



**NATIONAL ARTS COUNCIL**

**OF**

**SOUTH AFRICA**

**FUNDING GUIDELINES**

**2021**

These guidelines have been compiled to assist individuals, institutions and organisations who wish to access funding from the National Arts Council (NAC). Individuals and registered arts organisations and institutions are requested to propose projects that can continue to educate, entertain, and enlighten audiences during the Covid-19 pandemic.

The NAC encourages the arts community to respond with agility to new ways of developing, promoting, selling and creating art. This includes re-imagining audience interaction with the arts, as well as the creation of new paradigms for viewing and understanding the place of the arts during this time.

## **1. Who is Eligible for Funding?**

Individual art practitioners and formally registered institutions and organisations can apply for funding. All applicants must be South African citizens and over 18 years of age. Applicants can only be funded once per financial year. Only one application will be supported from both a natural person (individual) or a juristic person (organisation/company).

### **1.1 Individuals**

Individual applications are for a single applicant who is undertaking a project. This is meant to benefit individual arts practitioners, for example, creative writers, scriptwriters, choreographers, composers, crafters or painters, and others. In cases where several people are working collaboratively on a project, one member of the group should take the lead in applying.

### **1.2 Organisations/groups/institutions**

An organisation is a group of people intentionally organised to accomplish an overall common goal. Applications from formally registered organisations/groups and institutions are acceptable.

## **2. NAC Funding Approach**

**2.1** The categories/disciplines that the NAC funds are in line with the broad mandate of the NAC. Applicants may apply for funding under the following disciplines:

- Craft
- Dance
- Literature
- Multidiscipline
- Music
- Theatre
- Visual Arts

- 2.2** No applicant is entitled to funding based exclusively on its history or service delivery outputs. The NAC will make financial awards to support a project if the goals and objectives are in line with Council's specifications.
- 2.3** The procedures followed by the NAC in handling applications up until the processing of payments are the same across the different categories/disciplines. The adjudication and selection of projects are the responsibility of Advisory Panels of experts who determine the success of each project application subject to final approval by the Council.

**Applications for funding for each of the above-mentioned disciplines** must have the capability to address at least two (2) of the **six (6) critical focus areas** below:

- a. Social cohesion and Nation Building;
- b. Unearthing marginalised and indigenous arts in rural areas;
- c. Addressing social ills such as xenophobia, and gender-based violence;
- d. Supporting the involvement of women, youth employment opportunities and people living with disabilities;
- e. Creation of new works through digital media; and
- f. Capacity Building and Arts Entrepreneurship.

### **3. Project Funding**

Due to budgetary constraints, the NAC may not be in a position to fund the full budget of a project. Applicants are therefore advised to seek additional funding from other sources. Generally, funding will be for arts related programmes. Where applicable, quotations for costs should accompany the application form and applicants **MUST** declare all other sources of funding.

***The maximum period for which funding may be requested is twelve (12) months.*** The minimum budget allocation for applications is R50 000. **The maximum amount applied for should not be in excess of R350 000.** Applications requesting less than the minimum funding budget allocation, or more than the maximum allocation budget as indicated above will not be considered.

The allocation will be in line with redress and transformation imperatives of the NAC. Where administrative costs amount to more than 15% of the total budget, this expenditure should be justified. Organisations and individuals are funded once in a financial year. All applications must apply online through the Grants Management System on <https://nac.praxisgms.co.za/>.

Only applicants who do not have internet access may access manual applications which are available on request from [info@nac.org.za](mailto:info@nac.org.za) and by calling the NAC office on 087 7000 683.

Applicants are encouraged to carefully review the NAC statements on the current call for applications and ensure adherence to Covid-19 restrictions and protocols.

Any change of address must be communicated to the NAC offices within seven (7) days of such a change.

### **3.1 Types of projects that the NAC may consider for funding**

Applicants may apply for the following projects supported by the NAC:

- Animation design and multimedia design
- Art catalogues
- Arrangement and documentation of other persons' music works (this may be considered when permission has been obtained from copyright owners)
- Art teaching at community level (with consideration for Covid-19 protocol compliance)
- Book fairs (with consideration for Covid-19 protocol compliance)
- Community outreach projects (with consideration for Covid-19 protocol compliance)
- Competitions with a developmental element (with consideration for Covid-19 protocol compliance)
- Conferences (to be led by organisations and institutions with consideration for Covid-19 protocol compliance).
- Creation of new works/products, e.g., ceramics, pottery, wood carving, embroidery, applique, tapestry, weaving and textile design, new choreographic works, script writing
- Creative writing (writing and research grants, including autobiographies/biographies, novels, short stories, drama book, folklore/storytelling and children's literature)
- Exhibitions (with consideration for Covid-19 protocol compliance)
- Fashion design with a cultural element
- Festivals, including literary festivals (these will be considered only if they have a community participation component with consideration for Covid-19 protocol compliance)
- Literary magazines (Literary magazines and publications should have an editorial committee/staff and such names must be submitted with the application)
- Music compositions
- Gospel music
- Video production
- Training and Tuition
- Musical theatre
- Participation at a conference (applications will be considered if the applicant will be presenting a paper at the conference and an invitation letter should be provided)
- Poetry writing by published or unpublished poets/writers (submit a minimum of three contributors to the anthology with samples of three poems from each contributor)
- Publishing courses (short courses) from reputable publishing houses/institutions
- Publishing subsidies for publishing houses (to apply directly to the NAC. Publishing houses can apply for a maximum of five (5) books). Applications

should have a marketing and distribution plan/strategy of the published (publishable) material they are applying for. Individuals who wish to have their manuscripts published should approach publishing companies /publishing houses who must apply on their behalf as self-publishing will not be considered. Self-publishing by established writers may be considered.

- Recording and studio time
- Research and documentation
- Research for script development
- Residencies (Covid-19 compliant)
- Script writing for drama plays (applicants must submit a synopsis of the play)
- Storytelling
- Puppetry
- Writers' grants (Applicants must submit at least one example of existing text that they are applying for with the application when applying e.g., one chapter for novels, one short story or one act in terms of drama book). Writers are urged to register with professional bodies. Emerging writers are required to submit a letter of acknowledgement/appointment of a supervisor to mentor their work.

### **3.2 Touring Projects**

To comply with Covid-19 regulations and protocols, applications for touring projects will not be considered during this call and we encourage applicants to explore alternative mediums to reach audiences. For projects involving artists and partners from other countries, letters of endorsement from the said parties are required. Any financial support from other sponsors/countries must be declared.

### **3.3 Residencies**

Applications for residencies may be considered if compliant with Covid-19 regulations and protocols. Residencies may be supported when an artist is invited by a credible institution to participate in a digital/online programme and the residency does not involve any travel or organised gathering. Applicants may apply for registration costs and related expenses, and honorarium for the artist/s. The applying institution must submit a letter of acceptance of residency by the artist/s as well as a signed memorandum of understanding or contract between the organisation and the artist/s outlining engagements and outcomes of the programme. Artistic profile of an individual and accreditation of the institution should accompany the application.

### **3.4 Conferences**

The call applies to online conferences and webinars only. The NAC may provide financial assistance when the applicant is delivering a paper on condition that other costs are covered. Funding will not be provided to full-time academics that have university-based funding sources for conference attendance.

### 3.5 Workshops

The purpose of a workshop should be outcomes-based and be presented in line and in accordance with Covid-19 regulations and protocols. The workshop should be aimed at providing both skills and mentorship for intended participants. Ideally, there should not be more than 10 and not less than five participants in the proposed workshop. (This is not a strict limitation; rather, the NAC merely advises that this number will be manageable and effective for training). The workshop proposal should show evidence that the participants will acquire particular skills, clear objectives of the workshop should be stated. Grants will only be approved if the organisation or individual applying to organise a workshop:

- Submits a detailed programme outline for the workshop
- Provides detailed credentials of the facilitator/s. Such facilitator/s must be a credible individual in the category of arts funding applied for.
- Provide the number participants to be trained.

### 3.6 Budgetary items that may be considered

- Accounting and auditing fees
- Administration costs
- Artists fees (rehearsal fees, performance fees, production crew, choreographers, crafters allowances, facilitator's fees, etc.)
- Costumes and props
- Exhibition costs (in accordance with Covid-19 regulations and protocols.)
- Instrument/equipment hire
- Mentor/facilitator fees
- Performance Fees
- Production and printing of catalogues
- Publicity costs
- Research costs
- Technical costs
- Website design
- Workshop costs
- Writer's grants and other related project costs

## 4. Bursary Funding

Applicants may apply for international undergraduate and post-graduate studies in the relevant art fields supported by the NAC, namely, ***craft, dance, literature, multidiscipline, music, theatre and visual arts.***

The grant will be renewable for the duration of the course, subject to successful completion of each year of study and with adherence to the conditions of the grant. Student's acceptance at a study institution is a requirement particularly in recognition of prior learning. Applications will be assessed based on applicant's artistic performance, financial need, acceptance at the identified institution, credibility of the

qualification they want to pursue as well as the credibility of the institution that they have been accepted at. The grant will not exceed **R250 000**.

## **5. Categories of projects / items not funded by the NAC**

- Architecture
- Book launches
- Church choirs
- General magazines
- Individuals applying for publishing
- Infrastructure costs
- Interior design
- Music arrangement of other persons' work without permission
- Personal commissions and commissions by other institutions
- Purchasing of books
- Purchasing of equipment/acquisition of musical instruments and stage equipment
- Running costs
- Seed funding
- Vanity press/publishing
- Writing in other subjects that are not of creative writing genre
- Applications from individuals working for government departments and entities

## **6. Support Documents required**

### **6.1 Project Applications – individuals**

- Certified copy of SA ID (not older than six months)
- Valid Tax clearance certificate
- Quotations (where applicable)
- Curriculum Vitae of co-ordinator
- Proof of Bank Account
- Examples of previous works in the form of photographs, brochures or other printed materials
- Two recent letters of reference from arts organisation, artists and/or community leaders (signed, dated and not older than 18 months)
- Detailed Budget
- **Capacity Building projects only**, compliance documents (such as training manuals/facilitator's CVs/ list of participants)

### **6.2 Project Applications – Organisations**

- Certified copy of SA ID of at least two office bearers of the organisation (not older than six months)
- Valid Tax clearance certificate
- Quotations (where applicable)
- Curriculum Vitae of at least two office bearers

- Proof of Bank Account
- Copy of the organisation's registration certificate
- Example of the organisation's previous works in the form of photographs, brochures or other printed materials
- Two recent letters of reference from arts organisations, artists and/or community leaders (signed, dated and not older than 18 months)
- Detailed Budget
- **Capacity Building projects only**, compliance documents (such as training manuals/facilitators CVs/ list of participants)

### **6.3 Bursary Applications**

- Certified copy of SA ID (not older than six months)
- Detailed Curriculum Vitae
- Two letters of reference (signed, dated and not older than 18 months)
- Academic Transcript
- Fees Structure
- Proof of banking details of individual
- Letter of acceptance and/or proof of application to the institution
- Proof of applicant's income (If you have no proof of income please supply an affidavit to that effect)
- Proof of parent's/guardian's income

## **7. Administration compliance**

Applicants are required to submit all documents listed in the application form via the online platform. Faxed, unsigned, e-mailed and incomplete applications will not be accepted. Incomplete applications will **not** be considered and will automatically be disqualified. Only applicants who do not have internet access may access manual applications which are available on request from [info@nac.org.za](mailto:info@nac.org.za) and by calling the NAC office on 087 7000 683.

## **8. Closing dates for applications**

The closing dates for the Call for Project Applications is **Friday, 17 September 2021** and the closing date for the Call for International Bursaries is **Sunday, 5 September 2021**. Outcomes will be announced on 5 December 2021 and 31 October 2021, respectively.

## **9. Reservation of rights:**

The NAC reserves the right to allocate funds according to its priorities and budget limitations. No applicant is automatically entitled to funding. All funding is at the discretion of the NAC.



## **10. Appeals**

In terms of section 12(1) of the NAC Act, any person who feels aggrieved by any action or decision taken by Council in terms of the Act, may within 30 days from the date on which the action or decision in question was made known to the applicant by the Council, appeal to the **Minister of Sports, Arts and Culture**. The appellant shall, within 30 days from the date on which the action or decision in question was made known by the Council, give notice in writing to the Council of his/her intention to appeal and deliver the notice by registered, emailed or hand-delivered post. The notice shall contain:

- The name and address of the appellant
- The grievance
- The reasons for the grievance

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