National Arts Council

an Agency of the Department of Sport, Arts and Culture

Online Application Guidance Form for PESP Organisation Project applications
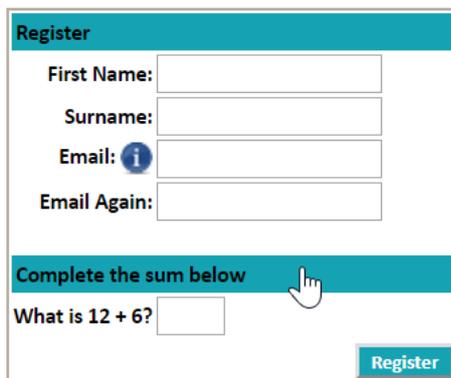
Contents

This document has been drawn up to assist you in the completion of the online application form. Please go through it carefully.

1. User Registration

To create login details the following is required:
- ✓ Applicant's name
- ✓ Surname
- ✓ Email address
- ✓ Complete required sum

After successful User Registration, you will receive an email notification: NAC Notification
This email will contain your username and password.

Useful Hints:
- ❖ Your email address will always be your username.
  If you have multiple email addresses, you will have to remember which one you used for registration
- ❖ Change your password to one that is easy to remember for easy access to the system the next time you log in.
- ❖ Select Profile and Password at the home page then Change Password

2. Start an Application

To create your application ensure you select the correct Window Description as per the explanation below:

- ❖ Individuals applying for NAC PESP funding select the PESP Individuals projects call for proposals
- ❖ Companies/ organisations applying to NAC for funding choose PESP Organisations projects

Click on the green **+** for the appropriate application.

3.   Register your application

To start creating your application, the following is required:
- ✓   Project Title
- ✓   Individual/ organisation name
- ✓   Discipline
- ✓   Sub discipline
- ✓   Project Focus

You are required to download the NAC Funding Guidelines before you can register your project.

All fields marked with a red ***** are mandatory you will not be able to proceed if they have not been filled and the funding guidelines has not been downloaded.

After successful application registration, you will receive an email notification: with your project name and project number

Useful Hint:
- ❖   Keep your unique project number with you at all times as this will be your Reference number when dealing with the National Arts Council.

4.   Complete the Online Application Form

After you successfully registered and created an application, you are now ready to start the online application process. **You can save and exit the form and come back to it edit and add until the deadline date and time. Don't re- create a new application each time you log in to**

the funding site. You will see the application you have created on the top third of your home page

The screen shot below shows the zoom icon where you can get back to your application and edit and add to it.

Useful Hints:

There are 5 SECTIONS to be completed on the **individual and organisation PESP projects** application form and you can jump between the different sections by selecting the Section button you want to go to at the top of the page:

- ✓ Applicant/ Organisation details
- ✓ Project details
- ✓ Project Activities
- ✓ Budget
- ✓ Uploads

On the top right of each page, you will see the following buttons.

- ✓ Terms and conditions: These need to be read, ticked and accepted before you submit
- ✓ Validate: This checks the whole form for you and will tell you where data is still missing on your form
- ✓ Submit: This is the final button you select when your form is complete and when you are ready to submit
- ✓ Save: This saves all the work you have entered onto each tab on the form. SAVE OFTEN. If you are jumping between tabs remember to SAVE FIRST

5. Organisation Details Tab

 Fill in the details about your organisation and some details about you as the representative of your organisation. Remember that all fields marked with a red * are mandatory

The NAC would like to know about your management and staff structure.

Management Details

The NAC would like to know about your finance manager, project manager and management head

Fill in the first line Position, Name, ID number Contact telephone and then click ADD. Once you have added the first line you can go ahead and fill the other two lines clicking add after each additional line.

If you have made a mistake on any one of the lines you can click on the red X to delete the line

This rule applies to all sections of the form where you need to add individual people's details.

Employee details

Fill in the number of full time and part time or volunteer staff by race and gender.

In the example below you can see there are 4 African females on the staff and 6 African males.

6. Project Details Tab

Please fill the start and end date of your project and the time in months. Choose the area of impact from the drop down. Give a brief explanation of what the required funding will be for.

SAVE

Project Information

Project start date *	
Project end date *	
Duration (months) *	
Which of the following will the projects impact on? *	
Please Specify based on the benefits needed *	

You must fill the 5 text boxes about your project

Briefly describe your project: (What do you want to do in this project? How do you want to do this?) *

A: What do you want to in this project

words left

How will you do this? *

B: How will you do this?

words left

What are the objectives of the project?(Why do you want to do this) *

Direct beneficiaries

Fill the number of direct beneficiaries by choosing the gender< race total number and number of disabled and click ADD. Then add other race and gender categories. For example, if you have three black women on your project none of whom have a disability you will fill the first row like this

DIRECT BENEFICIARY

How many people will benefit from the project.
Fill in the first line and then click the ADD button. You can then fill in a second and further rows.

Gender *	Race *	Total No of People *	No of Disabled *

ADD

For example

DIRECT BENEFICIARY

How many people will benefit from the project.
Fill in the first line and then click the ADD button. You can then fill in a second and further rows.

Gender *	Race *	Total No of People *	No of Disabled *
Female	AFRICAN	3	0

ADD

To then add the African males your will fill the rows in the same manner and click ADD

DIRECT BENEFICIARY			
How many people will benefit from the project.			
Fill in the first line and then click the ADD button. You can then fill in a second and further rows.			
Gender	Race	Total No of People	No of Disabled
Female	AFRICAN	3	0
Male	AFRICAN	5	1
TOTALS		**8**	**1**

Indirect beneficiaries

We recommend that you fill the project activities tab before you fill the indirect beneficiary tab as this will help you to get figures related to the project activities

7. Project Activities Tab

In this tab you need to describe all the activities planned on the project. Fill in the first table and click ADD. You will then be able to capture a second and subsequent lines for each planned activity. Once you have done this you can go back to the project details tab and fill the in the indirect beneficiaries for each activity. You need to fill in the all the sections for each activity before you ADD.

Main Project Activities *	Start date *	End date *
Fill in the activities here		
95 Words left	fill in the start and end dates	
Where will this activity take place?*		
Fill in where this will take place here		
42 Words left		
Outcomes*		
Fill in the outcomes here		
195 Words left	then click the add and fill in the next activity	ADD

Fill in the name surname contact number and position of each of the people on the project team. Click the add button after each row.

8. Budget Tab

Please fill in each budget line with the project amount and the requested amount from NAC as per the screen shot above. The project amount is the cost of each budget line in the project. The requested amount from NAC is what you are asking NAC to Fund. If this is the same amount put it into each column. In the example below total cost of materials is R 5000 and the person is asking NAC for R4000. Total cost of equipment is R800 and the person is asking NAC for the whole amount R800.

Development Budget *

It is not neccessary to complete all classifications, only those relevant to your project and its particular stage of development.
When you click the save button, the budget will total.

Estimated project costs (please attach a detailed budget)

Item	Project Amount	Requested Amount From NAC
materials	5000	4000
equipment	800	800 ×
	0.00	0.00

Other income sources

Fill in any other sources of income you have. If you have no other sources of income leave this section blank.

Previous funding from NAC

If you have received funding from the NAC in the past, please fill this section. If you remember the funding number, please put it in. If you do not leave that column blank.

List previous NAC funding received .

	Year	Funding Number	Amount (R)
1	▼		0
2	▼		0
3	▼		0

Other funding applications

Please fill in information of other sources from which you have requested funding in this section.

Details of other funding applications that have been confirmed/ still unconfirmed.

	Funding organisation/person	Contact name & Telephone	Status	Date of confirmation or application
1			▼	
2			▼	
3			▼	
4			▼	
5			▼	

9. Uploads

The final tab lists the document you are required to upload. Please take note that each document must be less than 12MB.

> The following file types can be uploaded: **doc, docx, pdf, jpg, zip, png, xls, xlsx.**
> Please note that the maximum file size is **12MB.**
> If an upload is mandatory and for some reason it does not apply to you, upload a scan of a signed and dated letter stating that it does not apply, providing a reason.
>
> ℹ

Documents to be uploaded

2 Certified copies of SA ID (not older than 12 months) of office bearers of the organisation. *
[Choose File] No file chosen   [UPLOAD]

Confirmation of bank details (NB: Bank statement/bank letter must have the name of organisation). *
[Choose File] No file chosen   [UPLOAD]

Copy of the organisation's registration certificate. *
[Choose File] No file chosen   [UPLOAD]

When you have uploaded a document, it will look like this on your screen. The document shows as a blue hyperlink. The (delete this document) instruction is only to be used if you uploaded a document in error. You can then delete and re upload the correct document.

Documents to be uploaded

Certified Copy of SA ID of at least 2 office bearers of the organisation*
[Choose file] No file chosen   ⌕   [UPLOAD]
   • kh.pdf   (DELETE this document)

Original Valid Tax clearance certificate*

10. Submit your application

You will be able to SUBMIT your application once:
- ✓ You completed all sections of the application form
- ✓ Accepted the Terms and Conditions / Participation Rules
- ✓ Uploaded the necessary required documents

The system will not allow you to submit your application if any of the above as well as mandatory questions are incomplete. Each time you run the validation button the system will prompt you as to which question or uploads are still needed before you can submit.
Validation

Your application form is incomplete. Please see below for details

Project Details
Project Information
• Project start date
• Project end date
• Duration
• Which of the following project impacts on?
• Specify
• Province/Provinces where the project will be implemented?
Comments
• Text for Briefly describe your project: (What do you want to do in this project? How do you want to do this?)
• Text for How will you do this?
• Text for What are the objectives of the project?(Why do you want to do this)
• Text for What other assistance would you require from the NAC other than funding? (Please list) e.g Report Writing
• Text for a) You as an artist
• Text for b) Your Organisation
• Text for c) The beneficiaries of the project(list them)
• Text for d) The community in which the project will take place
• Text for Briefly describe your project: (What do you want to do in this project? How do you want to do this?)
• Text for How will you do this?
• Text for What are the objectives of the project?(Why do you want to do this)
• Text for What other assistance would you require from the NAC other than funding? (Please list) e.g Report Writing
• Text for a) You as an artist
• Text for b) Your Organisation
• Text for c) The beneficiaries of the project(list them)
• Text for d) The community in which the project will take place
Direct Beneficiary
• Please complete the direct beneficiary section by clicking to the 'ADD' button
Indirect Beneficiary
• Please complete the indirect beneficiary section by clicking to the 'ADD' button

Project Activity
Project Action Plan

CLOSE

The screen shot on the left is what you will see when you click the **validate button** you can see all the fields that are missing on a form. When you have filled in everything and added the uploads. This screen will be blank and will say "you can submit" your form

Terms and conditions
You must tick **and click** the accept button on the Terms and condition.

I confirm that :

All the information provided in the 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 disqualification of this application and may result in prosecution.

I accept the above terms and conditions ☑ **ACCEPT**

Once you have submitted your application you will receive an email from the system confirming your submission. **If you do not receive such an email, please check the status of your application online If it has been submitted, it will say submitted if it has not been submitted it will say incomplete application.**

MY APPLICATIONS AND WORK

Click on 🔍 to edit or to view. This list contains all your current applications and review work.
The list of review work includes all submitted in the last 21 days REFRESH

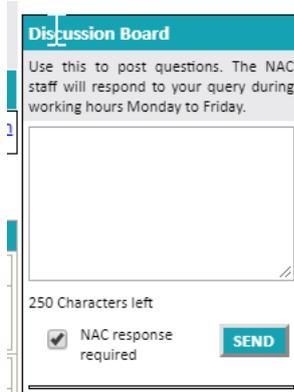| Number	Grant Window	Project Name	Organisation Name	Current Province	My Role	Application Status	Application Closing	App	Report
Y22PESPORG,	Year 2022 - PESP Organisation Projects			Western Cape	Lead Applicant	Incomplete Application	29/07/2022	🔍	

MY APPLICATIONS AND WORK

Click on 🔍 to edit or to view. This list contains all your current applications and review work.
The list of review work includes all submitted in the last 21 days REFRESH

Number	Grant Window	Project Name	Organisation Name	Current Province	My Role	Application Status	Application Closing	App	Report
Y22PESPORG,	Year 2022 - PESP Organisation Projects		Organisation	Mpumalanga	Lead Applicant	Submitted	29/07/2022	🔍	

11.   Queries

If you have questions for NAC during the application stage, please post them on the discussion board on the right of your application screen. Someone from NAC will respond to you question. **Please remember to save you work often.**