



MACSF

**Funding Guidelines:
Criteria, Eligibility, Processes &
Systems**

2022/2023



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1. INTRODUCTION

- 1.1. Mmabana Arts, Culture and Sport Foundation has embarked on a strategy to reposition the performing and visual arts, culture and the digital arts sector as key drivers in its strategic plan.
- 1.2. Through this plan the entity aims to promote projects that address inequality, social cohesion, creation of sustainable jobs in the arts sector and ensuring local economic growth. The Department of Arts, Culture, Sports and Recreation has allocated the powers of the NWPACC to the Foundation to drive the mandate of promoting arts and culture initiatives as well as extending such programming to a myriad of stakeholders in the creative sector.

2. OBJECTIVES

- 2.1. Positioning the arts sector as valuable contributor to economic growth and job creation
- 2.2. Stimulating innovation and entrepreneurial growth
- 2.3. Promote sustainability
- 2.4. Promote digital arts initiatives and development
- 2.5. Positioning the North West as a destination for cultural economic exchange
- 2.6. Promoting and improving the production and dissemination of local content

3. APPLICATION PROCESS

- 3.1. The process is focused on assisting projects with project funding, with the following range as specified: R 100 000.00 - R 350, 000.00.
- 3.2. The aim of this process is to ensure quick approval of projects that reflects creativity.
- 3.3. Applicants must
 - ✓ Complete the application form
 - ✓ Sign the register of submission
 - ✓ **Physical submissions : to be made on or before 21 June 2022 at 4:30pm (Hard Copies) , at any of the MACF centres (Mahikeng, Lehurutshe, Tlhabane, Taung and in (Dr KK) Kanana Community Arts Centre) ONLY.**
 - ✓ **Online submissions : to be made on or before 23:59, to this email address: Projects2022@mmabana.org.za,**
 - ✓ All submission to be made on or before the closing date, 21 June 2022.
 - ✓ Submit all required documentation.
 - ✓ Please confirm completeness of documentation



4. ELIGIBILITY AND ADMINISTRATIVE CRITERIA

4.1. ELIGIBILITY

- 4.1.1. This call is open to all tax compliant South African arts and culture Organizations and Companies that have independent legal status i.e. are registered as a Non-Profit Company, NPO, NGO, PTY Ltd etc.
- 4.1.2. Compliant eligible South African citizens: individual artists, who are legally able to enter into contractual relations, may also apply.
- 4.1.3. No beneficiary will be funded two consecutive times/ simultaneously within a financial year.
- 4.1.4. Organizations should declare any involvement with Mmabana Foundation and/ or the Department of Arts Culture, Sports and Recreation.
- 4.1.5. Only one application per organisation/company/individual in one financial year is allowed.

4.2. ADMINISTRATIVE CRITERIA

Administrative	Applications that do not meet the basic administrative criteria will be immediately rejected.	Criteria Score
Creative : Innovation & Competitiveness	<ul style="list-style-type: none"> Quality of the content Artistic vision of the project Distinctiveness of the proposed project in the context of relative and comparable initiatives in the proposed district and province Incorporation of technology in the execution of the project 	30%
Job Creation & Economic Development	<ul style="list-style-type: none"> The number of work opportunities created The cost per work opportunity Extent to which women, youth and people with disabilities have employment opportunities 	20%
Market and audience Development	<ul style="list-style-type: none"> Extent to which the project expands its reach/ taps into a different segment or unexplored market Current audience profile, audience reach analysis and prospective target audience targets projections upon the success of application 	20%
Social Cohesion	<ul style="list-style-type: none"> Diversity of programming, content and audiences Alignment to Social Cohesion Charter objectives The extent to which communities are integrated and involved in the project Level of public access to the project 	30%

Note: Fill in all sections of the application form and expand in detail in the proposal. Additional information may be requested, if necessary.



5. PROJECT FUNDING

- 5.1. MACSF may not be in a position to fund the entire budget of a project. Applicants are therefore advised to seek additional funding from other sources. Quotations and/or budgets for costs should accompany the application form. The maximum period for running a project is **six months** unless extension is applied for, and granted by the Chief Executive Officer.
- 5.2. Applicants are encouraged to carefully read the MACSF's call for applications and ensure adherence to Covid-19 restrictions and protocols. Projects applied for must be located in the North West Province.

6. TYPES OF PROJECTS SUPPORTED

- a Animation design and multimedia design
- b Arrangement and documentation of other persons' music works (this may be considered when permission has been obtained from copyright owners)
- c Art teaching at community level (in line with Covid-19 protocols compliance)
- d Book fairs (in line with Covid-19 protocols compliance)
- e Community outreach projects (with consideration for Covid-19 protocols compliance)
- f Creation and **showcasing** of new work/productions e.g. performances, **fashion shows, art & craft exhibitions and public art, etc.**
- g Creative writing (writing and research grants, including autobiographies, novels short stories, drama book, folklore and children's literature)
- h Music compositions
- i Theatre
- j Performances, including creation and performance of new choreographic works
- k Poetry performance
- l Poetry writing by established writers. Unpublished poetry/writer (submit a minimum of three contributors to the anthology)
- m Script writing for drama plays (applicants must submit a synopsis and outline of the play)
- n Story-telling
- o Puppetry
- p Workshops (submit names and CV's of facilitators, list of participants and detailed content of the workshop. Workshops must be outcomes based)
- q Writers' grants (Applicants must submit at least one manuscript of existing work that they are applying for with the application when applying for a writing grant).

7. BUDGET ITEMS THAT MAY BE CONSIDERED

- a Accounting and auditing fees
- b Administration costs
- c Artists fees (rehearsal fees, performance fees, production crew, choreographers, director's fees etc.)
- d Costumes and props
- e Art and Craft Exhibition and **public art** costs
- f Fashion Show costs
- g Instrument **and or equipment** hire



- h Production and printing of catalogues
- i Publicity costs
- j Workshop and **learning material** costs
- k **Venue hire**
- l **Transport hire**
- m Accommodation costs

8. CATEGORIES OF PROJECTS NOT FUNDED BY MACSF

- a Unregistered groups
- b Architecture
- c Infrastructure costs
- d Interior design
- e Book launches
- f CD, DVD and video production
- g Church choirs
- h Competitions, prize money and adjudication
- i Event management
- j General fashion shows
- k Music arrangement of other persons' work without written agreements
- l Personal commissions and commissions by other institutions
- m Promoters
- n Purchasing of books
- o Purchasing of equipment (Cameras, Tripods, Microphones, Drones etc.)
- p Purchasing of musical instruments and stage equipment
- q Purchasing of software
- r Seed funding
- s Writing in other subjects that are not of creative writing genre
- t Applications from individuals working for government departments and entities

9. COMPLIANCE DOCUMENTS REQUIRED

- a Proof of Residence (or any FICA compliant document)
- b Certified copies of Identity Documents
- c Evidence of involvement/ participation in Arts and Culture programmes
- d Bank Account confirmation letter
- e Tax Pin (where Applicable) – Entity to be Tax Compliant
- f Recommendation letters x 2
- g Business plan and profile
- h Budget/ Quotations



10. DISQUALIFICATION

The following will lead to automatic disqualification:

- a** Provision of misleading and inaccurate information.
- b** Incomplete submission of Application Form.
- c** Failure to disclose any conflicts of interest.
- d** Failure to disclose any funding secured from the Dept. ACSR/ NAC and other funders for the project.
- e** Project timeframe falls outside of stated funding timeframes.
- f** Requested funds exceeding the stated maximum thresholds of the individual open calls.
- g** Late submission

11. PROCESSING OF APPLICATIONS

11.1. Proposal Assessment

11.2. MACSF officials will conduct a preliminary review of each application to ensure compliance with the administrative criteria.

11.3. Should the application be disqualified for any administrative reason, the submission will not go the next phase, however a full list of all received applications will be able during the review process in phase 2.

11.4. The assessment of the proposal will be done by the approved Proposal Assessment Panel

11.5. Decision Making

11.5.1. A proposal assessment panel will assess the applications based on the merits and criteria of each funding instrument.

11.5.2. The recommendations of the proposal assessment panel for all projects will be submitted for approval by the Chief Executive Officer.

11.5.3. Funds are awarded at the discretion of Mmabana Arts, Culture and Sport Foundation, informed by the criteria, panel recommendations and available budgets.

11.6. Notification

11.6.1. MACSF will communicate the decision and the conditions of awarding the funds in writing. Lists of successful beneficiaries will be placed on the Mmabana website.

11.7. Contracting and payment



- 11.7.1. After the grant approval letter is received, prospective beneficiaries will have 7 working days to submit a revised project plan (if directed to do so), with a revised budget as approved.
- 11.7.2. Funding can only be awarded upon signing by all parties (successful outcome letter), and the Memorandum of Understanding
- 11.7.3. The MOU will outline the tranche structure of the funding, and the obligations of both parties.

12. APPLICATIONS FEEDBACK AND DISPUTES

- 12.1 Once the assessment processes have been completed and the recommended funding decision has been approved by MACSF, MACSF will publish a list of successful applicants on the foundation's online platforms.
- 12.2 The application status online will indicate the project /artist name, and the amount approved.
- 12.3 If the applicant's name does not appear on the published list of successful applications it means that the application was unsuccessful, and they will be issued with a refer letter
- 12.4 Unsuccessful applicants that wish to appeal the funding decision taken by MACSF must follow the appropriate Appeals Process.
- 12.5 Appeals must be submitted within 30 days from receipt of the outcome letter.

13 AWARDEE RESPONSIBILITIES

Managing changes during the project life cycle

- a. Changes may occur during the project life cycle due to unforeseen and extenuating circumstances.
- b. Changes in Project Scope may occur where a project scope needs to be changed from the original proposal. Such requests must be forwarded to the MACSF 30 days before the change is intended to take place
- c. Applicants must submit all change requests in writing to MACSF for approval before effecting any changes.



14 INTELLECTUAL PROPERTY RIGHTS

- a The intellectual capital generated through this fund as administered by MACSF must be appropriately protected and exploited for the benefit of the North West Province.
- b This condition should not interfere with the Intellectual Property Rights arrangements already made, on condition that the majority of the benefits arising from the intellectual capital accrue to North West and its citizens. This condition is aligned with the Intellectual Property Rights Act 1, 1 which will override this condition of grant.

15 ETHICS

- a The applicant is required to maintain the highest ethical and safety standards in conducting and execution of the project, particularly when human and animal subjects are involved. It remains the responsibility of the project leader to comply with all relevant regulations in this regard.

END