



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Sport, Arts and Culture

GUIDELINES FOR SUBMISSION ON PUBLIC FUNDING

Policy: Guidelines to the NHC Public Funding

Effective Date: 2026-2027

Document Control

This is a controlled document and may be subject to change as required. All changes to this document will be released to NHC staff via Funding Unit. If clarity of any issue within this document is required, please contact the Funding Manager.

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B. Definitions and interpretations of processes:

- i. Applicant
Any legal entity or natural person as enlisted under section 1 above.
- ii. Project Focus
Generally, preference is given to projects that are heritage focused. Priority is given to projects that support the NHC strategy in its implementation towards the National Development Program (NDP) targets.
- iii) Consulting the NHC during submission
Applicants can freely consult the staff of the Funding Unit while applying or implementing any approved projects in writing (by email), by telephone or in person.

Visitors to the Funding Unit are kindly requested to make an appointment. Unannounced visitations within 10 working days of the given deadlines are discouraged.

- iv) Application Form
NHC letterhead form and this is currently in English.

- v) Project Categories
 - o Heritage Research and Publications
 - o Liberation Heritage
 - o Education and Heritage
 - o Women and Heritage
 - o Youth and Heritage

Abbreviations:

ACT: National Heritage Act No 1 1 of 1999

DSAC: Department of Sports, Art and Culture

NDP: National Development Plan

NHC: National Heritage Council

SARS: South African Revenue Services

1. 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. 1 1 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.

The NHC will strive to commit financial resources annually to support qualifying and deserving heritage projects. The following GUIDELINES are intended to help applicants meet the requirements set out by the National Heritage Council.

APPLICANTS ARE REQUESTED TO NOTE THE FOLLOWING:

2. Qualification for submissions:

Educational institutions participating in heritage projects, Non-profit Companies (NPCs), Nongovernmental Organisations (NGOs), Community based Organisations, Non-Profit

Organisations (NPOs), Community Based Organisations (CBOs), Associations, Trusts, and Section 21 companies not for gain.

3. 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. Section 21 companies for gain;
- v. Personal Liability Companies (Inc);
- vi. Cooperatives (Coops); and
- vii. Family Trusts

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

f. Members and other relevant governance structures);

g. NHC Heritage Funding Committee Members.

4. 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.

Procedure followed after projects have been adjudicated and approved includes the following:

4.1 All deserving projects will be funded in accordance with the NHC funding policy and any deviation to approved tranches must be negotiated with the NHC;

4.2 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 including invoices for all expenditures incurred;

4.3 Funded projects and programmes shall be made public through the NHC Annual Report and Website including any relevant publicity platform(s);

4.4 NHC requires Audited Financial Statements from previously funded projects at Application Phase i.e. organisations registered for more than one (1) year and may have been supported/funded previously;

4.5 The NHC requires the latest Bank Statements from newly registered Organisations (less than one (1) year) and a letter from an Audit company stating their commitment to audit NHC's funding if approved;

4.6 Contracted projects shall receive funds in tranches agreed to by both parties and aligned to the approved project implementation plan. Any deviation on the approved implementation plan must not be at the expense of approved objectives and timelines and must be negotiated with the National Heritage Council with approval obtained prior to implementation;

4.7 The NHC shall verify the status of the 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 including the South African Revenue Services (SARS) for compliance;

5. Funding Processes:

5.1 Organisations or individuals must not submit more than one (1) funding proposal in the same financial year;

5.2 Contracted projects shall receive funds in percentage (%) tranches agreed to by both parties and aligned to the project implementation plan and guided by the NHC's existing tranche allocations prescripts;

5.3 All funded projects shall be subjected to monitoring and evaluation site visits during their implementation phase(s) with site visits negotiated between the parties;

5.4 Applicants who are still being funded (active) at the time of the NHC public call and adjudication will not be considered for further funding.

6. Funding ranges:

6.1 Projects with a national footprint i.e. operating in more than one (1) province would be assumed to have national impact. The following are funding ranges to a maximum of Five Hundred Thousand Rand Only (R500 000,00) per project per funding season:

- Small: R10 000,00 to R50 000,00
- Medium: R51 000,00 to R100 000,00
- Large: Up to a maximum of R500 000,00

NB: PESP allocations are guided by the Presidency during any funding season.

6.2 Any approved project shall not use the funds for the following:

- i. Capital Investment (structures, renovations etc)
- ii. Applicant's own direct costs (e.g. utilities, telephone bills, office consumables);
- iii. Internal costs (rent of own premises);
- iv. Salaries or financial remuneration of employees (or any related employment expenses based on the labour code, including allowances and part time work, etc),
- v. Overseas/cross border Travel.

6.3 The NHC shall determine ceiling amounts for purchase of tools necessary for project implementation and include but not limited to the following:

- a. Laptops;
- b. Camera;
- c. Recording Gadgets;
- d. Exhibition consumables.

6.4 Applications are submitted online through the Grant Management System (GMS).

6.5 Applicants are required to complete the official application form and upload the following supporting documents:

- Organisation registration certificate/Deed of Trust/Articles of Association
- Signed Organisation's Constitution/ Association of Articles
- Valid Tax Clearance Certificate with a pin code number
- Latest bank financial statements for newly registered organisations with a letter from the Audit firm/Registered Accountant OR Audited Financial Statements for organisations registered that have been in operation for more than one (1) year
- Certified identity documents of authorised persons

- Proposal with a project plan and an itemised budget
- Letter(s) of Research Permit on 3rd Parties research work
- Appointment/Delegation Letter for a Project Manager from the Board
- Organisation's business plan (Company profile)
- NHC Authorisation and Signatory Form

6.6 Organisations are requested to submit their applications by the advertised deadline. Appeals by applicants for the extension of deadlines will not be considered.

6.7 Emailed, Faxed or Hand delivered applications will not be accepted by the NHC.

6.8 Late applications will not be accepted.

7. Documents for submission:

The following documents must accompany the application forms when making submission with the NHC:

- a. Organisation registration certificate/Deed of Trust/Articles of Association
- b. Organisation's Constitution
- c. Current Tax Clearance Certificate with a verification pin, NO TAX EXEMPTION CERTIFICATE ACCEPTED.
- d. Latest bank financial statements for newly registered (less than one (1) year) organisations and a letter from an Audit firm confirming their audit obligations to your organisation and in the case of organisations that are registered for more than one year - Audited financial statements are required.
- e. Certified identity documents of authorised persons
- f. A detailed Business Plan
- g. Proposal with an itemised budget and a Project Plan
- h. Copies of co-funding proving other confirmed financial contributions to the project (if any)

8. Additional Requirements

- a. The funds applied for must carry 80% implementation towards costs and 20% towards management of the project and PESP requirements are to create jobs within the heritage sector for unemployed youth, women and people with disabilities.

When planning the budget, it is important to adhere to eligible categories i.e. costs that can be covered by the NHC Fund and PESP are not limited to the following:

- i. Printing & publishing;
- ii. Fees for expertise necessary to implement the project;
- iii. Fees for service providers;
- iv. Accommodation (at least 3*);
- v. Travel claims for flights (air) must be business class and road (driving) to align with the National Treasury Rates or AA rates);
- vi. Awards and prizes;
- vii. Transportation costs;
- viii. Promotional material;
- ix. Advertising and promotion;
- x. Tools necessary to implement project.

9. Project Selection:

- i. Evaluation processes start after closing date for submissions and take not more than 60 working days after consolidation and administration processes are finalised;
- ii. The Evaluation Panel looks at compliance and heritage relevance to all submitted applications and make recommendations to the Funding Adjudication Panel for adjudication;
- iii. The Funding Adjudication Panel adjudicates on recommended files including all submissions and recommend allocations;
- iv. Qualifying applicants receive notifications on their applications outcome;
- v. Once a signed acceptance of offer form is received, contracting processes commence through the Legal Unit;
- vi. Selection criteria for each project is done in context of the NHC' adjudication criteria on public projects with preference given to those projects which contribute to the NHC's strategy and National Development Plan targets and values;

- 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).

10. Contractual Terms

The contract between the beneficiary and the NHC is concluded once the beneficiary fulfils all requirements and involves the following:

- a. Submission of an Active Banking Account;
- b. Submission of a signed Acceptance of Offer Form;
- c. Signing of the actual contract by three signatories;
- d. Revised project implementation plan;
- e. Vetting of the applicant for good standing with the National Treasury and SARS•

11. Reporting & Disbursements:

- a. The tranches will be disbursed in alignment with the planned & approved implementation plan. The first tranche will be disbursed after the contract is signed and subsequent tranches disbursed after submission of progress and financial reports with receipts of payment or expenditure reports. Deviations to the agreed tranches is negotiated with the NHC and permission must be sought in writing prior to implementation. No funded project will be finalised and closed without the submission of a closing/final report.

- b. Project closure happens only after the funded product or activity is concluded and handed over to the Funder (NHC).

12. Monitoring and Evaluation:

Site visits are conducted during implementation phase(s) and these are aligned to Progress reports and agreed to between the parties.


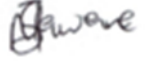

13. How will you know if your proposal was successful?

Successful applications will be contacted directly. Should applicants not hear from the NHC within 90 days after the adjudication date, they should consider their application unsuccessful.

NB: Successful applicants will be subjected to verification prior to official notification.

The NHC reserves the right not to award.

12. APPROVAL

Compiled by:	Name & Surname	Signature	Date
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