



# GAUTENG PROVINCE

SPORT, ARTS, CULTURE AND RECREATION  
REPUBLIC OF SOUTH AFRICA

## GRANTS-IN-AID APPLICATION FORM

### 2023/24 CYCLE

For Sports and Recreation applications use REF: SACR/GIA/002/SR

For Arts and Culture applications use REF: SACR/GIA/002/AC

REFERENCE NUMBER:

#### CRITERIA FOR APPLICATION OF GRANTS IN AID

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| <p><b>1. APPLICATIONS</b></p> <p>1.1 Any legal entity or natural person in the Province of Gauteng is eligible for funding, provided that the given project proposal deals with topics relevant to the Departmental annual specifications and promotes the province's strategic direction in the field of Sport, Recreation, Arts and Culture.</p> <p>1.2 Preference is given to applicants from NPOs (non-profit organisations), companies, and Community Organisations working in the fields of Sport Arts Culture and Recreation.</p> | <p><b>2. EVALUATION PERIOD</b></p> <p>2.1 A call for applications will be published in the provincial print, electronic and social media.</p> <p>2.2 The evaluation period for applications that have been received by the published deadline date will be 2 (two) months.</p> <p>2.3 This will be the date that is published in the local media when applications are advertised.</p> <p>2.4 The cycle of projects will be given the same cycle of the Provincial Government financial year which starts on the 1 April and ends on the 31 March every year.</p> <p>2.5 Applicants shall take this into account when planning project events, as no project can be scheduled to start before its prospective approval.</p> |
| <p><b>3. NUMBER OF PROJECTS</b></p> <p>Applicants may only submit one application per Organisation.</p>  | <p><b>4. GEOGRAPHIC SPREAD</b></p> <p>Consideration must be given to ensure that all regions within Gauteng Province receive funding and that provision is made for all population groups.</p>  |

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| <p><b>5. WHO EVALUATES AND ADJUDICATES?</b></p> <p>5.1 The Gauteng Arts and Culture Council is responsible for the Arts and Culture projects and the Sports Adjudication Panel is responsible for the Sport and Recreation applications. The two bodies are accountable to the MEC (Member of Executive Council) for Sports, Arts, Culture and Recreation).</p> <p>5.2 The committee comprises of members of the community that are experts in their fields. The secretariat of both committees is made up of the Chief directorate Statutory Bodies. The GACC is governed by an ACT of Legislature (GACC Act no 11 of 1998).</p> | <p><b>6. APPLICATIONS CATEGORIES AND CRITERIA</b></p> <p>6.1 CATEGORIES<br/>There are two (2) categories into which the Grants projects are divided, namely:</p> <p>6.1.1 Arts and Culture</p> <p>6.1.2 Sports and Recreation</p> <p>Applicants themselves will decide which category best fits the content of their project.</p> <p>6.2 CRITERIA</p> <p>The following criteria are considered when deciding beneficiaries.</p> <p>6.2.1 Administrative compliance: all documents required are available, correct and up to date.</p> <p>6.2.2 Project relevance: projects that touch on oversight of the departmental mandate and provincial strategic outcomes as advertised for each category above will be considered.</p>   |
| <p><b>7. BUDGET</b></p> <p>7.1 Grants have a pre-determined maximum allocation of R 150 000 and project budgets must fall within the advertised maximum.</p> <p>7.2 The Committee reserves the right to adjust the allocation of the budget based on the availability of funding.</p>   | <p><b>8. APPROVAL/REJECTION</b></p> <p>8.1 The committees are called for adjudication after the secretariat has sifted the compliant applications.</p> <p>8.2 All application forms that meet the requirement are read and discussed amongst the council/ panel members and all criteria and project validity are taken into consideration.</p> <p>8.3 Recommended compliant organisations are then presented for funding and approval by the HOD as per the PFMA. (Public, Finance Management, Act.).</p> <p>8.4 All approved organisations are provided with a service level agreement and are required to attend a workshop on monitoring and evaluation program.</p> <p>8.5 All applicants will receive correspondence informing them of the outcome of their application through the details they have provided.</p> <p>8.6 Appeals may be directed to the MEC for Sport, Arts, Culture and Recreation.</p> |

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| <p><b>9. ANNOUNCEMENT OF RESULTS</b></p> <p>A list of approved projects will be published on the website of the Department, on a date set by the Council/ Panel.</p> | <p><b>10. DURATION AND CONDITIONS OF FUNDING</b></p> <p>10.1 Organisations will not be funded for more than 3 (three) consecutive years.</p> <p>10.2 Organisations will only be funded in ONE of the 2 (two) categories as per 5.1.1 &amp; 5.1.2.</p> |
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### CHECKLIST

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| <b>Vendor number and Compliant CSD Report as per the registration with Gauteng Shared Services Centre (GSSC)/ Gauteng Department of Finance (GDF)</b>  |  |
| <b>A certified copy of registration certificate of the Company or Organisation.</b>  |  |
| <b>A copy of your constitution or set of rules, dated and signed as “adopted” by our group/ Articles and Memorandum of Association/ Trust Deed/ Company profile for Companies.</b>   |  |
| <b>Certified ID copy of the coordinator and other key individuals involved in the project.</b>   |  |
| <b>A certified copy of the latest 3 months bank statement (not more than three months old) corresponding with that on the CSD/ letter from the bank for new Companies or Organisations.</b>                                  |  |
| <b>A certified copy of your most recent Audited financial statement dated and signed as approved by the directors, these must not be more than one year old/ Letter from the auditor for new Companies or Organisations.</b> |  |
| <b>Two written and signed references from reputable referees (one from the community leader and second referee from Arts/ Sport Organisation.</b>  |  |
| <b>PLEASE ENSURE THAT THE FOLLOWING FINANCIAL AND PROJECT INFORMATION HAS BEEN ATTACHED:</b>   |  |
| <b>Organisation’s Profile, structured as illustrated below.</b>  |  |
| <b>Project plan structured as illustrated below</b>  |  |

### GRANTS IN AID APPLICATION FORM:

Please ensure that you have read this form in total and fully understood it before you begin to fill in:

- All questions must be answered.
- You must not be receiving financial assistance from a government or semi government source for the activity for which you are applying.
- It is important that you provide us with correct information to ensure that your application is processed swiftly and efficiently.
- A separate application form should be used for either Arts and Culture or Sport and Recreation project proposal with its specific reference number.
- Please note that due to a huge number of applications we receive, some compliant applications will or may not be funded.

- Preference will be given to applicants that have not been funded previously and the adjudicator's decision is final.
- Closing date is 28 April 2023 (Friday) at 16H00 and no late applications will be accepted.

| SECTION A  |          |                        |   |                        |         |   |      |
|--|----------|------------------------|---|------------------------|---------|---|------|
| Name of the Organisation/ Company  |          |                        |   |                        |         |   |      |
| Vendor Number  |          |                        |   |                        |         |   |      |
| Indicate how many times you have applied for funding with the department?<br>Please mark with an X in the relevant box |          | 0                      | 1 | 2                      | 3       | 4 | More |
| Years funded by GDSACR   |          |                        |   |                        |         |   |      |
| Select below your project category and the relevant discipline you are applying for.                                   |          |                        |   |                        |         |   |      |
| <b>ARTS &amp; CULTURE (CATEGORY)</b>   |          |                        |   |                        |         |   |      |
| Arts recreation programmes   |          |                        |   | Ceramic design         |         |   |      |
| Creative writing   |          |                        |   | Dance and choreography |         |   |      |
| Drama  |          |                        |   | Education and training |         |   |      |
| Festivals and events   |          |                        |   | Fashion design         |         |   |      |
| Visual art   |          |                        |   | Jewellery design       |         |   |      |
| Music  |          |                        |   | Multi disciplines      |         |   |      |
| Organisational funding   |          |                        |   | Theatre                |         |   |      |
| <b>SPORT AND RECREATION (CATEGORY)</b>   |          |                        |   |                        |         |   |      |
| Capacity building  |          |                        |   | Competition            |         |   |      |
| Community games  |          |                        |   | Development program    |         |   |      |
| Equipment  |          |                        |   | Tournament             |         |   |      |
| Mass participation   |          |                        |   | Other (specify)        |         |   |      |
| Sport code: E.g. Football  |          |                        |   |                        |         |   |      |
| TOTAL AMOUNT REQUESTED   |          |                        |   |                        |         |   |      |
| SECTION B  |          |                        |   |                        |         |   |      |
| Target group (please cross X where applicable)   |          |                        |   |                        |         |   |      |
| Youth  | Children | People with disability |   | Women                  | Elderly |   |      |
|  |          |                        |   |                        |         |   |      |
| Type of organization: E.g. NPO   |          |                        |   |                        |         |   |      |
| DETAILS OF THE CONTACT PERSON  |          |                        |   |                        |         |   |      |
| Name & surname:  |          |                        |   | Cell phone:            |         |   |      |
| Designation:   |          |                        |   | Disability: Y/ N       |         |   |      |

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|--|--|---------------|---|--|--|
| <b>Telephone:</b>  |  |               | <b>Fax:</b>                               |  |  |
| <b>E-mail:</b>   |  |               | <b>Website:</b>                           |  |  |
| <b>COMPANY/ ORGANISATION REGISTRATION NUMBER:</b>  |  |               |   |  |  |
| <b>Income tax no. / Exemption no:</b>  |  |               |   |  |  |
| <b>Executive committee members full names and title <i>E.g.: John man. (Chairperson)</i></b> |  | <b>Gender</b> | <b>ID Number</b>                          |  |  |
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| <b>Physical address of the organisation</b>  |  |               | <b>Postal address of the organisation</b> |  |  |
|  |  |               |   |  |  |
|  |  |               |   |  |  |
|  |  |               |   |  |  |
|  |  |               |   |  |  |
| <b>Code</b>  |  | <b>Code</b>   |   |  |  |
| <b>Your municipality (Please tick X your municipality)</b>                                   |  |               |   |  |  |
| <b>Johannesburg</b>  |  |               | <b>Sedibeng</b>                           |  |  |
| <b>Ekurhuleni</b>  |  |               | <b>West rand</b>                          |  |  |
| <b>Tshwane</b>   |  |               |   |  |  |

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| <b>SECTION C. DECLARATION</b>  |  |             |  |
| <i>I hereby declare that the information in this application is a fair and true reflection of our intended project. I am aware of the fact that the information which we have submitted above will have a material bearing on the adjudication of the application and if it therefore subsequently appears that any information in the application with addendum was not correct, or that certain information was omitted, the committee shall be entitled to withdraw or amend its approval and without prejudice to its rights, to recover any amounts already paid or to withhold further payments due.</i> |  |             |  |
| <b>Name of responsible person</b>  |  |             |  |
| <b>Designation</b>   |  |             |  |
| <b>Signature</b>   |  | <b>Date</b> |  |

**CLOSING DATE: 28 APRIL 2023 (FRIDAY) at 16H00**

| <b>FOR OFFICE USE ONLY</b>   |   |
|--|---|
| <b>Reference Number</b>  | <b>Date of Receipt:</b> .....   |
| SACR/GIA/002/AC.....   | <b>Processed by:</b> .....  |
| SACR/GIA/002/SR.....   | <b>Date:</b> .....  |
| <b>Your project plan</b>   |   |
| <p><b>In applying for funding, it is required that your organisation submits the following:</b></p> <ol style="list-style-type: none"> <li><b>1. An organisational profile</b></li> <li><b>2. Project plan</b></li> </ol> <p><b>Below is the structure of both organisational profile and project plan. Please use the following headings accordingly.</b></p> |   |
| <b><u>ORGANISATIONAL PROFILE</u></b>   | <b><u>THE FOLLOWING IS THE STRUCTURE OF THE PROJECT PLAN</u></b>                      |
| <b>1. Cover page</b>   | <b>1. Cover page - Name of the organisation</b>                                       |
| <b>2. Introduction</b>   | <b>2. Introduction - Describe the project and implementation (<i>why and how</i>)</b> |
| <b>3. Mission – (<i>why does your ORGANISATION exist and what is your purpose</i>)</b>   | <b>3. Objectives - (<i>what are you going to do</i>)</b>                              |
| <b>4. Vision – (<i>What do you want to become</i>)</b>   | <b>4. Activities - (<i>how are you going to do it</i>)</b>                            |
| <b>5. Organisational structure</b>   | <b>5. Time-frames / dates</b>   |
| <b>6. Products and services</b>  | <b>6. Venue</b>   |
| <b>7. Success stories</b>  | <b>7. Budget (<i>please provide an itemized list</i>)&gt;</b>                         |
| <b>8. Funders</b>  | <b>8. Further comments/ remarks/ motivation</b>                                       |