

APPLICATION FORM FOR FUNDING ARTS ORGANISATION: 1st April 2016 to 31st March 2017

NB: If you are an individual artist, do not use this application form, use the appropriate one for individuals.

Annual Funding Closing Date: 29 April 2016 Outcomes Available: 31 August 2016

Name of the proposed project (if applicable):					
2. ORGANISATIONAL DETAIL	ILS				
Name of organisation:					
District :	Town:				
Physical address of organisation	:				
	:				
Postal address of organisation :					
	:				
Postal code	:				
Website :					
3. CONTACT PERSON OF TH	HE ORGANISATION				
Contact person :					
Physical address:					
Tel/Cell :	Fax:				
E-mail address :					
ID No.					
Position held in the organisation					

4. Profile of your organisation 4.1 Brief history of your organisation: [When was it established; Why was it established; How many people are involved in running your organisation] 4.2 List major artistic achievements of your organisation in Arts and Culture over the past two years: 4.3 Is your organisation registered: Yes [] No []

If **Yes** provide the registration number:

If **No** explain the reasons _____

4.4.	The structure of your organisation: Who else is involved in the running of the
	organisation? To be completed in full.

1.Name and Surname	Position	SA ID Number	Tel or Cell
2.Name and Surname	Position	SA ID Number	Tel or Cell
2 Name and Curnama	Position	CA ID Number	Tollor Coll
3.Name and Surname	Position	SA ID Number	Tel or Cell
4.Name and Surname	Position	SA ID Number	Tel or Cell
5.Name and Surname	Position	SA ID Number	Tel or Cell
6.Name and Surname	Position	SA ID Number	Tel or Cell
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7 N 1 O	Davidan	OA ID November	Tallar Oall
7.Name and Surname	Position	SA ID Number	Tel or Cell
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4.5 Employee breakdown of your organisation as a whole. Projects must ensure that this breakdown agrees with the number of people involved in their projects in section 4.1

	Disabled	Adult Female (e.g. 3 black, 4 coloured or 5 white)	Adult Male (e.g. 3 black, 4 coloured or 5 white)	Youth – Age 35yrs and below (e.g. 3 black, 4 coloured or 5 white)
Full-time				
Part-time				
Volunteers				

4.6 Statistics of beneficiaries of the project

ales	Females				
a	es	les Females	les remaies	les remaies	les remaies

NB. Section 4.6 has no bearing on the content of the application nor outcomes of the Council. It only assists ECPACC with demographical research and information.

5. Project Details

5.1	Artform you are applying for: Mark with an X the appropriate block and not more than
	<u>one</u> :

Craft	Dance	Drama	Festival	Film	Literature	Multi	Music	Visual
						Discipline		Arts

5.2	Detailed de	escription	of the pro	ject applie	d for :			
• Sub	omit a list and	I details of t	he people	you will wo	rkshop (not le	e the followi ess than five a elete outcome	and not mo	,
metSub	thods. omit the resur omit a detaile	ne / curricu	ılum vitae c	of the facilita	ator.			Somon
						ect:		
5.4 Da	ate of the pro	oposed ev	ent (if app	olicable): _				

6.	Give a detailed programme of action or timetable of your project activities. This
	section should agree with section 7.1 which is your project budget breakdown.

Activity	Starting Date	Ending Date

NB. The following are examples of activities for art projects, select what is appropriate and/or applicable for your project.

Theatre	Dance	Music	Literature
* Development * Auditions * Rehearsals * Dress Rehearsals * Media & Publicity * Performances, etc.	* Development * Auditions * Rehearsals * Dress Rehearsals * Media & Publicity * Performances, etc.	* Development * Rehearsals * Media & Publicity * Performances	* Research * Writing Process * Consultation: [Editors & Proofing] * Typesetting & Design * Publishing

Craft	Visual Arts	Filming	Festival
* Design & Development * Production * Media & Publicity * Exhibitions, vending or selling to public	* Design & Development * Production * Media & Publicity * Exhibitions, vending or selling to public	* Script Development * Pre-Production * Pitching * Production * Post Production	* Development and Branding * Securing artists & other necessities like PA System, accommodation, etc

7. Project Budget Breakdown

7.1 Budget Breakdown Table

Item	Description	Amount	
Grand Total			

NB. Submit <u>all</u> the relevant quotations for items budgeted for, i.e. every line item in your budget must have a quotation accompanying it.

7.2 Mention all the other organisations and companies that you have applied to :

Name of Other Organisation/Company	Amount Requested	Amount Received
1.		
2.		
3.		
4.		
5.		
Grand Total		

7.3	Banking details of the project:			
Name	of the account	:		
Bank		:		
Branch	n Name	:		
Accou	nt Number	:		
8.	References			
be cor			ganisation and your project who can your relatives or friends or people	
1. Nan	ne:			
Add	ress :			
Role	e In Arts or Communit	y:		
	·	ence from the referees me	ntioned here above.	
	laration			
	any of the information g	•	est of my knowledge. I also understand true, this application will be disqualified	
Full na	me/s of the person co	mpleting this application on b	ehalf of the organisation:	
		Designation in the orga	anisation:	
Subm	it a certified copy of re	epresentative's SA ID, certifica	ation stamp should not be more than	
		three months old.		
Signatu	ure:	Place	Date	
Witnes	ss:			
Full Na	mes	Signature	Date	

10. PROCEDURE FOR THE SUBMISSION OF APPLICATION FORMS:

- Post or courier or hand delivers your complete application form to ECPACC Office in East London. Faxed or e-mailed application form will not be accepted. The address is provided here below.
- 2. An ECPACC representative and a Department of Arts and Culture District Office official will arrange for the pre-assessment of your project in your district.
- 3. The ECPACC Full Council, upon receipt of a recommendation from the ECPACC representative and a Department of Arts and Culture District Office official will take a decision on your application.
- 4. Preference for funding will be given to artistic programs such as performance fees, venue hire, transport hire, costumes, art enhancing material, marketing and publicity and artistic grant.
- 5. In line with the strategic priorities of government, projects co-ordinated by persons with disabilities, youth, women and rural communities will receive priority.
- 6. Projects must be housed at the address indicated on the application form where all official visits will be conducted.
- 7. Churches, political parties, businesses, schools, salaries and ongoing project running costs are not funded by ECPACC.
- 8. Acceptance to a Festival is no guarantee for funding from ECPACC. The Application form should be accompanied by proof of acceptance and/or registration letter from the Festival.
- 9. Incomplete forms will be automatically rejected, it is imperative that you submit quotations for all budgeted items with your application form.
- 10. Your application form must reach us by the closing date as late applications will not be considered. Organisation and individuals can only be funded once per year. Projects not approved for funding may submit a new application form for the next funding session which will be tabled in the next funding cycle (following year).

11. Send your applications to:

Arts Development Manager

ECPACC

16 Elton Street PO Box 18372 Southernwood or Quigney East London East London

5200 5211

Contacts

Tel. 043 - 743 6187 Fax. 043 - 742 0109 Website <u>www.ecpacc.co.za</u>

CHECKLIST FOR DOCUMENTS / INFORMATION REQUIRED:

No.	Documents / Information required	Yes / No
1	Completed ECPACC application form	
2	Drama Production: Script attached	
3	Workshop: Relevant documentation as per requirement attached	
4	Book publishing: First three chapters of your book or first ten poems for poetry writing attached	
5	Quotations attached	
6	Certified copy of the applicant's SA ID or Passport attached	
7	Festival application: Proof of registration with the festival attached	