



Parks
Recreation
& Culture

ART, CULTURE AND HERITAGE GRANTS-IN-AID GUIDING DOCUMENT

The Municipality wish to advise applicants of the Grant-In-Aid funding to read and understand thoroughly these guidelines before filling in the application form.

1. OVERVIEW

eThekwini Municipality acknowledges the value offered by arts and culture organisations in eThekwini and within this acknowledgement is the commitment to support these key players to enable stability and deeper impact. It is however, important to make explicit that the Grant-In-Aid (GIA) is reserved only for NPO/ NPC and NGO's.

To this end, the eThekwini Municipality has invented multiple vehicles of in-kind and direct support towards arts and culture organisations, collectives and initiatives. These vehicles of support are sensitive to the scale of each organisation, the nature of operations (or projects), location and the unique needs of each organisation. As such, a tiered approach is hereby applied and has been explained in the following paragraphs.

The Municipality seek to support emerging and small-scale organisations or collectives with "in-kind support", whereas intermediate organisations are eligible for both "in-kind" or "GIA". Intermediate organisations cannot apply for both in-kind and GIA, such organisations can only apply for one of the two forms of support. Please see Section six below for definitions and guidelines of small/ emerging, intermediate and large/ established organisations.

The department does offer other forms of support beyond the stated in-kind and GIA that might be better suited to a specific organisation's needs, organisations are therefore encouraged to engage the department on other forms of support not mentioned here.

2. INTRODUCTION

The GIA is geared to alleviate financial strain from organisations doing remarkable work in achieving the strategic goals of eThekwini Municipality, aligned with the Integrated Development Plan. Whilst it is understood that the GIA cannot address all concerns of an organisation, it does however, present the opportunity to mediate the most urgent and dire needs of an organisation. We view the GIA for this purpose and not so much for projects, however, not to the exclusion of projects.

There is a modest budget allocated to GIA's in sector that has seen growth despite reduced funding, it is therefore our intention to ensure that the GIA reaches as many organisations as possible by rotating beneficiaries at every call. We therefore, appeal to beneficiaries to continuously seek support from other funders as we cannot guarantee that the same beneficiaries will be supported through the next call.

3. OBJECTIVES

As a developmental sphere of government, the City has a Constitutional and Legislative obligation towards the development of its communities. It is the responsibility of the department to support community initiated programmes and projects that would contribute positively towards the development and promotion of Art, Culture and Heritage in eThekwini.

Predicated on the knowledge that the funding landscape in South Africa is largely geared towards project funding; the City has – in terms of its Integrated Development Plan (IDP) – as its strategic focus area to create economic opportunities for Arts, Culture and Heritage by, *inter alia*, financially supporting cultural activities and artists; performing and visual arts centres; encouraging public art projects in both private and public developments; and assisting a wide range of community arts organisations in accessing and sharing municipal services and facilities.

The organisation should make clear how the investment of the GIA will enable a better execution of an organisation's mandate.

In the case of in-kind support which is generally to support signature or annual events of small or intermediate organisations, the goods and services required are procured directly by the department through the municipality's Supply Chain Management processes.

We encourage applications to demonstrate an organisation's innovative approach towards these objectives. We also encourage applications to productively challenge the outlined objectives by way of broadening the scope of what GIA and in-kind support can achieve.

4. ADJUDICATION PROCESS

The complete application cycle consists of a three-step process as detailed below. *Your application is accepted with the express assumption that your organisation is compliant with eThekweni Municipality Supply Chain Management requirements.*

- **Phase 1 - Written Application:** The first phase is judged by the strength of the written application. Only those with credible and compelling application will be taken to the next phase.
- **Phase 2 - Presentation to Department:** The successful applications will be notified and invited to pitch to the department. A mandatory site visit will form a key part of this second phase. Where necessary the department will visit each and every site of applicants that make it to this phase.
- **Phase 3 - Compliance:** Upon a successful pitch, the finalist will be required to submit compliance documents within 14 working days of notification with a detailed budget. Should the successful applicant fail to present the required compliance documents within the stated period, their application will be disqualified.

5. APPLICATION PROCESS

We are interested in organisations that demonstrate a willingness to not only adapt but thrive in a rapidly changing environment. Organisations are expected to demonstrate relative success in securing funding through other funders, unless, the organisation has been unable to secure funding due to extraordinary reasons which the GIA would assist in overturning.

We are also interested in organisations that not only prioritise their own stability but have an ecosystem approach which is to mean that the support of one organisation has a ripple effect to other players in the arts, culture and heritage ecosystem.

6. APPLICATION CRITERIA

These serve as a guide and all applications are reviewed on their unique nature and circumstance as we appreciate the complex modes that most organisations operate under within this sector.

6.1 Small organisation:

Usually run by volunteers, no board of trustees in place and mostly project based with no physical space of operation. This type of organisation is primarily for eligible for in-kind support over a series or a single project(s).

6.2 Intermediate organisation:

With full time employees and more than two volunteers or part-time employees. Organisation has other revenue streams and can demonstrate "growth pains". This type of organisation is eligible for in-kind support or can also apply towards the GIA with the view for such organisations to deepen or scale impact whilst being assured liquidity through the GIA. This organization must have a board of trustees in place.

6.3 Large or established organisation:

With more than three full time employees and must have premises and relatively high overheads. We imagine such an organisation with scalable projects and a proven track record of at least eight years as a formal entity. Such organisation should demonstrate other sources of income either through commercial activities that subsidise their artistic programmes or have received funding

from other enablers. We imagine these organisations being steeped in their context yet proving their impact over a wider base. This organization must have a board of trustees in place.

7. APPLICATION **NOT** TO BE CONSIDERED

Applications for the following are excluded, and will not be considered for in-kind support and grant-in-aid:

- Expenses related to starting a business or costs, such as the purchase of office equipment, hardware, software, catering etc.
- Movie shoots.
- Application for funding for work already completed.
- Programmes and projects that do not have Arts, Culture and Heritage as a core element.
- Projects with overall budgets exceeding the maximum allocation per category in 6.1
- Building projects (infrastructure).
- Political organisations, including any politically affiliated organization.
- Assistance to formal education will not be supported except for specific Arts, Culture, Heritage and Literacy development initiatives.
- Organisations that have already received a grant from the City in whatever form in the same financial year.
- The settlement of water and electricity consumption or any other debts.
- Organisations outside the eThekweni Municipal Area.
- Organisations, public or private, that are in any way associated with the City politicians and or officials.

CONDITIONS FOR APPLICATIONS

- Application forms and guiding documents can also be obtained on request via email from Themba.Mchunu@durban.gov.za or website link: <https://bit.ly/2Y6a420>
- Interested organisations should complete their applications electronically. **NO** handwritten applications will be accepted.
- Applicants are advised not to change the format and font.
- Completed application forms should be emailed to Themba.Mchunu@durban.gov.za before the closing date of 29 October. **NO late submissions will be accepted after the closing date.**
- For more information call **031 322 7789/90/91** or email: Themba.Mchunu@durban.gov.za

UMBHALO ONGUMHLAHLANDLELA WEGRANT-IN-AID YEZOBUKICO, AMASIKO NAMAGUGU

UMasipala unxusa bonke abafaka izicelo zoxhaso lwe- Grant-In-Aid ukuthi bafundisise futhi baqonde kahle lomhlahlandlela ngaphambi kokugcwalisa ifomu lesicelo.

1. NGOKUBANZI

UMasipala waseThekwini uyakuqonda ukubaluleka kwezinhlangano zezobuciko namasiko eThekwini futhi ngalokhu uyazibophezela ekuxhaseni laba babambiqhaza ababalulekile ukuze kube nozinzo nomthelela ojulile. Kodwa-ke, kubalulekile ukucacisa ukuthi i-Grant-In-Aid (GIA) eyama-NPO/ NPC nama-NGO kuphela.

Kuze kube manje, uMasipala waseThekwini usungule izindlela eziningi zokweseka ngosizo okungelona olwemali izinhlangano, amaqoqo kanye nemizamo yezobuciko namasiko. Lezi zindlela zokweseka zihambisana nobungako benhlangano ngayinye, uhlobo lomsebenzi (noma amaphrojekthi), indawo kanye nezidingo ezihlukile zenhlangano ngayinye. Ngakho-ke, kusetshenziswa indlela enezigaba kanti leyo ndlela ichaziwe ezindimeni ezilandelayo.

UMasipala ufuna ukuxhasa izinhlangano ezisafufusa nezincane noma amaqoqo “ngosizo okungelona olwemali”, kanti izinhlangano eziphakathi nendawo zilungele kokubili “usizo okungelona olwemali” noma “i-GIA ”. Izinhlangano eziphakathi nendawo azikwazi ukufakela zombili izicelo zosizo okungelona olwemali kanye ne-GIA, kodwa zingafaka isicelo esisodwa kulezi zindlela ezimbili zokuxhaswa. Sicela ubheke isigaba sesithupha ngezansi ukuthola izincazelo kanye nemihlahlandlela yezinhlangano ezincane/ezisakhula, eziphakathi nendawo nezinkulu/ezisimeme.

Umnyango uwuzinikezi ezinye izindlela zokweseka ngaphezu kwalokhu okubalulwe oxhasweni okungelona olwemali kanye nasoxhasweni lwe-GIA okungase kulungele kangcono izidingo zenhlangano ethile, ngakho-ke izinhlangano ziyakhuthazwa ukuba zixhumane nomnyango mayelana nezinye izindlela zokwesekwa ezingabalulwanga lapha.

2. ISINGENISO

I-GIA iqonde ukunciphisa ubunzima bezezimali ezinhlanganweni ezenza umsebenzi oncomekayo ekufezeni izinhloso zamasu kaMasipala waseThekwini, ezihambisana noHlelo Lwentuthuko Edidiyelwe. Yize kuqondakala ukuthi i-GIA ayikwazi ukubhekana nakho konke ukukhathazeka kwenhlangano, kepha inika ithuba lokungenelela ezidingweni eziphuthumayo nezinzima kakhulu zenhlangano. I-GIA yenzelwe lokhu, hhayi amaphrojekthi, kepha ayiwakhipheli ngaphandle amaphrojekthi.

Kunesabelomali esanele esibekelwe i-GIA's emikhakheni ebonakale ikhula yize noma incishisiwe imali, ngakho-ke kuyinhloso yethu ukuqinisekisa ukuthi i-GIA ifinyelela ezinhlanganweni eziningi ngangokungenzeka ngokushintshanisa abahlomulayo ngaso sonke isikhathi sokuphuma kwesimemo. Ngakho-ke, sinxusa abahlomuli ukuthi baqhubeke nokufuna ukwesekwa kwabanye abaxhasi ngoba asikwazi ukuqinisekisa ukuthi labo bahlomuli bazothola ukwesekwa ngaso sonke isikhathi uma kuphume isimemo.

3. IZINHLOSO

Njengohlaka lukahulumeni oluthuthukisayo, uMasipala unesibopho ngokoMthethosisekelo nangokoMthetho sokuthuthukisa imiphakathi yawo. Kungumsebenzi womnyango ukweseka izinhlelo namaphrojekthi asungulwe umphakathi azobamba iqhaza elihle ekuthuthukiseni nasekukhuthazeni ezobuciko, Amasiko kanye Namagugu eThekwini.

Ukuqagela olwazini lokuthi isimo soxhaso lwezimali eNingizimu Afrika senzelve kakhulu ukuxhasa amaphrojekthi ngezimali; uMasipala ngokoHlelo lwawo Lwentuthuko Edidiyelwe (IDP) ugxile

emaswini akhe okuvula amathuba ezomnotho emkhakheni wezobuCiko, Amasiko kanye Namagugu, ngokuxhasa ngezimali imicimbi yamasiko kanye nabuciko; izikhungo zobuciko; ukukhuthaza imisebenzi yobuciko yomphakathi emkhakheni ozimele kanye nokuhulumeni; kanye nokusiza izinhlango ezahlukene zobuciko ukuba zifinyelele futhi zisebenzise kalula amasevisi nezindawo zikaMasipala.

Inhlango kufanele ikubeke kucace ukuthi usizo lwezimali lwe-GIA luzosiza kanjani ekutheni inhlango yenze kangcono umsebenzi noma izibopho zayo.

Maqondana nosizo okungelona olwemali, okuvame ukuba uxhasa lwemicimbi emikhulu noma yonyaka yozo zonke izinhlango ezincane noma eziphakathi nendawo, impahla nemisebenzi edingekayo kuthengwa ngqo ngumnyango ngokulandela Izingqubo zikaMasipala Zokuthengiselana.

Sikhuthaza izicelo ukuba zikhombise indlela entsha yenhlango ebheke kulezi zinhloso. Siphinde sikhuthaze izicelo ukuba ziphose inselelo eyakhayo mayelana nezinhloso ezibekiwe ngenhloso yokunweba ubanzi bosizo olungenziwe yi-GIA kanye nosizo okungelona olwemali.

INQUBO YOKWEHLULELA

Indlela ephelele yokufaka isicelo ifaka izinyathelo ezintathu ezichazwe lapha ngezansi. *Isicelo sakho samukelwa ngokucabanga ukuthi inhlango yakho iyahambisana Nezingqubo Zokuthengiselana zikaMasipala waseThekwini .*

- **Isigaba 1- Isicelo Esibhalwe Phansi:** Isigaba sokuqala sahlulelwa ngokwesisindo sesicelo esibhalwe phansi. Yilabo kuphela abanesicelo esithembekile nesifanelekile abazodlulela esigabeni esilandelayo.
- **Isigaba 2 – Ukwenzela Umnyango Isethulo:** Abenezicelo eziphumelele bazokwaziswa futhi bamenywe ukuba bezokwenzela umnyango isethulo. Ukuvakashela indawo okuyimpoqo kuzoba yingxenye esemqoka yalesi sigaba sesibili. Lapho kunesidingo khona umnyango uzohambela indawo ngayinye yabafakizicelo abafinyelela kulesi sigaba.
- **Isigaba 3 – Ukuthobela umthetho:** Ngemuva kwesethulo esiyimpumelelo, ofike kowamanqamu kuzodingeka ukuthi athumele imibhalo ekhombisa ukuthobela umthetho zingakapheli izinsuku eziyi-14 zokusebenza azisiwe eneminingwane ephelele yebhathini. Uma umfakisisicelo ophumelele ehluleka ukwethumela imibhalo yokuthobela umthetho ngalesi sikhathini esibekiwe, isicelo sakhe siyokhishelwa eceleni.

5. INQUBO YOKUFAKA ISICELO

Sinetshisekelo ezinhlango wenzi ezikhombisa ukuzimisela ukuba zingahambisani nje kuphela nesimo esiguquka ngokushesha, kepha ezikhombisa ukukwazi ukuma nakulezo zimo eziguqukayo. Izinhlango kulindeleke ukuthi zikhombise impumelelo ekutholeni uxhaso nakwabanye abaxhasi, ngaphandle uma inhlango yehlulekile ukuthola uxhaso ngenxa yezizathu ezingajwayelekile nalapho i-GIA engakwazi ukuba isize khona.

Siphinde sibe nentshisekelo ezinhlango wenzi ezingagcini ngokubeka phambili ukuzinza kwazo kepha, kepha ezinendlela yokusebenzisana nokuphilisana okusho ukuthi ukwesekwa kwenhlango eyodwa kunomthelela omkhulu nakwabanye ababambiqhaza emkhakheni wezobuciko, amasiko namagugu.

6. UKUFANELEKA KWEZICELO

Lokhu kusebenza njengomhlahlandlela futhi zonke izicelo ziyabuyezwa ngokuhlukana kwazo nangokwezimo zazo njengoba sazi izindlela ezihlukahlukene izinhlango eziningi ezisebenza ngaphansi kwazo kulo mkhaka.

6.1 Inhlangothano Encane:

Ivame ukuphathwa ngamavolontiya, alikho ibhodi labaphathi futhi ikakhulukazi igxile kumaphrojekthi ayikho indawo yokusebenzela. Lolu hlobo lwenhlangano ikakhulu lufanelekele ukwesekwa ngoxhaso okungelona olwemali ochungechungeni lwamaphrojekthi noma kwiphrojekthi eyodwa.

6.2 Inhlangothano Ephakathi Nendawo:

Inabasebenzi abaqashwe ngokugcwele namavolontiya angaphezu kwamabili noma abayitoho. Inhlangothanoinezinye izindlela ezingenisa imali futhi ingakhombisa "ubunzima bokukhula". Lolu hlobo lwenhlangano lufanelekele ukuthola usizo okungelona olwemali futhi ingaphinde ifane isicelo see-GIA ngenhloso yokuthi ikhulise umthelela wayo ibe iqinisekiswa ukukwazi ukuqhubeka nokusebenza ngosizo lwe-GIA. Le nhlangano kufanele ibe nebhodi labaphathi.

6.3 Inhlangothano Enkulu /Esimeme:

Inabasebenzi abaqashwe ngokugcwele abangaphezu kwabathathu futhi kufanele ibe nezindawo zokusebenzela ezinezindleko eziphezulu kakhulu. Sicabanga ukuthi le nhlangano inamaphrojekthi amakhulu nerekhodi eliqinisekisiwe okungenani leminyaka eyisishiyagalombili lokusebenza njengenhlangothano esemthethweni. Leyo nhlangano kufanele ikhombise eminye imithombo yemali kungaba ngemisebenzi ykuthengisa exhasa izinhlelo zayo zobuciko noma ithole uxhaso kwabanye abaxhasi. Sicabanga ukuthi lezi zinhlangano kugxile kakhulu ezikwenzayo futhi lokho kufakazelwa umthelela wazo obanzi kwezinye izinhlangano. Le nhlangano kufanele ibe nebhodi labaphathi.

7. IZICELO EZINGEKE ZIBHEKWE

Izicelo zalokhu okulandelayo azifakwa, futhi ngeke zibhekwe ukwesekwa ngoxhaso okungelona olwemali kanye nolwe-grant-in-aid:

- Izindleko ezihlobene nokuqala ibhizinisi, njengokuthengwa kwemishini yasehhovisi, i-hardware, i-software, ukupheka njll.
- Ukuqoshwa kwama-Movie.
- Isicelo soxhaso lomsebenzi osuvele usuqediwe.
- Izinhlelo namaphrojekthi angabeki ubuciko, amasiko namagugu njengezinto ephambili.
- Amaphrojekthi anesabelomali esingaphezu kwesabelo esiphezulu esigabeni ngasinye esiku-6.1
- Amaphrojekthi okwakha (ingqalasizinda).
- Izinhlangano zezepolitiki, kufaka phakathi noma iyiphi inhlangano ehambisana nezepolitiki.
- Usizo emfundweni esemthethweni ngeke lusekelwe ngaphandle kwezinhlelo ezithile zokuthuthukisa ezobuciko, amasiko, amagugu nokufunda nokubhala.
- Izinhlangano esezitholile usizo kuMasipala lwanoma yiluphi uhlobo onyakeni ofanayo wezimali.
- Ukukhokhelwa kokusetshenziswa kwamanzi nogesi kanye noma yiziphi ezinye izikweletu.
- Izinhlangano ezingaphandle kwendawo kaMasipala waseThekwini.
- Izinhlangano zomphakathi noma ezizimele, ezihlobene nganoma ingayiphi indlela nosopolitiki kanye nabasebenzi bakaMasipala.

IMIBANDELA YOKUFAKA IZICELO

- Amafomu ezicelo kanye nemibhalo yemihlahlandlela kuyatholakala futhi nangokucela nge-email ku Themba.Mchunu@durban.gov.za noma kwi-website ka Masipala kuleli kheli: : <https://bit.ly/2Y6a420>
- Izinhlangano ezinentshisekelo kufanele zigcwalise izicelo zazo ngekhumpyutha. Azikho izicelo ezibhalwe ngesandla ezizokwamukelwa.
- Abafakizicelo bayelulekwa ukuba bangaguquli ifomethi nefonti yefomu.
- Izicelo ezigcwalisiwe kumele zithunyelwe nge-email ku: Themba.Mchunu@durban.gov.za ngaphambi kokuthi kushaye usuku lokuvala okungumhla ka 29 Okthoba. AZIKHO izicelo ezizokwamukelwa ngemuva kosuku lokuvalwa.
- Ukuthola olunye ulwazi ungafonela ku **031 322 7789/90/91** noma ku – email: Themba.Mchunu@durban.gov.za