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National Heritage Council  
SOUTH AFRICA

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**an agency of the**  
Department of Arts and Culture

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## **GUIDELINES FOR HERITAGE PUBLIC FUNDING**

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# NATIONAL HERITAGE COUNCIL PUBLIC FUNDING

## GUIDELINES FOR SUBMISSION OF APPLICATIONS

### Legislative Mandate

The National Heritage Council (NHC) is a statutory body established in terms of Section 3 of the National Heritage Council Act, 1999 (Act No. 11 of 1999). It has, as one of its key mandates, a responsibility of disbursing funds to approved heritage projects. In allocating these funds the National Heritage Council aspires to expand the base of the participation by heritage organisations in the country.

### Definitions and interpretations of processes:

**a) Applicant:**

Any legal entity or natural person as enlisted under section 1 below.

**b) Focus:**

Generally, preference is given to projects that are heritage focused. Priority is given to projects that support the NHC in its implementation towards the National Development Plan (NDP) targets.

**c) Consulting the NHC during submission:**

Applicants can freely consult the staff of the Funding Unit while applying or implementing any approved project in writing (by email) and by telephone

**d) Application Form:**

The application form is on an NHC letterhead and this is currently in English only.

**e) Projects Categories:**

- Heritage Research and Publications
- Liberation Heritage
- Education and Heritage
- Indigenous Groups Heritage initiatives in the country
- Women and Heritage
- Youth and Heritage; and
- Any Heritage Innovation activity within the sector

### Abbreviations:

NHC	:	National Heritage Council
NDP	:	National Development Plan
NGO	:	Non-Government Organisation
NPC	:	Non-Profit Company
CBO	:	Community Based Organisation

## 1. Qualification for submissions:

The following GUIDELINES are intended to help applicants meet the requirements set out by the National Heritage Council.

### a) The following, qualify to make submissions:

Educational institutions participating in heritage projects \* Non-profit companies (NPCs) \* Non-governmental organisations (NGOs) \* Community based organisations (CBOs) \* Associations \* Foundations \* Community Trusts\* Section 21 companies not for gain.

Individuals who are involved in heritage projects/programmes- and be willing to partner with credible and qualifying institutions/organisations for their project implementation and financial reporting.

**NB:** Organisations that qualify for funding but do not have the necessary compliance documents must be willing to be administered or partner with qualifying organisations/institutions excluding those listed under exclusions below.

## 2. Exclusions:

a) Profit Making Companies such as those entities that had been registered in terms of the Companies Act, 1973 which continue to exist under the New Companies Act, 2008 such as:

- i) Close Corporations (CCs)
- ii) Public Companies (Pty)
- iii) Private Companies (Pty) Ltd;
- iv) Family Trusts;
- iv) Section 21 companies for gain;
- vi) Personal Liability Companies (Inc); and
- vii) Cooperatives (Coops).

b) Government entities i.e. all departments and municipalities;

c) Organisations receiving funds from the Department of Arts & Culture;

d) Employees of the NHC and their immediate families;

e) Members of NHC Governance structures (e.g. Council Members; Audit Committee Members and other relevant governance structures);

f) NHC Heritage Funding Committee Members.

## 3. Compliance

Applicants must provide all the necessary compliant documents when making applications and these are reflected on the NHC application form, which must be used when making an application for funding as well as the print advertisements inviting submissions by heritage projects nationally.

- 3.1 All deserving projects will be funded in accordance with the NHC funding policy with conditions outlined in the agreement;
- 3.2 Funded projects shall receive first tranche payment after signing the contract with the NHC to assist commencement of the implementation and only receive subsequent tranches after submission of progress and financial reports.

- 3.3 Funded projects and programmes shall be made public through the NHC Annual Report and Website;
- 3.4 NHC requires Audited Financial Statements from previously funded projects at Application phase;
- 3.5 The NHC requires the current Bank Statement from newly registered Organisations (i.e. less than one (1) year) and a letter from an Audit company stating their commitment to audit NHC's funding if approved;
- 3.6 In the case of organisations registered for more than one (1) year, Audited Financial Statements are required.

**NB: Non-compliant applicants may partner with qualifying organisations or Institutions that are not enlisted under exclusions)**

- 3.7 Contracted projects shall receive funds in tranches agreed to between the parties and aligned to the approved project implementation plan. Any deviation on the implementation plan must not be at the expense of approved objectives and timelines and must be negotiated with the National Heritage Council, and approval obtained prior to implementation in writing.
- 3.8 The National Heritage Council shall verify the status of deserving applicants for credibility and good standing with National Treasury to confirm if the organization and/or its Directors are not restricted from holding office or doing business with any entity both in public and private sectors.

#### **4. Funding Processes:**

- 4.1 NHC will strive to commit funds for this purpose on an annual basis.
- 4.2 Applicants **must not** submit more than one (1) funding proposal in the same funding cycle;
- 4.3 Contracted projects shall receive funds in tranches agreed to between the parties and aligned to the project Implementation plan;
- 4.5 All funded projects shall be subjected to monitoring and evaluation site visits during their implementation phases and these are aligned to implementation plans and negotiated between the parties;
- 4.6 Applicants who are still being funded (active) at the time of NHC's public call will not be considered for additional funding;

#### **5. Funding ceiling**

- 5.1. Projects with a national footprint i.e. operating in more than one (1) province would be assumed to have national impact and may be considered for a higher amount determined per financial year which the NHC may alter from time to time.

5.2 Any approved project **shall not use** the funds for the following:

- a. Capital Investment (structures, renovations etc);
- b. Applicant's own direct costs (e.g. utilities, telephone bills, office consumables);
- c. Internal costs (rent of own premises);
- d. Salaries or financial remuneration of employees (or any employment related expenses based on the labour code, including allowances; and
- e. Overseas Travel.

- 6. Organisations are requested to submit their applications by the advertised deadlines. Appeals for the extension of deadlines **will not be** considered.
- 7. Applicants are requested to submit complete information as per the advertisement. No information will be added to applications after adjudication.
- 8. Applicants are advised to keep copies of all information submitted and **may not** contact the National Heritage Council for copies of their applications.
- 10. Faxed or Emailed applications will **not be accepted** and applicants must ensure that applications are posted via registered mail or delivered/couriered to the National Heritage Council Offices as indicated below:

**By email to:** [funding@nhc.org.za](mailto:funding@nhc.org.za)

**NB: The NHC cannot be held responsible for application forms that get lost during submission stage.**

#### 11. **Necessary documents for making a submission:**

The following documents are required when making submissions for funding with the NHC:

- a) NHC application form
- b) Organisation registration certificate/Deed of Trust/Articles of Association
- c) Organisation's Constitution
- d) Current Tax Clearance Certificate with validation pin code at application phase. **NO TAX EXEMPTION CERTIFICATE ACCEPTED.**
- e) Latest bank financial statements for newly registered (for less than one (1) year) organisations and a letter from an Audit firm confirming their audit obligation to your organisation. In the case of organisations that are registered for more than one year audited financial statements are required.
- f) Certified identity documents of authorised persons

- g) A detailed Business Plan
- h) A letter from an audit firm/Accountant confirming availability to audit/account on the funding;
- i) An NHC declaration form;
- j) Proposal with an itemised budget and a Project Plan
- k) Copies of co-funding proving other confirmed financial contributions to the project (if any)
- l) Letter of delegation showing proof of involvement of project partners and nomination of the contact person when approved.

### **11.1 Projects Selection:**

- i) An advert is placed over a minimum of thirty (30) working days in both print and electronic media platforms;
- ii) Evaluation process starts after the closing date for submissions by an internal evaluation panel and takes less than 10 days;
- iii) An evaluation report is presented to MEXCO for approval;
- iv) The Funding Committee sits to adjudicate recommended applications including looking at all submitted applications at least not less than 30 days after evaluation completion;
- v) A Funding Committee adjudication report is presented to MEXCO;
- vi) Notification of provisionally approved applicants within 14 working days after the adjudication process;
- vii) The following are the selection criteria:
  - a) Heritage relevance and quality;
  - b) Knowledge Application;
  - c) Capacity building & sustainability (continuity of the project);
  - d) Innovation;
  - e) Value for money;
  - f) Representivity;
  - g) Transparency and accuracy of the budget;
  - h) Previous experience with the applicant (where applicable)

### **11.2 Contractual Terms:**

The contract between the beneficiary and the NHC is concluded once the beneficiary fulfils all requirements with the following documents forming a pack for Legal requirements:

- a) Active Banking Account;
- b) A copy of the signed notification letter on the offer;
- c) Signed Acceptance of Offer Form by the applicant;
- d) Signing of the actual agreement by three signatories;
- e) Revised project implementation plan with approved amount;

- f) A letter from the auditor/Accountant confirming reporting and auditing of NHC funding;
- g) A delegation letter from the organisation of the project manager or contact person on the project;
- h) Vetting for good practice with the National Treasury and SARS compliance in writing prior to contracting;

### **11.3 Reporting & Disbursements:**

- a) The allocated amount will be disbursed in alignment with the planned implementation plan and paid in tranches. The Funding Policy stipulates that the 1<sup>st</sup> tranche of **80%** is disbursed after the contract is signed and subsequent tranche of **20%** disbursed after submission of progress and financial reports. Payment is negotiated with the NHC in writing and this would align with the project implementation plan at contracting phase. Any other deviation done during implementation phase must be negotiated with the funder (NHC) and permission sought in writing prior to implementation. No funded project will be finalised and closed without the submission of a closing report.
- b) Project closure happens only after the funded product or activity is concluded and handed over to the funder (NHC) where applicable.

### **11.4 Monitoring and Evaluation:**

Monitoring projects meetings are conducted during implementation phase(s) and these are aligned to progress reports and agreed to between parties.

## **12. How will you know if your proposal was successful?**

Only successful applicants will be contacted directly in writing. Should applicants not hear from the NHC within four (4) months after the closing date, they should consider their application unsuccessful.

The National Heritage Council **reserves the right not** to make any offer

**NOTE:** Due to the COVID19 pandemic, the NHC will be announcing the call for funding applications on online platforms only and submissions will also be accepted through email.