**WESTERN CAPE DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

 **COVID-19 RELIEF FUNDING FOR ARTS, CULTURE AND HERITAGE**

 **APPLICATION FORM**

**INSTRUCTIONS TO APPLICANTS**

**PLEASE NOTE:**

1. All sections relevant to applicants are to be completed
2. All requested documentation to be included (by email)
3. No late applications will be considered
4. The Department reserves the right to determine the quantum of relief based on available resources
5. Closing date is 19th May 2020 at 16h00.
6. One application form to be completed per project/event/venue/production/training/gig/legends application

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| **PLEASE INDICATE WITH [X] THE CATEGORY BEING APPLIED FOR** |
| DCAS funded events/projects Cancellations |  |
| Arts Venue and Production Cancellations  |  |
| Artist / Creatives (incl. creative Freelance workers/ independent contractors)  |  |
| Community Arts Education and Training Organisations  |  |
| Humanitarian Relief - Legends Grant |  |

 **ELIGIBILITY**

1. Eligible to apply are arts and culture organisations, producers, arts directors, arts and culture freelancers, in all cultural & creative industries as per set criteria.
2. Relief fund is for creatives who do not have a regular income source because of national state of disaster and whose sole income source is their creative work.
3. Applicants must be 18 years of age and older.
4. Organisations, arts and culture freelancers must be based in the Western Cape (see (a) for eligibility)
5. Each applicant must complete (blank spaces) this form to be eligible for consideration for COVID-19 Relief Assistance.
6. One application form must be completed per project/event/programme/training/gig.
7. Applications must be sent to DCAS.ReliefFunding@westerncape.gov.za.
8. Only applicants that meet set criteria may apply and will be considered.
9. Only applicants affected by project or event cancelled between the dates of March to end June 2020 will be considered.
10. Applications from NPI, NPC, Trusts, and Freelancer/Independent contractors will be considered.
11. Incomplete forms shall result in immediate disqualification.
12. All relevant documentation requested must be submitted together with application forms (see checklist).
13. Permanent or employees on a fixed contract do not qualify for this Relief. They may explore other Relief Interventions available to businesses and labour.
14. Provision of false information will be treated as fraud and dealt with through appropriate Criminal Justice System.
15. **Submission Deadline: 16H00 on 19th May 2020**
16. Only online applications will be considered
17. All applicants will need to be compliant in terms of the legislative requirement (NGO, CPO, CC registration etc.)
18. Further information is available on the departmental website [www.westerncape.gov.za/cas](http://www.westerncape.gov.za/cas).

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| **PART 1: GENERAL INFORMATION** **ORGANISATIONS DETAILS***(Complete if an organisation is applying)* |
| Name of Organisation (*as per bank account)* |  |
| Registration Number |  |
| Contact details of Organisation: | Postal Address: | Email:  | Telephone Numbers: |
| PROJECT MANAGER/CHAIRPERSON OF ORGANISATION |
| Surname |  |
| First Name(s) |  |
| Identity Number |  |
| Cell Number |  |

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| **INDIVIDUAL APPLICANT’S DETAILS***(Complete if applying as an individual)* |
| Surname |  |
| First Name(s) |  |
| Identity Number |  |
| Cell Number |  |
| Tax Reference Number |  |
| **Contact Information** |
| Postal Address (*incl. postal code)* |  |
| Town |  |
| Email address |  |

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| **PART 2: CATEGORY INFORMATION**  |
| **1. DCAS FUNDED EVENTS/PROJECT CANCELLATIONS**  |
| Name of Organisation  |  |
| List the event/project cancelled during the COVID-19 national state of disaster  | Name of Discipline  | Project/Event and description | Planned Date  |
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| List the elements of the project/event/training/programme the funding will cover (e.g. artists fees, costume development, other production or project elements). |  |
| List Supporting Documentation to be provided in this application e.g. cancellation letters/notices; proof of payments made to artists/participants/service providers involved; proof of contracts and payments due; Email verifying commitment and contact details of potential work provider. **(A copy of each supporting document listed to be attached to application)** |  |
| Provide a list of artists/creatives associated with event/project.  |  |
| Provide a budget breakdown that illustrates how the funding will cover relevant elements of the event/project  |  |
| Briefly outline who the beneficiaries of the event/project/training/programme are.  |  |
| Indicate which town/region the event/project is held  |  |

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| **2. ARTS VENUES AND PRODUCTIONS CANCELLATIONS** This application is open to Arts Venues and Productions. This also includes (1) Arts Venues and Productions not funded by DCAS and (2) cancelled Western Cape productions scheduled to be presented outside the Western Cape and internationally. Arts Venues include: theatres, dance venues, live music venues, community arts centres and art galleries.  |
| Name the venue or production that was shut down or cancelled, the art form or discipline and the dates on which the activities were to have taken place.  | Name of Discipline/Art Form  | Name of Venue/Production  | Project/Event dates and Venue  |
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| Indicate the income lost due to national state of disasters.  |  |
| Indicate the type of confirmation to participate in a project or at an event that has been cancelled (e.g. contract, commitment letter, agreement, confirmation emails with contact details and dates). Please submit copies in support of this application.  |  |
| Indicate the amount being requested, outline in a budget format with elements of venue/production to be covered e.g. sound, lights, venue hire, artists fees, crew hire.  |  |
| Indicate where the venue is or where production was to have taken place (town or region).  |  |
| Provide a list of Western Cape based artists/creatives lined up for the event/gig. Please include copies of the contracts or agreements inclusive of performance fees as an addendum.  |  |
| Have you received relief from the National Department of Sport, Arts and Culture /Municipality or any other Arts and Culture fund for the same need? |  |
| **PLEASE PROVIDE ANY RELEVANT INFORMATION TO BE CONSIDERED WHEN ASSESSING YOUR APPLICATION e.g. a brief overview of the venue or production.**  |
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| **3. FREELANCERS ARTISTS/INDEPENDENT CONTRACTOR/CREATIVE PRACTITIONERS**Applicable for artist who makes a living solely out of their craft through (e.g. restaurant/music venue gigs, festivals, stand-up-comedy, studio sessions, acting, singing, writing visual artist, crafters, buskers, theatre stage crew etc.) Such artists may apply relief due to the cancellation of a specific gig/session because of the COVID-19 national state of disaster measures.  |
| List the event/s or project/s from which income would have been earned between March and end June 2020. | Name of Discipline/Art Form  | Projects/Events/ and Description  | Project/Event date (s) and Venue |
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| Indicate the income lost due to national state of disaster  |  |
| Indicate the type of confirmation to participate in a project, session or at an event that has been cancelled. Please submit copies in support of this application. (e.g. contract; commitment letter; valid municipal permit for busking; letter of support from the municipality or letter of support establishment where work I undertaken; agreement; confirmation emails with contact details and dates)  |  |
| Indicate the amount being requested  |  |
| Indicate where the event/gig was to have taken place (town or region)  |  |
| Have you received relief from the National Department of Sport, Arts and Culture /Municipality or any other Arts and Culture fund for the same need? |  |
| **PLEASE PROVIDE ANY RELEVANT INFORMATION TO BE CONSIDERED WHEN ASSESSING YOUR APPLICATION e.g. a brief overview of personal profile (include detailed CV/ZIP Card/ Portfolio in application addendum)** |
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| **4. COMMUNITY ARTS EDUCATION AND TRAINING ORGANISATIONS** Relief related to losses suffered because of the restriction during the national state of disaster.  |
| Indicate the artistic discipline, describe the type of educational training and the project dates.  | Name of Discipline/Art Form  | Education and Training Description  | Project/Event date (s) and Venue |
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| Outline the direct costs related to the development and delivery of course/training content.  |  |
| Indicate the type of confirmation that indicate the training was to have taken place during the national state of disaster (training contract, commitment letter, agreement, confirmation emails with contact details and dates) Please submit copies in support of this application.  |  |
| Indicate the amount being requested  |  |
| Indicate where the training was to have taken place (town or region)  |  |
| Have you received relief from the National Department of Sport, Arts and Culture /Municipality or any other Arts and Culture fund for the same need? |  |
| **PLEASE PROVIDE ANY RELEVANT INFORMATION TO BE CONSIDERED WHEN ASSESSING YOUR APPLICATION e.g. a brief overview of the training e.g. aims, objectives, beneficiaries, methodology, outcome**  |
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| **5. HUMANITARIAN RELIEF: LEGENDS GRANT** Applicable for the Creative Practitioners of pensionable age (60 years and older), who are still freelancing, which provides the sole income for artist and who have been economically impacted by the COVID-19 national state of disaster March – end June 2020. |
| Indicate the artistic discipline, name the event/project/gig and the project dates.  | Name of Discipline/Art Form  | Name the Event/Project/Gig and Description  | Project/Event date(s) and Venue |
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| Indicate the income lost due to national state of disaster. |  |
| Indicate the type of confirmation to participate in a project or at an event that has been cancelled, (contract; commitment letter; municipal permit for busking; agreement; confirmation emails with contact details and dates). Please submit copies in support of this application. |  |
| Indicate the concepts of any new work being produced  |  |
| Indicate if cancelled work or new work will be a collaborative project  |  |
| Indicate the town or region the new works/training was to have taken place (town or region) |  |
| Have you received relief from the National Department of Sport, Arts and Culture /Municipality or any other Arts and Culture fund for the same need? |  |
| **PLEASE PROVIDE ANY RELEVANT INFORMATION TO BE CONSIDERED WHEN ASSESSING YOUR APPLICATION e.g. a brief overview of the new works/training e.g. aims, objectives, beneficiaries, methodology, outcome**  |
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**DOCUMENT CHECKLIST**

**PLEASE INDICATE IF THE FOLLOWING ARE INCLUDED WITH YOUR APPLICATION\*.**

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| **DOCUMENT** | **YES** | **NO** |
| * Documentation aligned to existing MOA (relevant for DCAS Funded Organisations): Narrative report, invoices, and valid compliance documents, grant letters for approved projects without a signed MOA, action plans (April – end June).
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| * Copy of applicant’s ID (applicants must be 18 years or older)
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| * Applicant’s / Organisations bank account confirmation *(attached form to be completed by banking institution*)
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| * Copy of Organisations registration document (e.g. NPI/NPC)
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| * Copy of CPIC registration, tax registration and vat registration for venues/production companies
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| * Copy of Tax Clearance certificate (for individual applications)
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| * Buskers: valid municipal permit or evidence of registration on approved municipal Buskers Database or a letter of support from the municipality or letter of support from establishment where work was undertaken.
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| * Organisation/individual profile (CV/ Zip Card/ Portfolio)
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| * Confirmation of effective, efficient and transparent financial systems being implemented

 (*attached form to be completed and submitted with application)* |  |  |
| * 1 x page budget breakdown
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| * List of Western Cape based artists/creatives lined up for the event/gig. Please include copies of the contracts or agreements inclusive of performance fees.
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| * Proof of event/project/training/programme cancellation: Documents confirming in*volv*ement/participation (contract, commitment letter etc.)
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*\** ***where applicable***

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| **DECLARATION** |
| I/We, the undersigned declare that the information provided in this application form is to the best of my/our knowledge true and complete.I/We also understand that any wilful misrepresentation of the information in this application form will disqualify my/our application and may lead to legal action against me/us including the laying of criminal charges against me/us as sureties as well as against the entity I/we represent for furnishing false statement or information to the Department of Cultural Affairs and Sport. |
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| **NAME AND SURNAME** | **SIGNATURE** |
| **DATE** |  |

Queries could be directed to the following email: DCAS.ReliefFunding@westerncape.gov.za

Applications close at **16H00 on the 19th May 2020**.