NATIONAL ARTS COUNCIL
OF SOUTH AFRICA

an agency of the
Department of Arts and Culture

NAC 2014 Flagship Application form

1. **Important information for the applicant:**

- The grant is meant to support a major strategic artistic project, creation of new and innovative work as well as the creation new employment opportunities in the arts within the areas as specified in the advertisement.
- Projects and programmes particularly those from outside of the resourced urban areas may be favourably considered.
- Organisations and companies that have operated for 5 years or more, as evidenced by registration documentation and who have received local and/or international recognition for their work are eligible.
- Two consecutive years of Annual Audited Financial Statements will be required. Grants to a maximum value of R2, 000, 000 will be made at the discretion of Council in line with the mandate of NAC and its NAC five year strategic objectives.
- The grant will be for one year only.
- It is **COMPULSORY TO COMPLETE** all the relevant sections of the application form. Do not refer to attached documents with the exception of the required detailed budget breakdown.
- Ensure that all compulsory documents are included in your application. Please note that incomplete applications will not be considered.
- Submit names and contact details of board members and their certified ID copies.

2. **Assessment Criteria**

The following criteria will be applicable to all applications:

- The profile of the organisation.
- Excellence and innovation of the proposed programme(s).
- The profile of beneficiaries and the reach of planned programmes and activities, especially within targeted groups such as women, young people and people with disabilities.
- Ability to engage with and develop audiences.
- The extent to which the capacity building and mentoring component of the programme impacts on the arts.
- The extent to which the budget is a credible reflection of the programme objectives.
- Appropriate financial controls, effective governance and management structures are in place.
- The equity profile of staff, management and governance structures are provided.

Alignment to the NAC mandate and strategic priories:

- The extent to which the application aligns the programme objectives with the strategic objectives of the NAC. The NAC 2014-2018 strategic plan is obtainable at www.nac.org.za.
- The extent to which the application demonstrates concrete and demonstrable outcomes.
- The geographic location of the organisation may be considered.

3. Compulsory compliance documents

Applications should be accompanied by:

- Two consecutive years of Annual Audited Financial Statements prepared by a register firm of registered auditors
- A curriculum vitae of the management team/office bearers
- An endorsement or recommendation from arts practitioners and community leaders (i.e. three (3) reference letters not older than six (6) months)
- A detailed budget breakdown
- A certified copy of the company registration certificate of your organisation
- Three certified ID copies of office bearers (not older than three (3) months)
- An original valid tax clearance certificate.
- Samples of previous work.
- The most recent 3 (three) months bank statements (stamped by the bank)
- Physical address of organisation
- Names and contact details of board members and their certified ID copies.
- Founding documents/registration documents of organisations including the Constitution of the organisation.

Section A : Contact details

Organisation/Company name: _____

How long has the organisation been in existence?: _____

Type of Organisation: Section21☐ CC☐ Pty(Ltd)☐ NPO☐ Other☐(specify)_____

Organisation/Company registration number: _____ Tax number if applicable_____

Title: ____ Coordinator Full Name: _____ Coordinator Surname:_____

ID No: _____ Cell: _____

Tel: _____ Fax:_____ Email address: _____

Physical address:

_____

_____

Province: _____ Web address: _____

Postal address:

_____

_____Code:_____

Locality: Rural ☐ Urban ☐ Name of Municipal District: _____

Section B: Organisational details

1. **Give the history of the operation of your organisation/company in the arts**

2. **What are the main artistic objectives of your organisation**

3. **What has your organisation achieved in the last 5 years**

4. **Office bearers (Give a list of people serving on your management structure)**

	Name	**ID Numbers**	**Contact details**
Management Head			
Financial Manager			
Project Managers:			

5. **Governance structures (Give a list of people serving on the Board of your organisation)**

Name	**Position**	**ID Number**	**Contact details**

6. **Employee or volunteer breakdown of your organisation as a whole**

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

Section C: Project details

Project name/title:

1. **Describe the project you are applying for in detail:**

2. **Describe the artistic objectives of this project**

3. **Describe how this project strengthens/grow the arts in your community?**

4. **Describe how the project impacts on:**

- Previously disadvantaged artists:

- Previously disadvantaged communities:

- Women:

- Youth:

- People living with disabilities:

- Job creation:

5. How will this project develop and engage audiences?

6. **Does the project have a training and development component? How is this applied? Describe its benefits.**

7. **Does the project have a mentoring component? To whom? Describe the benefits of the mentoring component?**

8. **What is the envisaged legacy of this project?**

9. **Which existing partnership organisations are you working with in this project? Describe the nature of the partnership?**

SECTION D: Detailed activity plan

Main Project Activities	Start date	End date	Place	Output

Section E: Financial Details of the project
Summary of project costs(**Please attach a detailed budget breakdown**)

Item	Amount (R)

List previous NAC funding received

Year	Amount	Funding number

Section F: Declaration and signatures:

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/and on behalf of the organisation/company: _____

Designation in the organisation: _____

Signed: _____ at _____ on _____ 2014

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

_____

Designation in the organisation: _____