



KWAZULU NATAL PERFORMING ARTS TRUST

KWAZULU-NATAL PERFORMING ARTS TRUST

NON-PROFIT ORGANISATION REGISTRATION NUMBER: 002-518

E-mail address : kznpat@ngolawsa.co.za

The KwaZulu-Natal Performing Arts Trust considers applications in the performing arts, including dance, drama, music, musical theatre, opera, and performance poetry.

NAME OF PROJECT

.....
Discipline (music, dance, drama, etc):

.....
Amount of funding requested:

.....
Date request received:

.....
Date request granted:

.....
Contact name:

.....
Telephone number:

The Trust does not impose restrictions on the creative nature of projects that organisations submit for funding. However, favourable consideration will be given to established levels of experience and high standards of performance.

While applications for multi-year projects are encouraged, this does not preclude one-off projects. Where grants are ongoing over a number of years, progress reports must be received for the previous year before consideration will be given to future funding.

Applications for new funding will only be considered if accompanied by a duly completed application form and all supporting documentation specified therein. Applications must, wherever possible, also be accompanied by documentation proving that applicants have tax-exemption from the South African Revenue Service (SARS).

Applications from organisations that have received funds in the past will only be considered if final reports have been received in respect of the previously-funded projects.

Applicants who have previously applied successfully for funding must submit a new, duly completed application form. However some of the documents listed in Section E may not need to be re-submitted.

CONTENTS

- Section A: Details of your organisation.
- Section B: Explain the funding you are requesting.
- Section C: Information about your organisation's finances.
- Section D: Details of contactable referees.
- Section E: Checklist to ensure that all necessary documentation is included with your application.
- Section F: Declaration

Note: If there is not enough space on this form for your answers, please use and attach further sheets of paper.

Applications should be :

- Emailed to kznpat@ngolawsa.co.za

OR

- Delivered to **KwaZulu-Natal Performing Arts Trust**
c/o ngoLAW
2a Palmiet Drive
Westville
3610



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FUNDING APPLICATION

SECTION A: DETAILS OF YOUR ORGANISATION

- A1: Name:
- A2: Postal address:
..... Post Code
- A3: Email address:
- A4: When was your organisation founded?
- A5: Are you a registered organisation? (Yes or No)
If **Yes**, what kind of registered organisation are you (eg: Section 21 Company; Public Benefit Organisation; Non-profit Organisation; Trust)?
.....
If **No**, what kind of organisation is yours?
.....
- A6: When was your organisation registered?
- A7: Registration number: (Attach copy of registration certificate)
- A8: EXEMPTION FROM INCOME TAX
- A8.1: Have you or do you intend to apply to SARS for exemption from income tax?
..... (Yes or No)
If **Yes**, please complete sections A8.2 to A8.5 as applicable to your organisation.
- A8.2: Date granted tax-exemption by SARS (Please attach copy)
- A8.3: Date of application for tax-exemption
- A8.4: Date of acknowledgement by SARS (Please attach copy)
- A8.5: Date you intend to apply for tax-exemption
- A9: Details of main contact person:
Full names:
Position:
Address:
.....

Tel: Cell: Fax: Email

A10: Details of alternate contact person:

Full names:

Position:

Address:

.....

Tel: Cell: Fax: Email

A11: Are you affiliated to any organisations? (Yes or No)

If **Yes**, please name them:

.....

.....

A12: Are you an umbrella body? (Yes or No)

If **Yes**, what organisations are affiliated to you?

.....

(Please attach a list, if necessary)

A13: Please describe the main purpose of your organisation:

.....

.....

.....

.....

A14: Staff and voluntary workers.

List the staff and key voluntary workers presently in your organization, giving their names, their position and their qualification or experience beneficial to your organization

Name	Position	Paid/ Voluntary	Fulltime/ Part-time	Qualification/ Experience
.....
.....
.....

A15: Do you have a Committee/Board of Trustees or a Governing Body?

Please list their names, their role and their qualification or experience beneficial to your organization e.g., teacher, parent, community worker, performing artist, nurse, lawyer etc

Name	Role	Qualification/Experience
.....
.....
.....

.....
.....

A16: Please name the person responsible for keeping your accounts.

Name Telephone Fax Email

.....

SECTION B:

THE FUNDS YOU ARE APPLYING FOR, AND HOW YOU WILL USE THEM, IF GRANTED

B1: Are you applying for *(please tick the relevant box or boxes)*

A grant in support of your overall operations? **OR**

Funding for specific project/s?

If this is the case, are they?

Already in existence?

An expansion?

New?

B2: As it is unlikely that KZNPAT will be able to fund your entire needs, what amount of money would you like to request from KZNPAT? R.....

B3: Explain how you will use this money, if granted; please indicate, wherever possible, those sections of the community that will benefit from your activities *(Attach separate page if necessary)*

.....
.....
.....

B4: Please attach a **business and implementation plan** for this specific application (approximately 100 words).

B5: Have you received funding from the KZN Performing Arts Trust before?..... (Yes or No)

If **Yes**, have you submitted all the required progress reports and financial statements as required in terms of the Funding Agreement? (Yes or No)

SECTION C: INFORMATION ABOUT YOUR ORGANISATION'S FINANCIAL MATTERS

C1: Bank particulars:

Name of account Bank Type of Account

Account number Branch Code:

List of all signatories on your accounts and their signing powers

Name Position Signing Powers

.....
.....

-
-
- C2: Please attach full sets of signed, audited financial statements for the past two years.
If no audited statement is available, a financial report of income and expenses of the previous 12 months should be attached.
- C3: Please attach a detailed budget of your organisation's income and expenditure for the coming year. Differentiate sources of income i.e., Fees, Government Subsidies, Donations (specify donor) etc.
- C4. Please attach a copy of the Annual General Meeting Minutes, if available.

SECTION D: REFERENCES (New applicants only)

- D1: Please give names, organisations and positions, and telephone numbers of **three** credible individuals from the community in support of your application.
- D1(i) Name:
Organisation:
Position:
Telephone: Email
- D1(ii) Name:
Organisation:
Position:
Telephone: Email
- D1(iii) Name:
Organisation:
Position:
Telephone: Email

SECTION E: CHECKLIST

Please make sure that the following documents are attached to this form. **Certain of these documents (marked as "NR") are not required where already submitted with a previously successful application and the documents are still valid.**

- Your organisation's articles of association, constitution, or trust deed **NR**
- A copy of your organisation's registration certificate **NR**
- Proof of tax-exemption status from the South African Revenue Service **NR**
- Business and implementation plan
- Signed, audited financial statements for the past two years, or if not available,
a financial report of income and expenses of the previous 12 months
- A copy of a recent (last three months) bank statement for your organisation.
- A detailed budget of your organisation's income and expenditure for the coming year

SECTION F: DECLARATION

I confirm, on behalf of
(**name of organisation**), that I am authorised to sign this declaration and that to the best of my knowledge all answers to the questions on this form are accurate. If this application

KwaZulu-Natal Performing Arts Trust (KZNPAT)
is successful, this organisation will use the grant only for the purposes specified in this application and will comply with all the terms and conditions attached to the grant. I confirm that the organisation has the power to accept the grant subject to conditions and to repay the grant if the grant conditions are not met. **I further confirm that any documents under Section E which have not been submitted with this application have been excluded because they were submitted with a previously successful application and the documents are still valid.**

Full names:

Identity number: Position:

Date: Signature