



## Funding Guidelines:

2023/2024



## TABLE OF CONTENTS

ITEM NO	ITEM DESCRIPTION	PAGE NO
1.	INTRODUCTION	3.
2.	ELIGIBILITY AND ADMINISTRATIVE REQUIREMENTS	3.
3.	APPLICATIONS PROCESSING	4.
4.	PROJECT FUNDING	4.
5.	COMPLIANCE DOCUMENTS REQUIRED WITH THIS APPLICATION	4.
6.	TYPES OF PROJECTS THAT MAY BE FUNDED	5.
7.	BUDGET ITEMS THAT MAY BE CONSIDERED	5.
8.	COST LINE-ITEMS NOT FUNDED BY MACSF	5.
9.	SUBMISSION OF APPLICATIONS	6.
10.	RESPONSIBILITIES OF PARTIES	6.
11.	ETHICS	6.
12.	APPROVAL	6.

## 1. INTRODUCTION.

- 1.1 Mmabana Arts, Culture, and Sport Foundation (MACSF) is established in terms of the Mmabana act no 07 of 2000 as amended, and is a schedule 3C Public Entity in terms of the Public Finance Management Act, under the Department of Arts, Culture, Sport, and Recreation in the North West.
- 1.2 The legislated mandate of the foundation is to develop the artistic and sporting talents, and promotion of culture of the people of the North West Province, through development of individuals and groups of people with interest in the arts, cultural and sporting activities.
- 1.3 MACSF embarked on a strategy to reposition the performing and visual arts, culture and the digital arts sector as key economic drivers in its vision 2020 and beyond strategic plan. Through this plan the foundation aims to promote projects that address inequality, social cohesion, creation of sustainable jobs in the arts sector and ensuring local economic growth.
- 1.4 These application guidelines are aimed to assist applicants to understand the process for applying for funding, compliance requirements, as well as the administrative process that will be undertaken to assess applications for funding.

## 2. ELIGIBILITY AND ADMINISTRATIVE REQUIREMENTS

DESCRIPTION	CONTENTS	WEIGHT
Administrative	The following lead to automatic disqualification: <ul style="list-style-type: none"> <li>• Incomplete Application Form / compliance documents</li> <li>• Misleading and inaccurate information.</li> <li>• Failure to disclose any conflict of interest</li> <li>• Failure to disclose any additional funding source</li> <li>• Projects with a timeline beyond 31 March 2023</li> </ul>	Not scored (it is used to determine if application is disqualified or goes to the next stage)
Create: Innovation	<ul style="list-style-type: none"> <li>• Artistic vision of the project</li> <li>• Quality of the content</li> <li>• Project shows creativity.</li> <li>• Use of technology to enhance arts</li> </ul>	35%
Economic Transformation and Job Creation	<ul style="list-style-type: none"> <li>• Project will create work opportunities for creatives</li> <li>• Indicates costs for work opportunities created</li> <li>• Provision of opportunities to Women, Youth and People with Disabilities.</li> </ul>	25%
Audience & Market Development	<ul style="list-style-type: none"> <li>• Projected audience reach (target audience)</li> <li>• Extent to which the project expands its reach/ taps into the appropriate market</li> </ul>	30%
Social Cohesion and Safe Communities	<ul style="list-style-type: none"> <li>• Diversity of programming, content and audiences</li> <li>• Contribute to government messaging to address various social ills e.g. substance abused, GBV, teenage pregnancy</li> </ul>	10%

### 3. APPLICATIONS PROCESSING (TIME ESTIMATES SUBJECT TO VOLUME OF APPLICATIONS)

The following represents a process that will be undertaken:

NO	ACTIVITY	TIME FRAME
1.	Call for proposal open and closing	10 July 2023 to 27 July 2023
2.	Receipt and recording of proposals	10 – 27 July 2023
3.	Acknowledgement of receipt (letters / emails)	J10 – 27 July 2023
4.	Assessment panel to conduct adjudication	1 – 10 August 2023 (subject to volume of applications)
5.	Signing of contracts / MoA	15 August 2023 (subject to point 4)
6.	Publishing of outcomes on various platforms	18 August 2023 (subject to point 4)
7.	Project implementation	From date of signing until 15 February 2024
8.	Monitoring visits to Projects	Monthly (or as required / before tranche payment)
9.	Submission of project-close out reports	10 days from project completion

**PLEASE NOTE: If you have not received communication by the end of September 2023, consider your application unsuccessful.**

### 4. PROJECT FUNDING

- a. MACSF may not be in a position to fund the entire budget of a project, therefore re-prioritization of budget may be done during assessment process.
- b. Applicants are at liberty to access other forms of funding, but such MUST be declared, failing which, MACSF may cancel its funding and recover all tranches paid.
- c. The maximum period for running a project is until 15 February 2024
- d. Projects applied for must be implemented in the North West Province.
- e. Funding will be limited to North-West based / born artists, cultural organizations, companies, NPO's, NGO's, PTY Ltd etc who are eligible to enter into contractual relations.
- f. MACSF will reserve the right to seek further documentation should the need arise.
- g. MACSF reserves the right NOT to fund projects that were funded in the previous financial year in order to allow new beneficiaries.

### 5. COMPLIANCE DOCUMENTS REQUIRED WITH THIS APPLICATION

The following documents must accompany the application.

- a. Proof of Residence (Municipality or Tribal Authority)
- b. Valid certified copies of Identity Documents for applicant (s)
- c. Registration Certificate (in case of organizations)
- d. Evidence of involvement/ participation in Arts and Culture programmes (Business/ artistic profile)
- e. Bank Account confirmation letter
- f. Latest financial statement (in case of organizations)
- g. SARS Valid Tax Pin or Tax Exemption letter
- h. Recommendation letters x 2 (Arts and Culture Entities / Community Leader/ Municipality)

- i. Project proposal
- j. Budget/ Quotations
- k. Facilitators CVs and Training Programme for an accredited programme.

## 6. TYPES OF PROJECTS THAT MAY BE FUNDED

MACSF may fund the following type of projects :

### VISUAL ARTS

- Art Exhibition (Artist Exhibiting)
- Public Art
- Fashion Show (Designer Showcasing)
- Craft Market
- Workshops (submit names and CV's of facilitators, list of participants and detailed content of the workshop. Workshops must be credit bearing. i.e. accredited programme.

### PERFORMING ARTS

- Theatre Productions (Drama, Music, Poetry, Puppetry, Dance, Storytelling, etc)
- Film (Documentaries, Short Film, Animation)
- Workshops (submit names and CV's of facilitators, list of participants and detailed content of the workshop. Workshops must be credit bearing. i.e. accredited programme.
- Arts and Culture Event Co-ordination

## 7. BUDGET ITEMS THAT MAY BE CONSIDERED

MACSF may consider the following costs:

- a. Accounting and auditing fees
- b. Administration costs
- c. Artists fees (rehearsal fees, performance fees, production crew, choreographers, director's fees etc.)
- d. Costumes and props
- e. Exhibition/ Fashion show costs
- f. Instrument hire
- g. Marketing and Publicity Costs
- h. Workshop costs
- i. Venue hire

## 8. COST LINE-ITEMS NOT FUNDED BY MACSF

- a. Unregistered groups
- b. Architecture / Construction
- c. Infrastructure costs

- d. Interior design / fittings
- e. CD, DVD and video production
- f. Church choirs
- g. Competitions, prize money and adjudication
- h. Music arrangement of other persons' work without written agreements
- i. Personal commissions and commissions by other institutions
- j. Purchasing of equipment/acquisition of musical instruments and stage equipment
- k. Seed funding

#### **9. SUBMISSION OF APPLICATIONS**

Application forms to be submitted physically at:

Mmabana Centers in Mahikeng, Lehurutshe, Tlhabane, Taung, and Kanana Community Arts Centre (Orkney), ACSR Service points in all districts.

#### **10. RESPONSIBILITIES OF PARTIES**

The responsibilities of all parties will be detailed on the Memorandum of Agreement which is signed before the Project is implemented:

#### **11. ETHICS**

- a. The applicant is required to maintain the highest ethical and safety standards in conducting and execution of the project, particularly when human and animal subjects are involved.
- b. It remains the responsibility of the project leader to comply with all relevant regulations in this regard.

**APPROVED BY :**



---

**Wessels Morweng**  
**Chief Executive Officer (acting)**  
**Date: 10 July 2023**

**END**