



Western Cape
Government

Cultural Affairs and Sport

Funding Policy for Arts and Culture

Approved 2009 - Edited 2014

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1. INTRODUCTION :

The Department of Cultural Affairs and Sport provides services to the inhabitants of the Western Cape. These include the Language Services, Cultural Services, Museum Services, Heritage Resource Management Services, Library and Archives Services and Sport and Recreation, in order to accelerate growth and development in a sustainable manner for the benefit of all people in the Western Cape.

One of the ways in which service delivery is achieved and enhanced, is through transferring resources to organizations and institutions.

The purpose of this policy is to:

Provide the framework and guidelines for funding for Arts and Culture to:

- ensure consistency in our funding practices
- Funding is a means to ensure that meaningful changes and interventions occur within communities through Arts and Culture, which includes the performing and the creative arts. This framework guides the funding procedures, mechanisms and projects which support the objectives of the Department in keeping with legislation and regulations

2. VISION

A creative, active and empowered Western Cape.

3. MISSION

Promote active participation in culture and sport while developing talent and excellence towards strengthening the creative and wellness economies of the Western Cape.

4. GENERAL PRINCIPLES

Funding processes and procedures require good financial practices and are guided by the Public Finance Management Act, 1999 (PFMA) and other applicable legislation.

The following principles will apply:

The focus of the funding provided by Arts and Culture, is to bring about a positive change to communities through education about the arts, through the arts and in the arts.

All Western Cape residents shall have equal access to the Department's expertise and services; and available funding.

Through funding the Department strives to add value to the quality of life of all citizens, irrespective of race, colour, creed, sexual orientation or social status and which supports development and enhances skills.

5. PRINCIPLES GOVERNING ARTS' FUNDING

The operations of the department will promote and support artists. The department will act as a networking/partnering/mentoring catalyst for progress - both helping artists to find their voices and helping with audience development, branding, growth and viability of the sector.

The funding will support and develop the performing and creative arts by ensuring that:

- sustainable programmes are supported
- new entrants are embraced, cultivated and mentored
- enhance excellence through furthering artistic values
- indigenous works are grown
- all languages of the province are promoted
- both production and performance are developed
- funding is predictable, transparent and made against clear and consistent criteria

6. FUNDING GUIDELINES

Applications must be submitted in the prescribed format and within the specified timeframes.

Applicants must take responsibility for the transparent management of the funds.

Beneficiaries must be willing to accept accountability for the funding received and adhere to timeframes and other requirements as set out in this policy.

6.4. Organizations applying should provide the following information and supporting documentation before any application for funding can be considered.

- 6.4.1. . evidence of constitution
- 6.4.2. . banking details
- 6.4.3. . minutes of the last Annual General Meeting,
- 6.4.4. deed of trust, constitution or articles of association
- 6.4.5. a copy of its latest financial statements
- 6.4.6. proof of sound financial practices for the last year

7. The submission of a completed application form or a business plan and budget does not guarantee funding.
8. The Department's financial year is 1 April – 31 March of the following year.
9. The Departmental logo is to be displayed on all media material related to the funded programme or project.
10. The Department will interact with recipients of funding, where relevant, to prescribe conditions in terms of training, monitoring and networking so as to develop both the organisation and the genre.
11. To be eligible for funding from the Department, the project should promote the objectives of the Department and should also comply with the provisions in relevant legislation.
12. The institutions/organisations should be based in the Western Cape and comply with the criteria set for the specific type of grant.
13. While the project should take place within the boundaries of the Western Cape Province, this will not limit the showcasing of productions outside the boundaries of the Western Cape.
14. Beneficiaries may be required to participate in Departmental events or programmes as required subject to an agreement to this effect between the parties.

7. CRITERIA

The following weighted criteria will be used when considering applications for funding:

- Redress of past imbalances and lack of opportunities
The degree to which a project will attract broad public involvement
- The degree to which the project will benefit the community
- The degree to which the project focuses on capacity building and empowerment

- The sustainability of the project and its impact
- The developmental impact of the project
The relevance of the programme and project content
- Priority of target groups e.g. women, the physically and mentally challenged and the youth
Compliance with and promotion of the rights and obligations enshrined in our Constitution
- Potential to build, develop and engage new writers/choreographers, audiences and participants
The quality, merit and/ or innovation of the project

8. BALANCED SUPPORT PRINCIPLES

Monies will be ring fenced as follows:

- 8.1. Funds for established entities that in turn have mentorship or development programmes and a track record in the arts (40% of available funds). This will be subject to guarantees, contractual agreements, monitoring and evaluation and compliance with all prescriptions.
- 8.2. Funds for works by emerging companies / organisations (30% of available funds)
- 8.3. Commissioning one major new work per annum in partnership with mentors and mentees (10% of available funds)
- 8.4. Skills' development programmes for arts and culture organisations/individuals which includes short courses or workshops, placement in learnerships, apprentice-type programmes with mentors (10% of available funds)
- 8.5. Support for small high impact community projects (could include shows to festivals, for literary or visual arts, community projects) (10%)

a) Skills Development Programme

This is an innovation intended to support trainees in arts' fields the courses (ranging from workshops, through to short accredited courses) on offer would include Business Management on the one hand and extend through to placement of mentees with professionals who can mentor them eg fine arts' or set-building; lighting and sound etc.

b) Commissioned Work(s)

In order to ensure that indigenous works are cultivated, a portion of money will be earmarked for growth in this regard. This will not be funding on a grand scale but rather fairly modest and yet purposeful. It is likely that attractive works will be those that, for example, explore elements of our cultural heritage. The work will be suggested and artists invited to submit proposals. The submission will include a few sample scenes or chapters or a relevant model (depending on the genre) The most compelling submission(s) will be selected for further development.

8.6. Possible exceptions:

The Minister of Cultural Affairs, Sport and Recreation, after consulting with the relevant role-players, may at his/her discretion:

Consider other applications within the limits of additional funding sourced. Consider applications to assist an individual or group to represent the Western Cape Province at an event outside of the Province's borders, but limited to the South African borders. Funding for events outside the province should further contribute to the objectives of the province.

9. LEGISLATIVE FRAMEWORK

This policy should be read with the requirements of the applicable legislation as indicated below:

National legislation: General

Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)
Public Finance Management Act, 1999 (Act 1 of 1999) and Treasury Regulations
Gazette No. 23463 dated 25 May 2002
Framework for Supply Chain Management Gazette No. 25767 dated 5
December 2003
Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005)
Occupational Health and Safety Act

National legislation: Cultural Affairs

Cultural institutions Act, 1998 (Act 119 of 1998)
Cultural Promotion Act, 1983 (Act 35 of 1983)
National Heritage Resources Act, (1999 Act 25 of 1999)

Provincial legislation: General

Constitution of the Western Cape, 1997 (Act 1 of 1998)
Western Cape Provincial Property Management Act, 1998 (Act 9 of 1998)

Provincial legislation: Cultural Affairs

Western Cape Cultural Commissions and Cultural Councils Act, 1998 (Act 14 of
1998)
Western Cape Provincial Languages Act, 1998 (Act 13 of 1998)
Regulations pertaining to Heritage Western Cape

Policies Cultural

Affairs:

Western Cape Language Policy PN 369/2001 of 27 November 2001
National White Paper on Arts, Culture and Heritage (1996)

10. ELIGIBILITY

Institutions or organizations eligible for funding:

bona fide arts and culture organizations which are non-profit organizations (NGO's, NPOs, CBO's, section 21 companies) involved in the visual, performing or literary arts
Humanities youth development

11. ORGANISATIONS NOT ELIGIBLE FOR FUNDING:

The following organizations and institutions set out hereunder shall not be eligible for funding, inter alia:

- national government departments
- profit-based organizations, business enterprises and public entities not responsible and accountable to the Department
- companies incorporated in terms of the Companies Act, Act 61 of 1973 amended to Act 35 of 2001
- corporations incorporated in terms of the Close Corporations Act, Act 69 of 1984 as amended by Act 22 of 2001
- organizations and/or institutions operated or principally supported by a religious institution
- political parties
- commercial or professional bodies
- bodies that provide services/programs which are exclusively based on racial, class, gender, religious or ethnic grounds and not readily accessible to the general public.

12. PARTNERSHIPS/OTHER FUNDING SOURCES

The Department encourages partnerships with South African and international donors. These partnerships need to be mentioned in the applications/business plans when applying for funding.

Partnerships can include:

International donors
Private sector donors

National, provincial or local government through intergovernmental relations agreements

Lotto funding

Public private partnerships

OCAS support for other applications

The Department of Culture and Sport will underwrite applications –for example to the "Lotto the National Arts' Council and corporates - which its sponsored recipients wish to make to other funding sources, for further funds upon request and provided that the organization is in good standing with the Department.

13. PUBLIC PRIVATE PARTNERSHIPS (PPP's)

The establishment of PPP's is both encouraged and supported by the Department. In the case of PPP's, any funding allocated by the Department would be treated as an investment in both human resources and monetary terms.

The following requirements must be adhered to when preparing a PPP application:

A business plan (including a detailed budget) must accompany any application
No seed funding will be made available by the Department for an investigation into the viability of any project
All applications will be considered in terms of the guidelines in this policy and the PFMA
All applications will be subject to the guidelines for PPP's set by National and or Provincial Treasury

14. COMPLIANCE REQUIREMENTS

Applicants must adhere to the following compliance matters in terms of the PFMA and Treasury Regulations:

Proof of sound financial practices for the past financial year before any application for funding can be considered (section 38(1)(j) of the PFMA) Demonstrate an ability to manage the funds effectively and providing assurance that effective, efficient and transparent financial management and internal control systems are implemented by the organization

Regular reporting procedures

Internal and external (independent) audit requirements

Regular monitoring procedures

Regular inspections or reviews of performance and

Other conditions and/or control measures deemed necessary to ensure value for money attached to any funding allocation by the Department.

15. APPLICATIONS

15.1. CALL FOR APPLICATION

Applicants will be invited by the Department to apply for funding for specific types of funding through various communication channels. In 2009 the call will be made in May. The cycle of advertisements will be regular and predictable.

15.2 APPLICATION PROCEDURES

Applications must be submitted within six (6) weeks after the date of call for applications. In 2009 the closing date for receipt of applications ie for funds for 2009/10 will be mid - June.

Only organizations eligible for funding may apply for funding.

Applications should be submitted in the prescribed format.

The criteria which will be applied in making the adjudication are described under point 6 above.

The proportions assigned to the categories are described under point 6 above.

Applications should include the necessary supporting documentation as indicated in Annexure 2.

15.3. ADJUDICATION

The HOD and Department will appoint an adjudication committee to review all the applications. This will include representation from the Cultural Commission.

15.4. APPROVAL

The committee will submit their final recommendationsto the Head of Department who will submit them to the MEC for approval.

15.5. AGREEMENTS

All beneficiaries of approved funding are required to enter into contractual arrangements with the Department which shall contain the obligations of both the beneficiary and the Department.

15.6. TIMELINES TO BE ADHERED TO

Beneficiaries and the Department are required to adhere and meet certain timeframes, set out in the agreements.

15.7. ANNOUNCEMENT OF OUTCOMES OF APPLICATION PROCESS

Applicants will be informed of outcomes within 4 weeks of the closing date for applications.

15.8. TRANSFER OF FUNDS

15.8.1. Funding can only be paid to beneficiaries after the signing of the agreements between the Department and the beneficiary.

15.8.2. Transfer of funding will be subject to the conditions and timeframes set out in the agreement.

15.8.3. The funds will only be paid in the financial year which runs from April 1 to March 31.

15.8.4. Depending on the nature and terms of the individual projects the payments will be made in two instalments.

16. REPORTING

All beneficiaries are required to report on the utilization of funds received from the Department and what the impact of the funding was. The reporting mechanisms will be set out in the agreement. This could require either annual reporting or interim periodic reporting.

In some cases, the Department may require the beneficiary to submit quarterly reports (including financial reporting) before further instalments of the approved funding will be paid over to the beneficiary. The Department will evaluate the performance of the beneficiary on an ongoing basis and may withdraw any committed or further funding if the outcomes of such evaluation are found to be unsatisfactory.

Annual reports must be accompanied by financial statements as required in each agreement.

17. COMPLIANCE WITH THE AGREEMENT AND DISPUTE RESOLUTION

The agreement between the Department and the beneficiary must provide for the contractual obligations that must be complied with as well as a dispute resolution procedure.

18. IMPLEMENTATION OF POLICY

This policy is approved by the MEC. All future funding must be done in accordance with this policy. This policy may be reviewed whenever it is required in terms of operational- or legislative changes or as a result of audit requirements.

PLEASE NOTE THAT THE FUNDING POLICY IS SUBJECT TO REVIEW BY THE DEPARTMENT OF CULTURAL AFFAIRS AND SPORT : WESTERN CAPE PROVINCE
Further information and application forms can be obtained from [www.westerncape.gov.za/culture and sport](http://www.westerncape.gov.za/culture%20and%20sport) or by contacting 086 142 142

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