



*an Agency of the Department of Arts & Culture*

**NATIONAL ARTS COUNCIL**

**OF**

**SOUTH AFRICA**

**LOCAL BURSARIES FUNDING GUIDELINES**

**2023**

# **NATIONAL ARTS COUNCIL FUNDING BLOCK BURSARY FUNDING AND INDIVIDUAL POSTGRADUATE FUNDING GUIDELINES**

This information has been compiled to assist you with your application to access funding from the National Arts Council (NAC).

The NAC has two types of local bursary funding: **block institutional** grants for undergraduate studies and **individual** postgraduate funding. Bursaries are offered to students studying towards an arts qualification. Block institutional bursaries are offered towards an Arts qualification at any institution of Higher Learning and Further Education Training levels in South Africa and abroad. Post graduate qualifications will be funded on academic merit. Students achieving less than 65% will not be considered. In the case where proof exist that tuition fees are already covered from other sources, funding may be directed towards accommodation, books and travel and subsistence allowance.

## **1. Institutional Bursaries**

Higher Education and Training institutions as well as Further Education and Training Institutions, which offer arts tuition, are eligible to apply for a block bursary on behalf of their undergraduate students.

**NB: Individual undergraduate students are not eligible to apply directly for funding to the NAC.**

Institutional bursary applications are submitted during the second funding session of the year. Applications for institutional bursaries should be accompanied by the following documentation:

- ✓ Course structure or content of studies applied for.
- ✓ Fees structure.

- ✓ Annual report for non-formal institutions.
- ✓ Proof of accreditation where applicable (for non-formal institutions).
- ✓ Bank account details.
- ✓ Certified copy of identity document of applicant.
- ✓ Academic results of previous student intake.
- ✓ Valid tax clearance certificate.
- ✓ Annual Financial Statements.

## **1. Institutional Bursary Requirements**

The NAC requires the following information from the Institution before any payment is made:

- A list of names of the persons on the bursary committee and the bursary selection criteria.
  - The signed and completed agreement from the Institution.
  - A list of all recipients of these bursaries, including their full names, student numbers, certified copies of identity documents, addresses, proof of registration and total amount allocated towards each student.
- 1.1 The Institution is required to provide the NAC with the students' half-yearly written progress reports and students' fee statements.
  - 1.2 Changes in the allocation of the grant should not be made without the NAC's prior written permission.
  - 1.3 The Institution is obliged to notify the NAC immediately in writing should any student end his/her studies or intend to do so before the completion of the bursary period.
  - 1.4 The Institution must undertake to acknowledge the NAC's grant in the organisation's annual report; and any publicity materials produced about the work supported by the grant. Copies of all these documents shall be supplied to the NAC upon request.
  - 1.5 The NAC has the right to use the Institution's name in its own publicity material.
  - 1.6 The NAC undertakes to support undergraduate students for the duration of their studies to ensure the funding has meaningful impact subject to the students' successful completion of each year of study. The institution is expected to submit each student's results at the end of each academic year and a recommendation for continued support.

### **3. How to apply for an Institutional Bursary:**

Invitations to education and training institutions to apply for a block bursary are made during the second funding session.

- 3.1 Applicants are required to complete the online NAC Institutional Bursary application on the NAC Grant Management System.
- 3.2. Applicants are required to check the online application form for any additional supporting documents required.
- 3.3 For further information, applicants are encouraged to review the NAC Funding Guidelines.
- 3.4. Incomplete documents, requirements and information will automatically be disqualified.

## **4 POST GRADUATE INDIVIDUAL LOCAL BURSARY APPLICATIONS**

### **Individual Post-Graduate Bursaries**

4. 1 The NAC's local bursary programme is aimed at advancing the development of talented arts professionals at South African Local Education and Training Institutions through financial support.
- 4.2 Bursaries are offered towards an Arts qualification at appropriate Institutions of Higher Learning and Further Education Training in South Africa.
- 4.3 Funding may also be made available towards local residencies at relevant institutions or with experienced/seasoned arts practitioners.
- 4.4 Bursaries are primarily allocated towards tuition fees of students. In the case where proof exists that tuition fees are partially or fully covered from other sources, funding may be directed towards accommodation, study materials, travel, research and subsistence allowance.
- 4.5 The Panel shall allocate funding for tuition fees relative to the specific tuition costs at a particular university. Living costs will be determined by the NAC on an annual basis.

### **5. Bursary Requirements:**

- 5.1 Only South African post-graduate students are eligible to apply for funding.

- 5.2 Students must be registered at a tertiary institution in South Africa for a full time or part-time post graduate arts related degree.
- 5.3 Post-graduate qualifications will be funded on academic merit. Students achieving less than a **65%** average will not be considered. An average of 63% may be considered in exceptional cases. Each case will be reviewed on its own merit and no precedence shall be set.
- 5.4 Recognition of prior learning qualification may also be considered upon acceptance of the student at a specific institution. The acceptance by a tertiary institution shall be deemed sufficient.
- 5.5 Preference will be given to students from previously disadvantaged backgrounds.
- 5.6 Students must be registered or be accepted to study at a tertiary institution.
- 5.7 Should the student be successful in his/her bursary application the beneficiary will be required to sign an agreement with the NAC.
- 5.8 The beneficiary will be required to provide the NAC with a signed letter from the institution/supervisor and on completion of the course; the student shall submit a report together with final results to the NAC.
- 5.9 post-graduate students whose degree require two to three years of study (MA and PhD) should not reapply for funding, but would be given the grant for the duration of studies, subject to successful completion of each year of study.
- 5.10 The NAC shall be entitled to terminate the agreement for the second semester/year if the progress of the beneficiary is deemed unsatisfactory on the basis the progress report written by the student's supervisor.
- 5.11 Upon completion of studies, the beneficiary will be expected to plough back the expertise gained through imparting and sharing of skills with a less privileged organisation, groups of individuals or individual within their community. Services rendered may include workshops, outreach, mentoring, capacity building and administration support.
- 5.12. Proof of such services shall be supplied to the NAC in the submission of a report by the beneficiary and the respective community leader/s accompanied by photographs of the services rendered at the end of study period indicated in the contract.

## **6. How to apply for a Local Post Graduate Bursary:**

- 6.1 Only individual post-graduate students are eligible to apply for funding. Invitations to students applying are made during the second funding session.
- 6.2 Applicants are required to complete the online NAC Local Bursary application form on the Grant Management System.
- 6.3 Applicants are required to check the online application form for any additional supporting documents required.
- 6.4 For further information, applicants are encouraged to review the NAC Funding Guidelines.
- 6.5 Incomplete documents, requirements and information will automatically be disqualified.

## **7. Applications for local post-graduate studies should be accompanied by the following documentation:**

- ✓ Curriculum vitae.
- ✓ Certified copy of South African identity document (must not be older than 12 months).
- ✓ Course structure/content.
- ✓ Study fees structure from tertiary institution.
- ✓ Proof of acceptance/registration to study at an accredited institution
- ✓ Transcript of results/recognition of prior learning qualification by academic institution.
- ✓ Certified copies of degrees/certificates/diplomas.
- ✓ Proof of any other bursary funding.
- ✓ Two reference letters from industry professionals (signed, dated with a full address).
- ✓ Motivation explaining why the applicant must be awarded a bursary and outlining future career aspirations.
- ✓ Proof of household/own income.
- ✓ Bank statement/Proof of bank account.
- ✓ Certified documentation must not be older than 12 months.

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

Deadlines for applications are published on the various social media platforms as well as on the NAC website. Late applications will not be considered.

Applications for Local bursaries will close on 6 January 2023.

**9. Reservation of rights:**

The NAC reserves the right to allocate funds according to its priorities. 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 that the Council has taken or made in terms of the Act, may within 30 days from the date on which the action or decision in question was made known by the Council, appeal to the **Minister of 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 or hand- delivered post. The notice shall contain:

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

**END**