



NWPACC

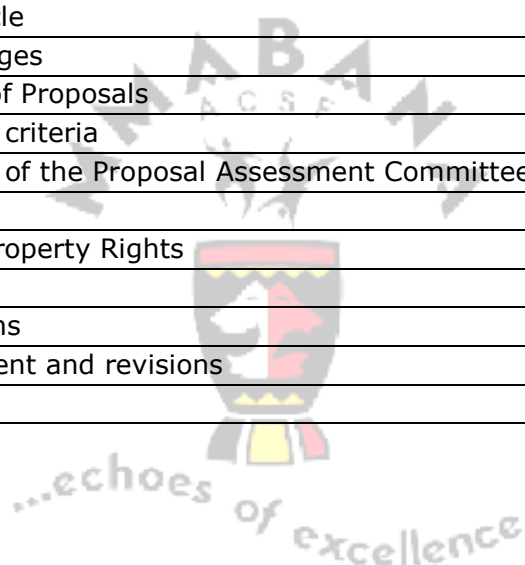
Funding Guidelines:  
Criteria, Eligibility, Processes &  
Systems

2020/2021



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## 1. INTRODUCTION

Mmabana Arts, Culture and Sport Foundation has embarked on a strategy to reposition the performing and visual arts, culture and the digital arts sector as key drivers in its vision 2020 and beyond strategic plan. Through this plan the entity aims to promote projects that address inequality, social cohesion, creation of sustainable jobs in the arts sector and ensuring local economic growth. The Department of Arts, Culture, Sports and Recreation has allocated the powers of the NWPACC to the Foundation to drive the mandate of promoting arts and culture initiatives as well as extending such programming to a myriad of stakeholders.

## 2. OBJECTIVES

- Positioning the arts as valuable contributors to economic growth and job creation
- Stimulating innovation and entrepreneurial growth
- Promote sustainability
- Promote digital arts initiatives and development
- Positioning the North West Province as a destination for cultural economic exchange
- Promoting and improving the production and dissemination of local content

## 3. APPLICATION PROCESS

- a. The call for proposals process is particularly focussed assisting projects with a threshold with funding, to the maximum of R 350 000 (which may be exceeded under exceptional circumstances, with the approval of the Chief Executive Officer)
- b. MACSF reserves the right to allocate funding amounts depending on the assessment of the proposal, which could be less or more than what is required.
- c. The aim of this process is to ensure rapid review and approval of small projects that reflect the creative initiative, specifically complying with the regulations issued to comply in managing Covid 19 pandemic.
- d. A prescribed application form must be completed
- e. The table below provides an overview of application review and decision processes.

Process	Open Call	Review	Contracting and Financing
<b>Application</b>	<ul style="list-style-type: none"> <li>• Specific application Form</li> <li>• Guidelines</li> <li>• Forward forms to provided email</li> <li>• Receive applications and prepare for review</li> <li>• Adjudication</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation of creative merit</li> <li>• Evaluation of impact</li> <li>• Approval of Projects</li> <li>• Send letters to successful candidates</li> </ul>	<ul style="list-style-type: none"> <li>• Signing of MOU</li> <li>• Payment in Tranches</li> <li>• Reporting and evaluation</li> <li>• Monitoring and Auditing</li> </ul>
<b>Evaluation</b>	<b>Application Submissions</b>	<b>Adjudication Panel</b>	<b>Approval</b>
	<ul style="list-style-type: none"> <li>• Classification of Applications</li> </ul>	MACSF Internal Panel and recommendations	<ul style="list-style-type: none"> <li>• Recommendations to the board for approval</li> </ul>
<b>Outcome</b>	Successful applicants notified and contracting process commences		

#### 4. ELIGIBILITY AND ADMINISTRATIVE CRITERIA

<p>☐ <i>Administrative</i></p>	<p>Applications that do not meet the basic administrative criteria will be immediately rejected.</p>	<p><b>Criteria Score</b></p>
<p>☐ <i>Creative : Innovation &amp; Competitiveness</i></p>	<ul style="list-style-type: none"> <li>• Quality of the content</li> <li>• Artistic vision of the project</li> <li>• Distinctiveness of the proposed project in the context of relative and comparable initiatives in the proposed district and province</li> <li>• Incorporation of technology in the execution of the project</li> </ul>	<p>20%</p>
<p>☐ <i>Job Creation &amp; Economic Development</i></p>	<ul style="list-style-type: none"> <li>• The number of work opportunities created</li> <li>• The cost per work opportunity</li> <li>• Extent to which women, youth and people with disabilities have employment opportunities</li> </ul>	<p>20%</p>
<p>☐ <i>Market Development</i></p>	<ul style="list-style-type: none"> <li>• Extent to which the project expands its reach/ taps into a different segment or unexplored market</li> </ul>	<p>20%</p>
<p>☐ <i>Audience Development</i></p>	<ul style="list-style-type: none"> <li>• Current audience profile, audience reach analysis and prospective target audience targets projections upon the success of application</li> </ul>	<p>20%</p>
<p>☐ <i>Social Cohesion</i></p>	<ul style="list-style-type: none"> <li>• Diversity of programming, content and audiences</li> <li>• Alignment to Social Cohesion Charter objectives</li> <li>• The extent to which communities are integrated and involved in the project</li> <li>• Level of public access to the project</li> </ul>	<p>20%</p>

**Note:** Proposals should not exceed 15 pages including the application form. Additional information will be requested, if required.

#### 5. PROJECT FUNDING

- a. MACSF may not be in a position to fund the entire budget of a project, applicants are therefore advised to seek additional funding from other sources.
- b. Funding will be for arts programmes. Quotations and/or budgets for costs should accompany the application form. The maximum period for running a project is twelve months.
- c. Applicants are encouraged to carefully read the MACSF's call for applications and ensure adherence to Covid-19 restrictions and protocols. Projects applied for must be located in the North West Province.

## 6. TYPES OF PROJECTS

Applicants may apply for the following projects supported by MASCF:

- a. Animation design and multimedia design
- b. Arrangement and documentation of other persons' music works (this may be considered when permission has been obtained from copyright owners)
- c. Art teaching at community level (in line with Covid-19 protocols compliance)
- d. Book fairs (in line with Covid-19 protocols compliance)
- e. Community outreach projects (with consideration for Covid-19 protocols compliance)
- f. Creation of new work/products, e.g. performances, Exhibitions, ceramics, pottery, wood carving, embroidery, applique, tapestry, weaving and textile design, new choreographic works, script writing
- g. Creative writing (writing and research grants, including autobiographies, novels short stories, drama book, folklore and children's literature)
- h. Music compositions
- i. Theatre
- j. Performances, including creation and performance of new choreographic works
- k. Poetry performance
- l. Poetry writing by established writers. Unpublished poetry/writer (submit a minimum of three contributors to the anthology)
- m. Script writing for drama plays (applicants must submit a synopsis and outline of the play)
- n. Story-telling
- o. Puppetry
- p. Workshops (submit names and CV's of facilitators, list of participants and detailed content of the workshop. Workshops must be outcomes based)
- q. Writers' grants (Applicants must submit at least one manuscript of existing work that they are applying for with the application when applying for a writing grant).
- r. Bursaries (limited to the courses as per MASSF mandate)

## 7. BUDGETARY ITEMS THAT MAY BE CONSIDERED

- 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 costs
- f. Instrument hire
- g. Production and printing of catalogues
- h. Publicity costs
- i. Workshop costs

## **8. CATEGORIES OF PROJECTS NOT FUNDED BY MACSF**

- a. Unregistered groups
- b. Architecture
- c. Infrastructure costs
- d. Interior design
- e. Book launches
- f. CD, DVD and video production
- g. Church choirs
- h. Competitions, prize money and adjudication
- i. Event management
- j. General fashion shows
- k. Music arrangement of other persons' work without written agreements
- l. Personal commissions and commissions by other institutions
- m. Promoters
- n. Purchasing of books
- o. Seed funding
- p. Writing in other subjects that are not of creative writing genre
- q. Applications from individuals working for government departments and entities

## **9. COMPLIANCE DOCUMENTS REQUIRED WITH THE APPLICATION**

- a. Proof of Residence
- b. Certified copies of Identity Documents
- c. Evidence of involvement/ participation in Arts and Culture programmes
- d. Bank Account confirmation letter
- e. Tax Clearance (where Applicable)
- f. Recommendation letters x 2 (Arts and Culture Entities / Community leader/ Municipality)
- g. Business plan and profile
- h. Budget breakdown
- i. Quotations

## **10. STANDARD REQUIREMENTS**

### **Applicable requirements to all applicants**

#### **10.1 Eligibility**

- This call is open to all tax compliant South African arts and culture organizations and companies that have independent legal status i.e. are registered as a Non-Profit Company, NPO, NGO, PTY Ltd etc.
- Compliant eligible South African citizens: individual artists, who are legally able to enter into contractual relations, may also apply.

- No beneficiary will be funded two consecutive times/ simultaneously within a financial year. Organizations should declare any involvement with Mmabana Foundation and/ or the Department of Arts Culture, Sports and Recreation.
- Only one application per organisation/company/individual in one financial year is allowed.

## 10.2 Administrative Criteria

The following will lead to automatic disqualification:

- Provision of misleading and inaccurate information.
- Incomplete submission of Application Form, Proposal and/or Compliance Documentation.
- Failure to disclose any conflicts of interest.
- Failure to disclose any funding secured from the Dept. ACSR for the project.
- Project timeframe falls outside of stated funding timeframes.
- Requested funds exceeding the stated maximum thresholds of the individual open calls.
- Late submission

**Note:** Guidelines will be reviewed as and when it maybe necessary

## 11. SUBMISSION OF APPLICATIONS

The form together with the proposal and budget breakdown should be submitted as part of the application to [info@mmabana.org.za](mailto:info@mmabana.org.za), and to all MACSF centers on or before the closing date. Applications can be emailed, posted (registered post) or hand delivered to MACSF centres – Mahikeng, Lehurutshe, Tlhabane and Taung

Weblinks to cloud files and Dropbox submissions can also be sent to [info@mmabana.org.za](mailto:info@mmabana.org.za)

## 12. PROCESSING OF APPLICATIONS

### 12.1 Assessment process

#### Step 1: Preliminary Review

MACSF officials will conduct a preliminary review of each application to ensure compliance with the administrative criteria. Should the application be disqualified for any administrative reason, the application will not be submitted to Step 2, however a full list of all received applications will be tabled during the review process at Step 2.

#### Step 2: Making the decision

- a. An appointed assessment committee will assess the applications based on the merits and criteria of each funding instrument. The recommendations of the assessment panel for all projects will be tabled for the approval by the CEO, or the Board, or any other person/s as prescribed by policy (whichever the case maybe).

- b. Funding is allocated at the discretion of Mmabana Arts, Culture and Sport Foundation, informed by the criteria, panel recommendations and available budget

### **Step 3: Notification**

MACSF will communicate the decision and the conditions of allocating funding in writing. Lists of successful beneficiaries will be placed on the Mmabana website.

### **Step 4: Submission of a Full Proposal/revised Project Plan and Documentation**

- a. After the funding approval letter is received, prospective beneficiaries will have 7 working days to submit any information that may be further required (unless an extension is sought, and granted).
- b. Funding is only confirmed once a duly signed formal letter addressed to the beneficiary has been received, and the necessary documentation has been submitted.
- c. The submitted proposal and supporting documentation will be reviewed as follows:
  - Track record of implementation and accountability.
  - Evidence of competent administration.
  - Evidence of other sources of support/sponsorship from other levels of government for the same project
  - Marketing and promotional plans to maximize audience potential.

### **Step 5: Contracting & Payment**

- a. Correspondence in Step 3 and the submission of the detailed project plan in Step 4 will be followed by the drafting of a Memorandum of Understanding (MOU) based on a standard template.
- b. Signing an Agreement that will outline contractual arrangements with the beneficiary.
- c. The MOU will outline the tranche structure of the funding, and the obligations of both parties.

## **13. FEEDBACK AND DISPUTES**

- a. Once the assessment processes have been completed and the recommended funding decision has been approved by MACSF, MACSF will publish a list of successful applicants on the foundation's online platforms.
- b. The application status online will indicate whether or not the application has been approved for funding.
- c. If the applicant's name does not appear on the published list of successful applications it means that the application was unsuccessful. Unsuccessful applicants that wish to appeal the funding decision taken by MACSF must follow the appropriate Appeals Process.



## 14. APPEALS PROCESS

- A. Appeals for this funding instrument will only be considered two (2) months after the official publication date of the results on MACSF online platforms.
- B. The Appeal Process is as follows:
- Written representation to be made to the Chairperson of the Board.
  - Supporting documentation to be provided to substantiate the appeal
  - Reports and minutes of the Proposal Assessment Committee will be required
  - The CEO or a delegate may be invited to make representations
  - Chairperson will appoint an independent Committee to consider appeals.
  - Outcomes of the appeals will be communicated by the Board Chairperson.

## 15. AWARDEE RESPONSIBILITIES

### Managing changes during the project life cycle

- a. Changes may occur during the project life cycle due to unforeseen and extenuating circumstances.
- b. Changes in Project Scope may occur, in case of such, a written request must be forwarded to the CEO for approval **before** the intended change is implemented.
- c. Applicants must submit all change requests in writing to MACSF for approval before effecting any changes.

## 16. INTELLECTUAL PROPERTY RIGHTS

- ✓ Copyright in SA is governed by the Copyright Act No. 98 of 1978, as amended.
- ✓ The copyright act defines the author of the work as the owner of the copyright.
- ✓ In the case of the execution of the project which is funded, artists will hold the property rights despite being funded as it is work of their own origin.
- ✓ Work produced by employees remains the copyright of MACSF

## 17. 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.
- c. An ethical clearance certificate (where applicable) must be submitted to MACSF in respect of successful applications before funding can be released.

## 18. SIGNATURE



**Mr. Itumeleng Mogorosi**  
**Chief Executive Officer**