



ARTS, CULTURE AND NATIONAL HERITAGE SECTOR 2024 / 2025 CALL FOR APPLICATIONS GUIDELINES FOR APPLICANTS

All applications must be submitted online. Applicants requiring assistance are encouraged to contact the nearest provincial office to schedule an appointment for assistance with the online submission. Applications sent by courier or email will not be accepted.

Please read the guidelines carefully **before** you start with the application process and complete all required fields. Refer to the Checklist in the application process to confirm that your application is complete. Make sure to upload the correct documents.

PLEASE NOTE:

- **The National Lotteries Commission (NLC) does not have Agents**
- Applicants are advised **not to pay** for assistance in completing application forms. Assistance from NLC offices is offered at no cost to the applicant.
- Applications from for-profit organisations, political parties, or organs of state (excluding educational and welfare institutions) will not be accepted.
- It is the responsibility of the Applicant to keep the provided contact details active.
- Should your application be successful, the **same banking details** submitted at application stage will be used for the grant.
- **Submitting the application does not guarantee that it is complete and compliant. The NLC will assess and verify the information provided.**
- **Ensure that Management Committee members are present to approve the submission notification.**

***NLC Reserves the right to decline or fund applications and close applications due to budget depletion.
depletion.***

APPLICATION GUIDELINES

No applicant to whom the National Lotteries Commission made a grant shall be eligible to apply for another grant within twelve (12) months from the date of receipt of that grant, irrespective of whether the project is different from the one previously applied for. The twelve (12) months “cooling-off” period will be counted from the first payment date to the Grant holder by the NLC.

Previously funded organisation must be compliant with all reporting requirements.

The Distributing Agency reserves the right to (i) decide on the amount to be allocated, which may be less than the amount requested, an aggrieved applicant may not lodge a review based on the amount of the grant approved.

1 SECTOR AND GRANT CATEGORY DOCUMENTS

- 1.1 **APPLICATION FORM 2010/1 or 2010/2:** Complete all fields of the designated online form.
- 1.2 **DETAILED PROJECT BUSINESS PLAN, BUDGET AND MOTIVATION:** Complete all fields and provide comprehensive description of your programme and motivation.

2 FINANCIAL RECORDS as per relevant enabling Act

- 2.1 If the applicant is required to submit audited financial statement by any other law e.g, NPO / Companies Act. The said applicant must submit to the NLC audited financial statement. **The period of existence of the organisation will be determined by the date of registration as a legal entity.**

Applicant Group	Financial Records
Organisations less than 6 months old on the date	Apply through a Conduit

of submission.	
Organisations more than 6 months old and less than 18 months on the date of submission	<ul style="list-style-type: none"> • Management accounts (<i>balance sheet, cash flow, and income statement</i>) and 3 most recent months bank statement. OR • Statement of Income and expenditure, and most recent 3 months bank statement.
Organisations more than 18 months old	One Annual Financial Statements as prescribed by the enabling Act.

3 ANNUAL FINANCIAL STATEMENTS

- 3.1 Organisations, including schools, that have previously received funding from the NLC must submit one complete set of **the most recent** year's Annual Financial Statements (AFS) with comparative figures. **These must be independently reviewed or audited financial statements.**
- 3.2 Organisations, including schools, that the NLC has never funded must submit **most recent** Annual Financial Statements of the organisation for two **consecutive years signed and dated by a registered and independent Accounting Officer or an Auditor.** The AFS must be for two consecutive financial years, i.e., following each other and without interruption (e.g. FY 2022/2023 and FY 2023/2024).
- 3.3 The AFS must be signed off within the period prescribed by your enabling ACT, e.g. NPO Act requires AFS to be signed of within 9 months after the financial year end.
- 3.4 Independently reviewed or Audited Financial Statements must include comparative figures for the previous financial year.
- 3.5 The financial year-end on the Financial Statements must be the same as the period stated in the founding documents, e.g if the financial year end as per your founding documents is 31st March, the AFS must state the same date.
- 3.6 The Accounting Officer or Auditor's must be **signed and dated** on the company's letterhead and prepared in line with the requirements of their professional body.
- 3.7 Organisations are encouraged to confirm registration, including relevant licenses, of their



Accounting Officer or Auditor with the Accounting bodies. Please refer to the list of recognised Professional Accounting and Auditing bodies below.

3.8 The Accounting Officer / Auditor must be registered and in good standing with one of the Accounting or Auditing Bodies listed.

3.9 The NLC will, as part of the assessment process, verify the registration of the Accounting Officer / Auditor with the Professional Bodies listed. In addition, the NLC will verify that an Accounting Officer has prepared the Financial Statements submitted and whether the Accounting Officer is **licensed** to issue independently reviewed financial statements.

3.10 The NLC has noted with concern that fraudulent and fabricated statements have been submitted in the past. The NLC will take measures against the applicant, and Accounting Officer / Auditor should this be the case with your application.

3.11 The following will not be accepted:

- Draft Annual Financial Statements
- Unsigned and undated independently reviewed Accounting Officer / Auditor's Report
- **Management Accounts for medium/large grants applications**
- **A Compilation Report for medium/large grants applications**
- Financial Statements compiled by an Accounting Student and employees of Accounting Firms not authorised to compile and sign Financial Statements will not be considered, and
- Incomplete Financial Statements

3.12 Independently Reviewed/Audited Financial Statements must be complete and must include the following:

- Detailed income and expenditure (profit or loss) statements,
- Balance sheet (statement of financial position),
- Notes on the financial statements,
- Comparative figures for the previous financial year,
- Independently Reviewed Accounting Officer's or Auditor's report signed and dated within a stipulated timeframe as per the enabling act of the organisation, and on the accounting firm letterhead, and



- A signed and dated Board Member's / Director's report.

Please see Annexure G for examples of independently reviewed and audited financial statements.

Recognised Professional Bodies:

- South African Institute of Chartered Accountants (SAICA)
- South African Institute of Professional Accountants (SAIPA)
- Chartered Institute for Business Accountants (CIBA, formerly SAIBA)
- Institute of Accounting & Commerce (IAC)
- Chartered Institute of Management Accountants (CIMA)
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Business Management (CIBM)
- The South African Institute of Government Auditors (SAIGA)
- Chartered Secretaries of Southern Africa (CSSA)

Audited Annual Financial Statements

- Auditors registered with the Independent Regulators Board of Auditors (IRBA)

Only an Auditor registered with Independent Regulators Board for Auditors (IRBA) can give an opinion on Audited Financial Statements.

4 SARS TAX CLEARANCE CERTIFICATE

4.1 Organisations applying for funding from the NLC MUST submit a compliant SARS Tax Clearance Certificate with the application documents to proof the organisation's current tax compliance status.

The applicant must sure that the tax compliance status remains compliant throughout all stages.

5 GRANT APPLICATION DISCLOSURE FORM

Note that failure to disclose involvement with other Applicant Organisation or Grantees will impact

negatively to your application. All members must declare.

6 CONDUIT APPLICATIONS

6.1 The NLC may accept and consider applications for funding from organisations that apply through a conduit, if:

- The organisation has been registered for less than six (6) months at the time of submission of the application; or
- There is a clear need for a project in a community and the community is not registered as a recognised legal entity.

6.2 The application must be submitted by the conduit and must include a statement by the assisted organisation providing reasons why it requires assistance from the conduit (**Annexure B1**).

6.3 A statement by the conduit outlining the nature of the assistance it will provide to the assisted organisation (**Annexure B2**) e.g., monitoring of project implementation, compilation of progress reports, mentoring & coaching.

6.4 A conduit may **ONLY** apply for one (1) organisation and may not apply for their own programme/s.

6.5 The conduit must be a registered Non – Profit entity and fully compliant with all mandatory requirements.

6.6 **The objectives of the assisting organisation (conduit) should be aligned with the objective of the assisted organisation.**

6.7 Both the assisting and assisted organisation should be located within the same province and within a radius of 100 kilometres to ensure that the conduit can provide the necessary support to the assisted entity.

6.8 The total amount that the conduit may charge for services rendered may not exceed five percent (5%) or an amount of R150 000

6.9 The implementation of the programme will be subjected to monitoring by the NLC.

6.10 Conduits are accountable for the grant, failure to account for the grant will result in the grantee being subject to the NLC's policies regarding breach of the grant agreement including but not limited to grant recovery procedures, delinquency status, and referral to law enforcement agencies.

6.11 If the conduit is in their **cooling off period**, it will not be allowed to apply on behalf of another



organisation.

6.12 The assisted organisation that has received funding from the NLC will be subjected to the **cooling off period** and will not be allowed to apply as a conduit or assisted organisation, and on their own.

7 APPLICATIONS FOR NEW BUILDINGS/RENOVATIONS/UPGRADES/CAPITAL PROJECTS

Infrastructure related activities are not covered under this call.

8 APPLICANT REQUIREMENTS (REGULATION R345, (3) – (6))

8.1 Applicants / conduits are required to demonstrate that:

- The programme applied for will enable the community and other stakeholders to participate in activities that improve the quality of life of the community (i.e., through networks, partnerships, and collaborations)
- The programme is for the public good and that there is a clear demand thereof.
- The programme will produce significant improvements or new developments which would not otherwise take place.
- The programme is financially viable and capable of being implemented.
- The applicant has adequate administration capabilities including suitably qualified and experienced staff, adequate measures, and procedures for sound economic and financial management of the grant and can ensure that proper accounting records are kept.
- The applicant can produce reports detailing the programme's financial status, activities, implementation plan, and outputs.
- Programme/activities applied for must be aligned to the requested budget.

8.2 Programme/activities applied for must be aligned, detailed and specific to the objective of the Applicant as stated in the **Founding documents**.

10 SECTOR SPECIFIC REQUIREMENTS

- 10.1 If an organisation applies for funding to implement a training programme, the applicant must include the trainer's experience, qualification and certification in motivation.
- 10.2 Where applicable please provide quotations from three credible suppliers. Each quotation should clearly include the **supplier's name, address, and VAT registration number** (if applicable). The quotations must be addressed to the **applying organisation and should itemize the goods and services**.
- 10.3 Prospectus/Brochure of the accredited training.
- 10.4 Where applicable applicants applying for the Natural Heritage and Environment programme must submit a record of decision from the relevant authorities (e.g. municipality and or Department of Environmental Affairs, Agriculture Forestry and Fisheries).
- 10.5 Letter of invitation or qualification to participate in National and International platform. The invite/conformation must be on the letterhead of the hosting entity.

11 FURTHER ASSISTANCE

All applications must be submitted online. Applicants requiring assistance are encouraged to contact the nearest provincial office to schedule an appointment for assistance with the online submission. Applications sent by courier or email will also be accepted. Should you require further clarification on the application form and related documents, please contact the NLC Contact Centre on 08600 65383 or the **Provincial Office nearest you (see list below)**.

<p>Postal Address</p> <p>Grant Funding Office, Private Bag X101 Brooklyn Square 0075</p> <p>Tel: 08600 65383, Email nldtf@nlcsa.org.za</p>	<p>Eastern Cape Office</p> <p>7 Rochester Road, Vincent, East London 5247</p> <p>Tel: 08600 65383, Email EC@nlcsa.org.za</p>
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<p>Free State Office 282 Stateway, Welkom 9459 Tel: 08600 65383, Email FS@nlcsa.org.za</p>	<p>Gauteng Office: Block D, Hatfield Gardens 333 Grosvenor Street, Hatfield 0083 Tel: 08600 65383, Email GP@nlcsa.org.za</p>
<p>KwaZulu-Natal Office 20 Kingsmead Boulevard Kingsmead Office Park, 2nd Floor Marriot Building Durban 4001 Tel: 08600 65383, Email KZN@nlcsa.org.za</p>	<p>Limpopo Office 5 Landros Mare Street Polokwane 0699 Tel: 08600 65383, Email LP@nlcsa.org.za</p>
<p>Mpumalanga Office 29 Roodt Street, Sonheuwel Dorp, Nelspruit 1200 Tel: 08600 65383, Email MP@nlcsa.org.za</p>	<p>Northern Cape Office 11 A Schmidtsdrift Road, Kimberley, 8301 Tel: 08600 65383, Email NC@nlcsa.org.za</p>
<p>North-West Office 12 Visser Street, Golf View Mahikeng, 2745 Tel: 08600 65383, Email NW@nlcsa.org.za</p>	<p>Western Cape Office CHIETA Unit b2 , Racecourse Road, Montague Garden Cape Town 8000 Tel: 08600 65383, Email WC@nlcsa.org.za</p>