



**APPLICATION FORM FOR FUNDING ARTS ORGANISATION:  
1<sup>st</sup> April 2016 to 31<sup>st</sup> 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**

1. Name of the proposed project (if applicable):

\_\_\_\_\_

**2. ORGANISATIONAL DETAILS**

Name of organisation: \_\_\_\_\_

District : \_\_\_\_\_ Town: \_\_\_\_\_

Physical address of organisation : \_\_\_\_\_

\_\_\_\_\_

Postal address of organisation : \_\_\_\_\_

\_\_\_\_\_

Postal code : \_\_\_\_\_

Website : \_\_\_\_\_

**3. CONTACT PERSON OF THE ORGANISATION**

Contact person : \_\_\_\_\_

Physical address : \_\_\_\_\_

\_\_\_\_\_

Tel/Cell : \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address : \_\_\_\_\_

ID No.																			
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Position held in the organisation : \_\_\_\_\_



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

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

7.Name and Surname	Position	SA ID Number	Tel or Cell

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

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

4.6 Statistics of beneficiaries of the project

<b>Disabled</b>	<b>Youth</b>		<b>Women</b>	<b>Rural</b>	<b>Urban</b>	<b>Race</b>
	<b>Males</b>	<b>Females</b>				

**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







**7.3 Banking details of the project:**

Name of the account : \_\_\_\_\_  
Bank : \_\_\_\_\_  
Branch Name : \_\_\_\_\_  
Account Number : \_\_\_\_\_

**8. References**

Provide the names of two people who know both your organisation and your project who can be contacted by ECPACC. [Do not provide names of your relatives or friends or people involved in your project.]

1. Name : \_\_\_\_\_

Address : \_\_\_\_\_

Tel/Cell : \_\_\_\_\_ Fax. : \_\_\_\_\_

Role In Arts or Community : \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel/Cell: \_\_\_\_\_ Fax. : \_\_\_\_\_

Role In Arts or Community: \_\_\_\_\_

**\* Attach the letters of reference from the referees mentioned here above.**

**9. Declaration**

All the information given above is genuine and true to the best of my knowledge. I also understand that if any of the information given above is found not to be true, this application will be disqualified and rejected.

**Full name/s of the person completing this application on behalf of the organisation:**

\_\_\_\_\_ Designation in the organisation: \_\_\_\_\_

**Submit a certified copy of representative's SA ID, certification stamp should not be more than three months old.**

Signature: \_\_\_\_\_ Place \_\_\_\_\_ Date \_\_\_\_\_

**Witness:**

Full Names \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **10. PROCEDURE FOR THE SUBMISSION OF APPLICATION FORMS:**

1. 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      [www.ecpacc.co.za](http://www.ecpacc.co.za)



**CHECKLIST FOR DOCUMENTS / INFORMATION REQUIRED:**

<b>No.</b>	<b>Documents / Information required</b>	<b>Yes / No</b>
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	