



Western Cape
Government

Cultural Affairs and Sport

Funding Policy for Arts, Culture and Heritage

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DEFINITIONS AND ABBREVIATIONS

Act	A bill which passed through the various legislative steps required for it and which has become law.
Adjudication	A process whereby a committee is appointed to review all applications.
Applications	A formal written request to apply for funding.
AO	Accounting Officer
Audited Annual Financial Statement	A written report which quantitatively describes the financial health of a beneficiary, and it must include an Income Statement, Balance Sheet and Cash Flow Statement. The Audited Financial Statement refers to beneficiaries' financial statements which have been prepared and signed by a qualified accountant and audited by an auditor who expresses an opinion on the financials audited.
Beneficiary	The term refers to an individual, organisation and company that receives financial support from the department.
CCI	Cultural and Creative Industries.
Company	A company whose sole purpose is to promote and develop arts and culture.
DCAS	Department of Cultural Affairs and Sport.
Funding	Contributing financial resources to programmes and projects of an organisation, company or individual artist.
HOD	Head of Department.
Individual	A person that pursues an artistic career and may receive compensation for their work.
MOA	Memorandum of Agreement.
NGO	Non-Government Organisation.
NHRA	National Heritage Resources Act.
NPC	Non-Profit Company.
Organisation	A formal organisation that is registered and functions as a non-profit arts entity, operating in one or more of the artistic disciplines.
NPO	Non-Profit Organisation.
PBO	Public Benefit Organisation.
PFMA	Public Finance Management Act.
WCCC	Western Cape Cultural Commission.
WCLC	Western Cape Language Committee.

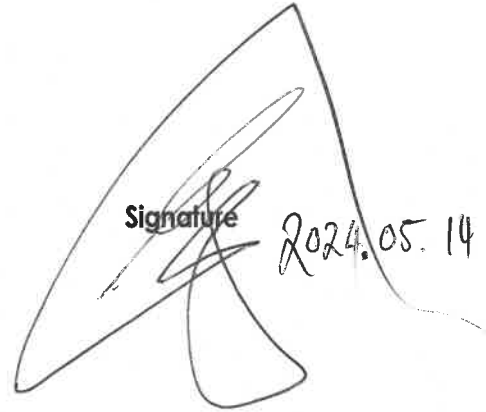
OFFICIAL SIGN-OFF

Approved by:

GT REDMAN

Accounting officer

Signature 2024.05.14

A large, stylized handwritten signature in black ink, enclosed within a hand-drawn triangular border. The signature is written over the word "Signature" and the date "2024.05.14".

SECTION A:

1. INTRODUCTION AND BACKGROUND

- 1.1 Creative sectors have an immense potential to contribute to prosperous societies – both economically and culturally. From bringing cinema and drama to rural communities in Central Karoo to strengthening music production in the West Coast, it invests in creativity, and creativity transforms societies.
- 1.2 The arts have the potential to reshape our perspectives and transform our lives, build social cohesion, and give us narratives to navigate our world. Arts, Culture and Heritage interventions impact our understanding of other people and cultures and help us to connect to others. It is therefore prudent that the Department supports a diverse range of beneficiaries and economic activities that create, produce, present and promote the arts, culture and heritage across all areas of practice and within diverse communities.
- 1.3 A key component of this policy will be the support provided to arts, culture and heritage events. Cultural Heritage and contemporary arts benefit from being showcased at events. Arts related events are each unique in reflecting local culture; they may be spontaneous (street art and so on) or planned (i.e. art exhibition opening or arts festivals). The policy supports a broad range of events, including inspirational events for building creative (social, cultural and human) capital; affirming events for encouraging links to cultural identity or heritage; pleasurable events that offer enjoyable recreational, leisure and touristic experiences; enriching events that create opportunities for personal growth and/or to sell products or experiences; and finally celebratory events that enhance cultural diversity.
- 1.4 The cultural sector has always been acknowledged in contributing to important non-market goals, such as fostering identity formation through heritage, building social cohesion, as an important part of education, and for the intrinsic values of enjoyment, contradiction, and debate.
- 1.5 More recently, the contribution of the Cultural and Creative Industries (CCIs) to economic growth, transformation, jobs and international trade has also been acknowledged. In South Africa, this occurred through the "Mzansi's Golden Economy" initiative. The CCIs include both the more traditional areas, such as visual arts, music and performing arts, as well as commercial sectors, such as design, advertising and architecture.
- 1.6 The 'Cultural Times' report (EY, 2015)¹, the first global survey quantifying the economic and social contribution of the CCIs, found that their revenue accounted for 3% of the world's GDP and created a total of 29.5 million jobs worldwide, employing 1% of the earth's working age population.
- 1.7 The link between development and culture has a long history in Africa, with documents such as the African Union "Nairobi Plan of Action on Cultural and Creative Industries in Africa" (2008) being widely subscribed to. The African Union Agenda 2063 recognises the potential of the cultural and creative industries in Aspiration 5, "Africa with a strong cultural identity, common heritage, values and ethics" (AU Agenda 2063, 2015)².

¹ EY 2015, Cultural times the first global map of cultural and creative industries, UNESCO.

² African Union Commission 2015, AU Agenda 2063 – The African We Want.

- 1.8 Although South Africa does not yet have an officially recognised definition of the CCIs, many policy and discussion documents, such as the Revised White Paper on Arts and Culture seem to be moving towards adopting the UNESCO system. This policy uses the UNESCO Cultural Domains system, therefore it includes not only the traditionally recognised (or core) “cultural occupations and industries, but also the more commercial, for-profit, “creative” sectors, as described by the UNESCO (2009)³ Framework.
- 1.9 In November 2019, UNESCO released their “Thematic Indicators for Culture in the 2030 Agenda” (UNESCO, 2019)⁴. This document demonstrates how the cultural sector fits into the Sustainable Development Goals (SDGs) framework and describes how countries can use qualitative and quantitative indicators to measure the contribution of the CCIs to the SDGs (Figure 2).
- 1.10 The Thematic Indicators are divided in four sub-categories: Environment and Resilience, Prosperity and Livelihoods, Knowledge and Skills and Inclusion and Participation. ‘Cultural Employment’ fits into the Prosperity and Livelihoods sub-category, along with ‘Culture in GDP’ and ‘Trade in Cultural Goods and Services’, which are also addressed as part of the SACO 2020 mapping study⁵. The Prosperity and Livelihoods sub-category feeds into SDGs 8 (Decent work and Economic Growth), 10 (Reduced Inequalities), and 11 (Sustainable Cities and Communities).



Figure 1: UNESCO thematic indicators for culture 2030

- 1.11 Furthermore the United Nations Sustainable Development Goals align with the National Development Plan and the Provincial Strategic Plan.

³ UNESCO 2009, The 2009 UNESCO Framework for Cultural Statistics (FCS), UNESCO Institute for Statistics.

⁴ UNESCO 2019, Culture 2030 Indicators, UNESCO.

⁵ SACO, 2020, The Economic Mapping of the Cultural and Creative Industries in South Africa 2020.

- 1.12 The results of a study by the South African Cultural Observatory shows that the direct impact (also called "Value Added") of the CCIs in 2018 was R74.39 billion, which accounts for 1.7% of South Africa's GDP (compared to 1.5% in 2016). The next largest sector is Agriculture, which makes up 2.4% of GDP. The GDP contribution of the CCIs has grown on average at 2.4% per annum between 2016 and 2018 (measured in constant prices). This can be viewed as significant growth compared to the growth of the South African economy, which was only 1.10% p.a. over the same period. The tertiary sector, which is the main sector of the CCI, has grown at only 1.14% p.a. over the period 2016-2018. Some domains grew faster than others: Visual Art and Crafts (Domain C), Audio-Visual and Interactive Media (Domain E) and the Transversal Cultural Education Domain grew at more than 5% over the period 2016 to 2018 (SACO, 2020).
- 1.13 Creative economy employment accounted for 7% of all the jobs in South Africa in 2017. This means that 1.14 million jobs in South Africa were directly related in some way to cultural and creative activities (Economic Mapping study of CCI, 2020).
- 1.14 This Department focuses on ensuring the well-being of residents through participation in sport and recreation, the soul of our province through our work on preserving and popularising the heritage, language, culture and arts and finally the social fabric of our province by focusing on youth facing poverty, exclusion, safety risks and unemployment.
- 1.15 The Arts, Culture and Heritage Funding programme is the mechanism through which the Department is able leverage this potential within communities by supporting community social and economic interventions with CCI as drivers.
- 1.16 Artists and audiences are interdependent; each need and nourishes the other. While these are fluid categories, DCAS aims to support and encourage participation in both. We acknowledge that art can be created in multiple and diverse ways and that individuals and groups in the community are often co-creators as well as audiences.
- 1.17 We are now seeing a transition to new forms of cultural and creative industries. The clear dividing line between producers and consumers of content is disappearing. The cultural and creative sectors are considered the forerunners of new dynamic forms of economic activity. As the society moves from being an industrial society to an intellectual one, the creative approach to solving tasks is becoming an important factor of competitiveness.
- 1.18 When we refer to 'audiences', we are not only talking about regular patrons of concerts, plays and exhibitions. Audiences means everyone engaging in any way with an arts experience, whether as onlooker, listener, curious passerby, spontaneous participant and embraces every kind of interaction with the arts, however fleeting, immersive or unplanned.
- 1.19 The operations of the Department will promote and support artists and their audiences and will be sensitive to the occupational realities of professional artists which came into sharp focus during the COVID-19 pandemic. The Department will act as a networking/partnering/mentoring catalyst for progress – both helping artists to find their niche and helping with audience development, branding, growth and viability of the sector.
- 1.20 The funding will support and develop the cultural and creative industries by ensuring that:
- 1.20.1 new entrants are embraced, cultivated and mentored
 - 1.20.2 enhance excellence through furthering artistic values
 - 1.20.3 indigenous works are grown

- 1.20.4 all three official languages of the province are promoted including the elevation of the status and advancement of the use of those indigenous languages of the people of the Western Cape whose status and use have been historically diminished including South African Sign Language.
 - 1.20.5 both production and performance are encouraged with a focus on productive development to foster the production of creative work and the active involvement of the general populace and not only the artists.
 - 1.20.6 new and innovative methods of producing and earning an income through art in the 21st century.
 - 1.20.7 funding is transparent and made against clear and consistent criteria.
- 1.21 Through funding the Department strives to add value to the quality of life of all citizens, in line with the principles enshrined in Chapter 2 of the Constitution of the Republic of South Africa, 1996 (Bill of Rights). Further, arts funding will ensure that all persons can partake in the arts, be it as a producer, participant or passive receiver of the arts.
- 1.22 Due to budgetary constraints, the DCAS may not be able to fund the entire budget of a project or event. Applicants are therefore advised to seek further funding from other sources. Applicants MUST declare all other sources of funding.

2 PROVINCIAL STRATEGIC PLAN

- 2.1 There are five priorities that are the focus of the Western Cape Government in the period 2019-2024 and they are as follows:
- 2.1.1 **Safe and Cohesive Communities** – The Western Cape is a place where residents and visitors feel safe.
 - 2.1.2 **Growth and Jobs** – An enabling environment for the private sector and the markets to drive growth and create jobs.
 - 2.1.3 **Empowering People** – Residents of the Western Cape have opportunities to shape their lives and the lives of others, to ensure a meaningful and dignified life.
 - 2.1.4 **Mobility and spatial transformation** – Residents live in well-connected vibrant, sustainable communities and move around efficiently on safe, affordable, low carbon public transport.
 - 2.1.5 **Innovation and Culture** – Government services are delivered to the people of the Western Cape in an accessible, innovative, and citizen-centric way.

3. DCAS VISION & MISSION

- 3.1 **Vision:** A socially inclusive, creative, active and connected Western Cape.
- 3.2 **Mission:** We encourage excellence and inclusiveness in Sport and Culture through the effective, efficient and sustainable use of our resources, and through creative partnerships. In moving to excellence and making the Western Cape the sports and culture center of South Africa, we will create the conditions for access and mass participation, talent identification and skills development.

4. DCAS VALUES

- 4.1 Caring, Competence, Accountability, Integrity, Innovation and Responsiveness

5. LEGISLATIVE FRAMEWORK

Constitutional Mandates

Section	Description
Constitution of the Republic of South Africa, 1996	
Section 6(3), (4) and (5): Language	The Western Cape Government (WCG) must, by legislative and other measures, regulate and monitor its use of official languages. All official languages must enjoy parity of esteem and must be treated equitably. The Western Cape Language Committee (WCLC), in collaboration with DCAS, has a responsibility for monitoring and evaluating the implementation of the Western Cape Language Policy, adopted in 2001, and must report to the Western Cape Provincial Parliament on this mandate at least once a year. DCAS has oversight of the WCLC and provides the Committee with administrative and financial support.
Section 30: Language and culture	DCAS facilitates opportunities for the people of the Western Cape to exercise their language and cultural rights through the programmes and projects that it presents and supports.
Chapter 2: Bill of Rights	This Bill of Rights is a cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom.
Section 217	<ol style="list-style-type: none"> 1. When an organ of state in the national, provincial or local sphere of government, or any other institution identified in national legislation, contracts for goods or services, it must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective. 2. Subsection (1) does not prevent the organs of state or institutions referred to in that subsection from implementing a procurement policy providing for <ol style="list-style-type: none"> a. categories of preference in the allocation of contracts; and b. the protection or advancement of persons, or categories of persons, disadvantaged by unfair discrimination.

Legislative Mandates

National Legislation	Reference	Description
Public Finance Management Act, 1999	Act 1 of 1999	<p>The Public Finance Management Act (PFMA):</p> <ul style="list-style-type: none"> • regulates financial management in national and provincial governments, listed public entities, constitutional institutions and provincial legislatures; • ensures that all revenue, expenditure, assets and liabilities of these institutions are managed efficiently and effectively; and • defines the responsibilities of persons entrusted with financial management in these bodies.
Promotion of Access to Information Act, 2000	Act 2 of 2000	<p>This Act gives effect to the right to have access to records held by the state, government institutions and private bodies. Among other things, DCAS and every other public and private body must:</p> <ul style="list-style-type: none"> • compile a manual that explains to members of the public how to lodge an application for access to information that the body holds; and • appoint an information officer to consider requests for access to information held by the body.

National Legislation	Reference	Description
Promotion of Administrative Justice, 2000	Act 3 of 2000	This Act: <ul style="list-style-type: none"> • sets out the rules and guidelines that administrators must follow when making decisions; • requires administrators to inform people about their right to review or appeal and their right to request reasons; • requires administrators to give reasons for their decisions; and • gives members of the public the right to challenge the decisions of administrators in court.
National Arts Council Act, 1997	Act 56 of 1997	DCAS is responsible for the nomination of a Western Cape provincial representative to sit on the National Arts Council (NAC), for cooperating and coordinating with NAC, and for administering NAC funding for the development of arts and culture in the Western Cape.
National Heritage Resources Act, 1999	Act 25 of 1999	DCAS ensures compliance with the NHRA by overseeing the nomination of a Western Cape provincial representative, preferably a member of the Council of Heritage Western Cape, to sit on the Council of the South African Heritage Resources Agency (SAHRA). DCAS also ensures compliance with the requirement that the MEC must appoint a Council for HWC – the provincial heritage resources authority is appointed in terms of the NHRA. The Department is responsible for liaising and cooperating with SAHRA, HWC and municipalities regarding the management of heritage resources. DCAS also assists the MEC when appeals have been lodged with him or her against decisions of HWC.
Protection of Personal Information Act, 2013	Act 4 of 2013	The Act promotes the protection of personal information processed by public and private bodies; to introduce certain conditions to establish minimum requirements for the processing of personal information. In addition, the Act provides for the establishment of an Information Regulator to exercise certain powers and to perform certain duties and functions in terms of this Act and the Promotion of Access to Information Act, 2000. The Act further provides for the issuing of codes of conduct; for the rights of persons regarding unsolicited electronic communications and automated decision making; to regulate the flow of personal information across the borders of the Republic; and to provide for matters connected therewith.
National Heritage Council Act, 1999	Act 11 of 1999	DCAS is responsible for the nomination of a Western Cape provincial representative to sit on the National Heritage Council (NHC), and for cooperating with and coordinating activities related to funding and projects that the NHC is conducting in the Western Cape.
Cultural Institutions Act, 1998	Act 119 of 1998	DCAS must liaise and cooperate with nationally declared cultural institutions regarding arts, culture and heritage matters.

National Legislation	Reference	Description
Cultural Promotion Act, 1983	Act 35 of 1983	This legislation was assigned to the Western Cape and DCAS is responsible for complying with the provisions of the Act.

Constitution of the Western Cape, Act 1 of 1998

Section 5	<p>For the purposes of the Western Cape Government:</p> <ul style="list-style-type: none"> • the official languages Afrikaans, English and Xhosa are to be used; and • these languages enjoy equal status. <p>The WCG must, through legislative and other measures, regulate and monitor its use of Afrikaans, English and Xhosa.</p> <p>The WCG must also implement practical and positive measures to elevate the status and advance the use of those indigenous languages of the people of the Western Cape whose status and use have historically been diminished.</p>
Section 70	<p>Provincial legislation must provide for the establishment and reasonable funding, within the Western Cape Government's available resources, of a cultural council or councils for a community or communities in the province which share a common cultural and language heritage.</p> <p>Registration of and support to cultural councils:</p> <ul style="list-style-type: none"> • The Western Cape Cultural Commission (WCCC) is tasked with the registration of, and support to, registered cultural councils. DCAS has oversight of the WCCC and provides the Commission with administrative and financial support.
Section 81	<p>The Western Cape Government must adopt and implement policies actively to promote and maintain the welfare of the people of the province, including policies aimed at achieving:</p> <ul style="list-style-type: none"> • the promotion of respect for the rights of cultural, religious and linguistic communities in the Western Cape; and • the protection and conservation of the natural historical, cultural historical, archaeological and architectural heritage of the Western Cape for the benefit of present and future generations. <p>DCAS implements specific policies to support these provisions.</p>
Section 82	<p>The directive principles of provincial policy in Chapter 10 (section 81) guide the Western Cape Government when it makes and applies laws.</p>

Provincial Legislation	Reference	Description
Western Cape Provincial Languages Act, 1998	Act 13 of 1998 (Western Cape)	<p>The Western Cape Language Committee established by this Act must, among other things:</p> <ul style="list-style-type: none"> • monitor the use of Afrikaans, English and isiXhosa by the Western Cape Government; • make recommendations to the MEC and the Provincial Parliament on proposed or existing legislation, practice and policy dealing directly or indirectly with language in the Western Cape; • actively promote the principle of multilingualism; • actively promote the development of previously marginalised indigenous languages; • advise the MEC and the Western Cape Cultural Commission on language matters in the Province; and • advise PanSALB on language matters in the Western Cape. <p>DCAS has oversight of the WCLC and provides this Committee with administrative and financial support.</p>

Western Cape Cultural Commissions and Cultural Councils Act, 1998	Act 14 of 1998 (Western Cape)	<p>This Act establishes the Western Cape Cultural Commission to, among other things, consider the registration and deregistration of cultural councils representing communities sharing a common cultural and language heritage. The WCCC may also make recommendations on the following:</p> <ul style="list-style-type: none"> • the visual, performing and literary arts; • the natural and human sciences; • cultural history; and • the cultural awareness and cultural involvement of youth. <p>DCAS has oversight of the WCCC and provides the Commission with administrative and financial support.</p>
Western Cape Heritage Resource Management Regulations, 2002	PN 336 of 25 October 2002	<p>DCAS has oversight of Heritage Western Cape – the provincial heritage resources authority appointed in terms of the NHRA – and provides HWC with administrative and financial support. The MEC is responsible for establishing the authority and for appointing a Council for each successive term of office. (English version)</p>
Provincial Archives and Records Service of the Western Cape Act, 2005	Act 3 of 2005 (Western Cape)	<p>This Act establishes the Provincial Archives and Records Service of the Western Cape to preserve public and non- public records of enduring value for use by the public and the State; to make such records accessible; to promote their use by the public; and to provide for the proper management and care of public records.</p>
Museums Ordinance, 1975	Ordinance 8 of 1975 (Cape Province)	<p>DCAS is responsible for compliance with the provisions of this Ordinance in as far as it affects provincial museums in the Western Cape. New provincial museum legislation is being drafted in consultation with relevant stakeholders.</p>
Provincial Library Service Ordinance, 1981	Ordinance 16 of 1981 (Cape Province)	<p>DCAS is responsible for the execution of and compliance with the provisions of this Ordinance in respect of provincial libraries in the Western Cape.</p>
Policy/Circular	Reference	Description
Transfer Payment Policy	Finance Circular 2 of 2020	<p>The purpose of this policy is to provide guidelines regarding the cumulative annual payment, financial compliance requirements and reporting responsibilities of transfer, subsidy and grant-in-aid payments.</p>
National Treasury Regulations	Section 8.4.1	<p>“An Accounting Officer must maintain appropriate measures to ensure that transfers and subsidies to entities are applied for their intended purposes. Such measures must include –</p> <ol style="list-style-type: none"> Regular reporting procedures; Internal and external audit requirement and, where appropriate, submission of audited statements; Regular monitoring procedures; Scheduled inspection visits or reviews of performance; and Any other control measures deemed necessary”.
National Treasury Regulations	Section 8.4.2	<p>“An Accounting officer may withhold a transfer payment to an entity if he /she is satisfied that:</p> <ol style="list-style-type: none"> Conditions attached to the transfer or subsidy have not been complied with; Financial assistance is no longer required; The agreed objectives have not been attained; and The transfer payment does not provide value for money in relations to its purpose or objective

Provincial Treasury Circular	Classifications Circular 21 of 2018	The purpose of this Circular is to inform Accounting Officers (AO) and Chief Financial Officers (CFO) of departments of the content of Classification Circular 21: Classification of Transfers and Subsidies vs Goods (G&S) and Services and Capital Expenditure and advise on the application of the principles contained in the Circular.
National Treasury Regulations 2005	16A3 Supply Chain Management	16A3 Supply Chain Management System 16A3.1 The accounting officer or accounting authority of an institution to which these regulations apply must develop an implement an effective and efficient supply chain management system in his or her institution for: (a) The acquisition of goods and services; and (b) The disposal and letting of state assets, including the disposal of goods no longer required.
Provincial Treasury Instructions 2019	Chapter 16A	2.3 Provincial Treasury instructions consist of instructions that the Provincial Treasury must issue in terms of section 18(2)(a) of the Act applicable to provincial departments and provincial public entities. 2.4 Institutional instructions and standard operating procedures 2.4.1 The appropriate procurement and provisioning system that an institution must have and maintain in terms of section 38(1)(a)(iii) or 51(1)(a)(iii) of the Act must provide – (a) for institutional instructions that are approved by the accounting officer or accounting authority to ensure that – (i) the institution's system conforms to applicable National Treasury norms and standards; and (ii) the applicable National Treasury norms and standards are implemented by that institution; (b) for institutional instructions that are approved by the accounting officer or accounting authority to ensure that, in addition to compliance with the applicable National Treasury norms and standards – (i) the institution's system conforms to the applicable Provincial Treasury instructions; and (ii) the applicable Provincial Treasury instructions are applied and enforced by that provincial institution; and (c) for standard operating procedures set out in an operational manual approved by the accounting officer or accounting authority to clarify the method by which that institution must carry out specific tasks or react to specific circumstances or processes.
The Accounting Officer System 2020	Chapter 7	Acquisition Management
Supply Chain Management Delegations 2018	Section C	Acquisition Management

SECTION B:

6. GENERAL PRINCIPLES

- 6.1 Projects and programmes to be funded must:
- 6.1.1 Be relevant to the vision of the department.
 - 6.1.2 Redress lack of opportunities.
 - 6.1.3 Attract broad public involvement.
 - 6.1.4 Benefit the community.
 - 6.1.5 Focuses on human capital development or empowerment.
 - 6.1.6 Prioritise target groups e.g. women, people with disabilities and the youth.
 - 6.1.7 Be in compliance with the rights and obligations enshrined in the Constitution of the Republic of South Africa.
 - 6.1.8 Have the potential to build, develop and engage new artists, audiences and participants.
 - 6.1.9 Be innovative.
- 6.2 Where administrative costs amount to more than 15% of the total budget, the projected expenditure must be justified.
- 6.3 Project time frame should fall within the departmental funding timeframes.
- 6.4 All applications must be made on the official DCAS application online platform and should be completed honestly and accurately.
- 6.5 The decision of the Adjudication process after approval by the Accounting Officer is final.
- 6.6 Any change of address must be communicated to the DCAS offices.
- 6.7 The Departments must be acknowledged on media material related to the funded programme or project.
- 6.8 Beneficiaries could be required to participate in Departmental events or programmes as required subject to an agreement to this effect between the parties.
- 6.9 A guide to the types of categories/sectors of projects/programmes that may be applied for are outlined in Annexure 1.
- 6.10 Funding application guidelines and compliance requirements are outlined in Annexure 2.
- 6.11 The applications process, workflow and timelines are outlined in Annexure 3.

SECTION C:

7. ELIGIBILITY AND CRITERIA

7.1 The following are eligible to apply for funding:

- 7.1.1 **Individual artists who are legally able to enter into a contractual relations.** Individual applications are for a single applicant who is undertaking a project. This is meant to benefit individual creatives e.g. writers, scriptwriters, choreographers, composers, crafters or painters, etc. In cases where several people are working collaboratively on a project, one member of the group should take the lead in applying.
- 7.1.2 **Tax compliant South African formally arts and culture institutions /organisations,** (NGO's, NPO's, NPC's, PBO's and Public Benefit Trusts) as well as social entrepreneurial entities and companies involved in Cultural and Creative Industries and youth development such as Art Galleries.
- 7.1.3 **Tax compliant South African arts, culture and heritage events companies⁶.**
- 7.1.4 Projects championed by tertiary institutions (excluding research) which positively impacts communities.
- 7.1.5 Projects taking place within the boundaries of the Western Cape Province. For exceptions in this instance please see clause 9.3.

7.2 Applicants must be South African citizens based in the Western Cape.

8. BENEFICIARIES NOT ELIGIBLE FOR FUNDING/ BENEFICIARIES EXCLUDED FROM FUNDING

8.1 The following beneficiaries and institutions set out hereunder shall not be eligible for funding:

- 8.1.1 National, Provincial and Local government departments.
- 8.1.2 NGO's, Individuals and companies where their activities are outside of the Western Cape and do not promote local economic development within the province.
- 8.1.3 Beneficiaries and/or institutions operated or principally supported by a religious institution.
- 8.1.4 Political parties.
- 8.1.5 Bodies that provide services/programs which do not conform to the principles of the Bill of Rights and are not readily accessible to the general public.

9. EXCEPTIONS

9.1 **Multi-year funding agreements:**

- 9.1.1 The DCAS may approve funding for non-profit arts organisations over a period of three⁷ years, depending on available resources.
- 9.1.2 This support only applies to earmarked arts funding.

⁶ Support in this category will be through the purchasing of marketing rights from event organisers through SCM Delegations.

⁷ Given that the outer 2 years of the MIEF period are indicative allocations, these amounts may change.

- 9.1.3 The purpose of this funding is to provide organisations with stable funding for a period of three years in order to improve stability and planning, improve opportunities to leverage funding from other sources, facilitate the creation, performance and exhibition of new works, capacity-building, job creation and audience development.
- 9.1.4 Applications are invited once every three years.
- 9.1.5 This type of funding is for arts companies and organisations with good managerial, governance, accountability and artistic track-records.
- 9.1.6 Potential applicants should submit a company profile, three-year business plan (which includes descriptions of the artistic and outreach programmes – excluding performances, proof of impact / progress made within the discipline, audited financial statements, management and board structure.
- 9.1.7 Applications must be approved by the Accounting Officer.
- 9.1.8 Note: Three-year allocations are made with the understanding that the outer 2 years are indicative allocations and the Western Cape Government reserves the right to change these amounts.**

9.2 Applications outside the funding cycle:

- 9.2.1 The Accounting Officer, after consulting with relevant role-players including the Programme Manager, may, at his/her discretion, consider support for applications/projects outside of the funding cycle within the limits of additional funding sourced.

9.3 Applications for work performed outside the borders of the province/Ad Hoc Funding:

- 9.3.1 The Accounting Officer, after consulting with relevant role-players including International Relations and the Minister, may, at his/her discretion, consider applications to support an individual or a group or an organisation or a company, to represent the Western Cape Province an event outside of the Province's borders including international travel, provided that these activities contribute to the objectives of the province, subject to the Accounting Officer's approval.

9.4 Emergency Applications⁸:

- 9.4.1 Applications in this category are strictly for unforeseen circumstances and will be dealt with on merit.

⁸ **Example:** Request from applicants who have been invited to participate in Arts, Culture and Heritage activities inside or outside of the country if invitations came after the announced closing dates.

SECTION D:

10. PARTNERSHIP/ OTHER FUNDING SOURCES

- 10.1 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 and proof of commitments must be provided.
- 10.2 Partnerships and collaborations may include:
- 10.2.1 International donors
 - 10.2.2 Private Sector donors
 - 10.2.3 National, provincial or local government National
 - 10.2.4 Lotteries Distribution Fund
 - 10.2.5 Partnerships with Private Sector
- 10.3 DCAS support for applications to other beneficiaries:
- 10.3.1 The Department of Cultural Affairs and Sport will endorse applications which applicants wish to make to other funding sources for further funding upon request and provided that the beneficiary is in good standing. For example, applications to the National Lotteries Distribution Fund, the National Arts Council, National Department of Arts and Culture Mzansi Golden Economy and corporates.

11. PAYMENTS

All payments will be executed as per the transfer payment requirements and in keeping with the PFMA and Transfer Payment Policy, except for the following;

11.1 Individuals

Payment to individuals will be made under transfer payments as donations for a specific Arts and Culture project and where applicable could require supporting evidence that funding was utilized for the intended purpose.

11.2 Companies

In the event where South African arts and culture companies are utilized, it must be done in accordance with the Supply Chain Management processes and may be initiated by means of a limited process as prescribed by the Provincial Treasury Instructions and the Accounting Officer System with accompanying SCM Delegations.

12. REPORTING

- 12.1 Transfers will be dealt with strictly in terms of the requirements as outlined in the transfer payment policy.

13. IMPLEMENTATION OF POLICY

- 13.1 This policy is approved by the Accounting Officer.
- 13.2 The policy becomes effective from date of signature.
- 13.3 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 AFFIARS AND SPORT: WESTERN CAPE PROVINCE.

Further information can be obtained from:

www.westerncape.gov.za culture and sport or by contacting 086 142 142

14. ANNEXURE 1: FUNDING CATEGORY GUIDELINES

CULTURAL DOMAIN	EXAMPLES OF TYPES OF PROJECTS THAT MAY BE APPLIED FOR	TRANSVERSAL
<p>Performance and Celebrations</p>	<p>Performing Arts</p> <ul style="list-style-type: none"> • Creation of new work/products, e.g. new choreographic works, script writing. • Musical theatre • Performances, including creation and performance of new choreographic works and Comedy • Poetry performance • Script writing for drama plays (applicants must submit a synopsis of the play) • Storytelling • Performing arts inclusive of Puppetry, Mime and Circus • Arrangement and documentation of other persons' music works (this may be considered when permission has been obtained from copyright owners); • Music compositions <p>Festivals, Fairs</p> <ul style="list-style-type: none"> • Festivals, including literary festivals (these will be considered only if they have a community participation component) • Touring productions and exhibitions in South Africa and abroad (this is applicable only when a substantial amount of funding has been raised from other sources) 	<ul style="list-style-type: none"> • Art teaching at community level • Community outreach projects • Conference (to be led by institutions and organisations) • Research and documentation • Research for script development • Residencies within the arts • Workshops (submit names and CV's of facilitators, list of participants and detailed content of the workshop. Workshops must be outcomes based) • Exchange programmes in South Africa and abroad
<p>Visual and Crafts</p>	<ul style="list-style-type: none"> • Fine Arts • Gallery Exhibitions • Commissioning of new work • Craft Design and Development • Photography 	<ul style="list-style-type: none"> • Exhibitions • Technical Production Skills Development • Music tuition • Music conferences
<p>Books and Press</p>	<ul style="list-style-type: none"> • Poetry writing by established writers. Unpublished poetry/writer (submit a minimum of three contributors to the anthology) • Publishing subsidies for publishing houses (to apply directly to DCAS - Publishing houses can apply for a maximum of five (5) books). Applications should have a marketing and distribution plan/strategy of the published material they are applying for. Individuals who wish to have their manuscripts published should approach publishing company's/publishing houses who must apply on their behalf. 	

	<ul style="list-style-type: none"> • Literary Magazines • Writers' grants (Applicants must submit at least one example of existing text that they are applying for with the application when applying for a writing grant). Writers are urged to register with professional bodies. Literary magazines and publications should have an editorial committee/staff and such names must be submitted with the application. Budding writers are required to submit a letter of acknowledgement/appointment of a supervisor to mentor their work. Funding processes and procedures requires good financial practices and are guided by the Public Finance Management Act, 1999 (PFMA) and other applicable legislation. • Creative writing (writing and research grants, including autobiographies, novels short stories, drama book, folklore and children's literature) • Book Fairs: literary festivals (these will be considered only if they have a community participation component).
<p>Audio Visual, Inter- and Multidisciplinary Arts</p>	<ul style="list-style-type: none"> • Film and Video • Television and Radio • Video Games • Sound Recording • Electronic Art
<p>Design and Creative Services</p>	<ul style="list-style-type: none"> • Graphic Design <ul style="list-style-type: none"> ◦ Animation design and multimedia design • Fashion <ul style="list-style-type: none"> ◦ Fashion design
<p>Cultural and Natural Heritage</p>	<ul style="list-style-type: none"> • Cultural and Indigenous Arts
<p>Tourism</p>	<ul style="list-style-type: none"> • Events contributing to Cultural Tourism

15. ANNEXURE 2: FUNDING APPLICATION GUIDELINES AND COMPLIANCE REQUIREMENTS

1. FUNDING APPLICATION GUIDELINES AND COMPLIANCE REQUIREMENTS

- 1.1 To be eligible for departmental funding, the project should be in line with the objectives of the Department and should also comply with provisions in applicable legislation.
- 1.2 Applicants must adhere to the following compliance matters in terms of the PFMA and Treasury Regulations:
 - 1.2.1 Proof of sound financial practices for the past year before any funds can be transferred (section 38 (1) (j) of the PFMA).
 - 1.2.2 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 beneficiaries.
 - 1.2.3 Regular reporting procedures.
 - 1.2.4 Financial reports or annual financial statement (audited where applicable).
 - 1.2.5 Regular monitoring procedures.
 - 1.2.6 Regular inspections or reviews of performance; and
 - 1.2.7 Other conditions and/or control measures deemed necessary to ensure value for money attached to any funding allocation by the Department.
- 1.3 Applications must be submitted in the prescribed format and within the specified timeframes.
- 1.4 Applicants must take responsibility for the transparent management of the funds.
- 1.5 Beneficiaries must be willing to accept accountability for the funding received and adhere to timeframes and other requirements as set out in the policy and related agreements.
- 1.6 Beneficiaries should be compliant in terms of the registration requirements of the respective legal entity.
- 1.7 **Organisations** applying should provide the following information and supporting documentation.
 - 1.7.1 Evidence of a Constitution/Memorandum of Incorporation/Trust Deed.
 - 1.7.2 Bank confirmed banking details (Electronic also accepted).
 - 1.7.3 WCG Bank form completed and stamped.
 - 1.7.4 Copy of latest annual financial statements signed by either auditor or accountant. New organisations with no financial history may also apply.
 - 1.7.5 Business plan/proposal
 - 1.7.6 NPO and/or NPC certificate/ Trust number

1.7.7 List of executive members and ID numbers

1.7.8 ID copy of applicant

1.8 **Individuals** applying should provide the following information and supporting documentation.

1.8.1 Income Tax Registration Documents

1.8.2 Bank confirmed banking details (Electronic also accepted).

1.8.3 WCG Bank form completed and stamped.

1.8.4 Business plan/proposal

1.8.5 ID Copy of applicant

1.9 **Companies** applying should provide the following information and supporting documentation.

1.9.1 Proof of company's registration

1.9.2 Tax Certificate of company

1.9.3 Bank confirmed banking details—to be in name of Company (Electronic also accepted).

1.9.4 WCG Bank form completed and stamped.

1.9.5 Business plan/proposal

1.9.6 ID copy of applicant

1.10 **Emergency funding: The following will apply:**

1.10.1 Applications are recommended and motivated by a relevant DCAS official to the senior management of DCAS.

1.10.2 Arts practitioners, organisations and companies applying for an Emergency Grant, are required to complete an application.

1.10.3 The DCAS requires 20 working days to respond to a request for emergency funding, provided all the required documents have been submitted.

1.11 **Ad Hoc funding:**

1.11.1 Proof of event taking place is to be submitted.

1.11.2 Ad-Hoc funding will be at the discretion of the Minister.

1.11.3 The Ad-hoc funding should be in compliance with PFMA 38(1)(j)

1.11.4 A report including visuals, be submitted to the Department after the event.

1.11.5 A threshold of R80 000 is applicable to ad hoc funding.

1.11.6 That Minister's Office be included on the route form.

15. ANNEXURE 3: APPLICATION PROCESS

1. APPLICATION PROCESS

1.1 CALL FOR APPLICATIONS

- 1.1.1 Applications will be invited by the Department to apply for specific types of funding through various communication channels.
- 1.1.2 The call is made prior to the new financial year and is open for 6 weeks. The cycle of advertisements will be regular and predictable.

1.2 APPLICATION PROCEDURE

- 1.2.1 Applications must be submitted by **23:59** on the closing date.
- 1.2.2 Applications should be submitted in the prescribed format.

1.3 The Annual Funding administrative process consists of the following phases:

PHASE	ACTIVITY
PHASE ONE	<ul style="list-style-type: none">• Approval of annual funding process.• Approval of advert by Programme Manager.• Procurement for advertisement.
PHASE TWO	<ul style="list-style-type: none">• Placement of advert.• Advert will be available in three languages and disseminated via the database, municipalities, libraries, museums, community arts center's and gateway website.
PHASE THREE	<ul style="list-style-type: none">• Applicants capture applications on the online system;
	<ul style="list-style-type: none">• Adjudication and evaluation of applications received.• Compliance verification.• Submission of recommendation for approval.• Commencement of processing of documentation for payment to beneficiaries.
PHASE FOUR	<ul style="list-style-type: none">• Monitoring and Evaluation

1.4. ADJUDICATION

- 1.4.1 The Department will appoint an independent adjudication committee to review all applications to be approved by the Accounting Officer. This will include representation from the Cultural Commission.
- 1.4.2 The Department will appoint a Moderation and Allocation Committee of internal DCAS staff, approved by the Accounting Officer whose function will be to calculate the annual allocations for the transfers to successful beneficiaries and to moderate the outcomes to ensure that they are in line with the objectives of the Department and are reasonably distributed throughout the province.

1.5. APPROVAL

- 1.5.1 The Adjudication committee will submit their final recommendations to the Arts and Culture component, who will forward it to the Moderation and Allocation Committee for review and allocation. This is then routed to the Programme Manager who in turn submits it to the Head of Department (AO) for final approval.
- 1.5.2 This is followed by a compliance checking exercise for all recommended beneficiaries. No funds will be transferred to non-compliant beneficiaries.

1.6. AGREEMENTS

- 1.6.1 All beneficiaries approved for funding are required to enter into contractual or other agreements with the Department, which shall contain the obligations of both the beneficiary and the Department.

1.7. TIMELINES TO BE ADHERED TO

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

1.8. ANNOUNCEMENTS OF OUTCOMES OF APPLICATION PROCESS

- 1.8.1 Applicants will be informed of outcomes in writing and the results will be published on the DCAS website.

1.9. TRANSFER OF FUNDS

- 1.9.1 Funding can only be paid to beneficiaries after the signing of the agreements between Department and the beneficiary, provided all previous compliance criteria have been met.
- 1.9.2 Transfer of funding will be subject to the conditions and timeframes set out in the agreement.
- 1.9.3 The funds will only be paid in the financial year which runs from April 1st to March 31st.
- 1.9.4 A once-off payment will be made to successful beneficiaries.

Head of Communication

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