pages if you wish to provide more detail. This is not compulsory.
- In addition to the application form and supporting documents, the NAC may require further information from you. We will contact you if further information is required.
- Your application form must reach us by the closing date. If your application is received by the closing date, we will send you an acknowledgement of receipt. Late applications will not be considered. We will send you a letter to inform you that your application was received after the closing date. Note that no applications or attached documents will be returned to you.
- We will send you a letter to inform you of the outcome of the Council's decision. If your application is successful, you will be asked to complete a funding contract and return it to the NAC.

# SECTION 1

## APPLICATION DETAILS (Complete only one of A, B or C depending on what you are applying for)

### A. Project funding

Are you applying as an individual or as an organisation?: Individual  Organisation

Applicant name/organisation name: \_\_\_\_\_

What art form are you applying for?:

Craft  Dance  Literature  Multi-disciplinary  Music  Theatre/  
Drama  Visual arts

### B. Individual bursary funding

Applicant name: \_\_\_\_\_ Province: \_\_\_\_\_

International study

Course name: \_\_\_\_\_ Institution name: \_\_\_\_\_

### C. Institutional block bursary funding for local students

Institution name: \_\_\_\_\_ Province: \_\_\_\_\_

Faculty/department: \_\_\_\_\_

### Contact details of the coordinator

Full name: \_\_\_\_\_ Surname: \_\_\_\_\_ ID no: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### For office use only

Date received: \_\_\_\_\_ Registration number: \_\_\_\_\_

ADO name: \_\_\_\_\_ Amount applied for: \_\_\_\_\_

Individual project	Organisation project	Individual bursary	Block bursary
Sections 1,2,4,5&8 ID CV + 2 references + Previous works + Tax clearance certificate + Proof of banking details	Sections 1,3,4,5&9 IDs' of 2 officers Registration Financials Previous works 2 references Tax clearance certificate Proof of banking details	Sections 1,2,6&8 ID CV + results + reference/s Registration/ Acceptance Course details Proof of banking details	Sections 1,7&9 Course details Proof of banking details

### Action for outstanding information:

Contact Date	Date Recieved	Notes

Compliance decision:

Serve

Reject

## INDIVIDUAL APPLICANT DETAILS

(complete this section if you are applying for an individual project or individual bursary.)

Full name/s: \_\_\_\_\_

ID no: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Physical address: \_\_\_\_\_

\_\_\_\_\_

Province: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Race: \_\_\_\_\_

Gender: \_\_\_\_\_

Language: \_\_\_\_\_ Age: \_\_\_\_\_

Locality: Rural  Urban

Name of Municipal District: \_\_\_\_\_

### Artistic achievements, credits and awards

Achievements, credits or awards	Date Achieved

### Contact details of the people who gave you reference letters (1 reference letter to come from an arts practitioner)

Name	Contact Telephone	Designation

# SECTION 3

## ORGANISATION DETAILS (complete this section if you are applying for an organisation project)

Organisation/Company name: \_\_\_\_\_

How long has the organisation been in existence?: \_\_\_\_\_

Type of organisation: Section 21  CC  Pty(Ltd)  NPO  Other  (specify): \_\_\_\_\_

Organisation/Company registration number: \_\_\_\_\_ Tax number (if applicable): \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

Physical address: \_\_\_\_\_

Province: \_\_\_\_\_ Web address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Code: \_\_\_\_\_

Locality: Rural  Urban  Name of Municipal District: \_\_\_\_\_

### History of the organisation or group:


### What are the main objectives of the organisation?:


### Organisational achievements and awards in the last 3 years:

Achievements and awards	Date achieved	Outcome/s

### Office bearer details (Management/Administration) :

Position	Name	ID No.	Contact Telephone
Management Head			
Financial Officer			

### Employee breakdown of your organisation as a whole:

	Disability	Female		Male	
		Black	White	Black	White
Full-time					
Part-time					
Volunteers					



## PROJECT DETAILS CONTINUED

Who will benefit from this project and how?


What other assistance would you require from the NAC other than funding? (Please list) e.g. Dance Workshops


How many people will benefit from this project?

Female			Male		
Black	White	Disability	Black	White	Disability

Which of the following will the project impact on?

Youth :

Women :

Job Creation :

Nation Building :

People with Disabilities :

Rural :

Urban :

Project start date: \_\_\_\_\_ Project End Date \_\_\_\_\_

Duration in Months \_\_\_\_\_





## FINANCIAL DETAILS OF THE PROJECT

### Estimated project costs (Please attach a detailed budget)

Item	Amount (R)
<b>Total project cost (1)</b>	

### List other sources of income confirmed

1.	
2.	
3.	
4.	
<b>Total income (2)</b>	

### Financial summary:

Total project cost (1)	
Less total income (2)	
<b>Total funding required from NAC (1 minus 2)</b>	

Which specific budgetary items would you like to spend NAC funds on if approved?


### List previous NAC funding received

Year	Amount	Funding Number

### Details of other funding applications that have been confirmed:

Funding organisation/person	Date of confirmation	Contact name and telephone

### Details of other funding applications made that are still unconfirmed:

Funding organisation/person	Date of application	Contact name and telephone

# SECTION 6

## INDIVIDUAL BURSARY APPLICATION DETAILS

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

ID Number:  Date of birth: \_\_\_\_\_

Mobile: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Province \_\_\_\_\_ Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Code: \_\_\_\_\_

Province: \_\_\_\_\_ Gender: \_\_\_\_\_

Race: \_\_\_\_\_ Age: \_\_\_\_\_

For which type of bursary are you applying?

Post-graduate international study :

If you are applying for international study, are similar courses available in South Africa?

Y  N  If Yes specify: \_\_\_\_\_

Which of the following arts form is relevant to your field of study?:

Theatre  Music  Visual arts  Literature  Craft  Dance  Multidisciplinary

Other  (specify): \_\_\_\_\_

Course name for which application is being made: \_\_\_\_\_

Institution name: \_\_\_\_\_ Faculty or department: \_\_\_\_\_

Have you already applied to register for the course?: Y  N

Have you been accepted for the course?: Y  N  (Attach a letter of acceptance and an academic transcript)

Course start date: \_\_\_\_\_ Course end-date: \_\_\_\_\_ Duration: \_\_\_\_\_ months \_\_\_\_\_

### Financial breakdown of the course:

Estimated study costs	
Item	Amount (R)
Registration costs	
Tuition costs	
Books and study material	
Travel costs	
Accommodation and living costs	
Other costs (specify):	
<b>Total study cost (1)</b>	

Estimated funding sources	
Item	Amount (R)
1.	
2.	
3.	
4.	
<b>Total Non-NAC Funding (2)</b>	

### Financial summary:

Total study cost (1)	
Less: Total Non-NAC income (2)	
<b>Total funding required from NAC (1 minus 2)</b>	



## SECTION 8

### DECLARATION FOR INDIVIDUAL APPLICANTS

All the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation of such information is a serious offence that will lead to the disqualification of this application and may result in prosecution.

Full name/s of applicant: \_\_\_\_\_

Signed: \_\_\_\_\_ at: \_\_\_\_\_ on: \_\_\_\_\_ 2011.

Full name/s of person completing this application on behalf of the applicant (if applicable):  
\_\_\_\_\_

Signed: \_\_\_\_\_ at: \_\_\_\_\_ on: \_\_\_\_\_ 2011.

**NB:** The NAC does not endorse the charging of fees for assistance in completing this application

## SECTION 9

### DECLARATION FOR ORGANISATIONS

I confirm that I have the authority to complete and sign this application on behalf of the organisation named in this application.

I further confirm that the activity for which the organisation is applying falls within the mission and constitution or memorandum and articles of association of the organisation.

All the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation of such information is a serious offence that will lead to the disqualification of this application and may result in prosecution.

Full name/s of person completing this application on behalf of the organisation:  
\_\_\_\_\_

Designation in the organisation: \_\_\_\_\_

Signed \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_ 2011.

Full name of co-signatory office bearer in a management position (optional): \_\_\_\_\_

Designation in the organisation: \_\_\_\_\_

Signed \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_ 2011.

## CHECKLIST

Individual project	Organisation project	Individual bursary	Block bursary
<p>Certified copy of ID</p> <p>Tax clearance certificate</p> <p>Quotations (where applicable)</p> <p>Financial statement (where applicable)</p> <p>Original bank statement</p> <p>Detailed Curriculum Vitae including:</p> <ul style="list-style-type: none"> <li>o 2 most recent letters of reference from arts organisations, artists and/or community leaders</li> <li>o Examples of your previous works in the form of photographs, brochures or other printed materials</li> </ul> <p>Attach a script for a theatre project</p> <p>Scriptwriter and the director's CV's</p>	<p>Certified copies of IDs' of at least 2 office bearers of the organisation</p> <p>Tax clearance certificate</p> <p>Quotations (where applicable)</p> <p>Curriculum Vitae of co-ordinator</p> <p>Organisations original bank statement</p> <p>Certified proof of the organisation's registration certificate</p> <p>Latest audited financial statements</p> <p>Attach a script for a theatre project</p> <p>Scriptwriter and the director's CV's</p> <p>Examples of your organisation's previous works in the form of photographs, brochures or other printed materials</p> <p>2 letters of reference from arts organisations, artists and/or community leaders</p>	<p>Certified copy of ID</p> <p>Detailed Curriculum Vitae including:</p> <ul style="list-style-type: none"> <li>o Certified academic results</li> <li>o 2 letters of reference</li> </ul> <p>Proof of course registration and/or letter of acceptance</p> <p>Course content/outline</p> <p>Academic transcript</p> <p>Fees structure</p> <p>Proof of banking details of individual and institution</p> <p>Letter of acceptance from the study institution</p>	<p>Certified copy of ID</p> <p>Course details including fee structures</p> <p>Annual report</p> <p>Proof of banking details</p> <p>Results of previous student intake</p>

PLACE ATTACHMENTS BETWEEN PAGES 11 AND 12