



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Arts and Culture

FREQUENTLY ASKED QUESTIONS - HERITAGE FUNDING

a) What is the National Heritage Council and what is its mandate?

NHC is a statutory body registered as a Section 3a entity constituted under the National Heritage Council Act 11 of 1999. It has, as some of its key mandate, a responsibility of

- i) **making grants** to any person, organisation or institution in order to promote and develop national heritage activities and resources (Section 10(1)(d);
- ii) Generally **support, nurture and develop access** to institutions and **programmes** that promote and bring equity to heritage management (Section 10(1)(h);

b) When does the NHC open its public call?

Annually and this is aligned to the beginning of its financial year which is April.

c) How is funding allocated i.e. multi-year/one financial year?

NHC gives funding for only one (1) financial year. NHC does not give multi-year funding as they receive their transfers from the Department of Sport, Arts, Culture & Heritage annually.

d) What does the NHC fund?

Categories include and are not limited to the following:

i) Women and Heritage

Women constitute the broad category of unsung heroines, whose historical achievements have not been adequately captured. This programme calls on proposals of projects which seek to explore and trace the historical contribution and achievement of women in the promotion, conservation and management of our heritage.

ii) Youth and Heritage

This programme seeks to explore ways in which heritage can be used effectively to maximise the role of the youth in the promotion and conservation of heritage resources. While at the same time explore what contribution heritage can have in addressing youth issues.

iii) Education and Heritage

Can your project assist to integrate heritage conservation and management into the education system including public education programmes and forums/fora. This programme also seeks opportunities for research, knowledge production, capacity building and skills development in conservation and management of heritage resources.

iv) Heritage Research & Publication/Documentary with strong focus on Covid-19 and its impact on the sector

Research projects are expected to adhere to the following research principles but not limited to the following:

Honesty in proposing, performing and reporting on research, recognition of prior work, disclosure of potential conflict of interest, protection of human subjects and humane care of animals in the conduct of research, signing of Ethical Conduct Form, expected produced work to be peer reviewed, submission of Consent Form for any research work, collegiality in scholarly interactions and sharing of resources and compliance with institutional and/or sponsor requirements.

v) Indigenous Groups heritage initiatives in the country

The capturing and impact of the origins and historical context of colonialism, oppression and obliteration on the identity and values of the people upon which colonialization was imposed. These projects highlight the importance to build upon the gains the country has made and creating awareness and affirmation of indigenous knowledge.

e) Who is eligible to apply?

Any applicant whose project is heritage focused and does not fall within the excluded business formations not limited to the following:

- i. Educational Institutions participating in heritage projects
- ii. Non-Profit companies (NPCs)
- iii. Community based organisations (CBOs)
- iv. Non-governmental organisations (NGOs)
- v. Associations
- vi. Foundations
- vii. Community Trusts **(NB: family Trusts excluded)**
- viii. Individuals who are involved in heritage research projects and have partnered with a qualifying entity/organisation

f) Exclusions include the following:

- i. Closed Corporations (CC companies)
- ii. (Pty) Ltd registered companies
- iii. Section 21 for gain companies

- iv. Cooperatives
- v. Employees of the National Heritage Council, their spouses and immediate family members are not eligible to apply for funding with the NHC
- vi. National, provincial, and local government including their Agencies/entities
- vii. Beneficiaries of the Department of Sports, Arts, Culture & Heritage cannot apply for funding or be in partnership with applicants
- viii. Organisations that are currently funded by the NHC and are still implementing (active).
- ix. Projects whose applications cover the following:
 - Home based care
 - Drop in centre and HIV centre
 - Performing arts/festival/theatre/drama/dancing/music/fine arts
 - Film Production
 - Training not related to heritage
 - Construction and renovations proposals

g) What are the requirements for submitting an application?

The following documents are necessary for submitting a funding proposal with the NHC:

- i. The National Heritage Council application form (obtainable on the NHC website)
- ii. Organisations' registration certificate from CIPC/High Court;
- iii. Organisation's constitution/Deed of Trust/ Articles of Association/ Memorandum of Incorporation/ Gvt Gazette for Academic Institutions;
- iv. Current tax clearance certificate with a pin code **NB: No Tax Exemption Certificate/tax registration letter;**
- v. Latest financial bank statements for newly registered organisations;
- vi. A letter from your audit firm/accountant committing their obligation to audit your books for NHC funding;
- vii. Audited Financial Statements for organisations registered for more than one year;
- viii. A detailed Business Plan;
- ix. A proposal;
- x. A project Plan with itemised budget;
- xi. NHC Declaration form;
- xii. Certified identity documents of authorised persons;
- xiii. A letter from the organisation delegating a project manager on behalf of the organisation.

h) How do applicants know if they have been approved or not?

Once adjudication is completed by the Heritage Funding Committee, which convenes after the closing date, letters are sent to successful applicants and applicants who do not hear from the NHC after 90 days after the closing date should consider their applications unsuccessful.

i) What is excluded in the NHC funding?

- Payment of salaries only professional fees on the project;

- Capital Funding i.e. erection of structures and maintenance thereof;
- Operational costs i.e. Purchasing of Furniture, office machines, consumables teas and office telephones;
- Organisations that apply for more than one (1) project during any financial year will be disqualified upfront;
- Organisations that are still implementing with their current funded project still active are excluded from applying;

j) What is the NHC's Funding Ceiling?

The NHC will review the ceiling amount on a regular basis to accommodate primary focus areas during each financial year with allocations determined by the project's national footprint and impact;

k) What are the processes of approvals for submitted applications?

NHC Evaluation/Screening Panel receives and evaluates the administrative and compliance requirements that are specified in the advert and the application form. All qualifying and complying applications are recommended to the Heritage Funding Committee for adjudication. The Heritage Funding Committee report provides outcomes of the adjudication. The NHC inform applicants on the status of their applications in writing;

l) When is the closing date for the current submissions?

The closing date is always placed at the end of each advert and announced in the public platforms. The current year's call closes on [xx/xx/xxxx](#);

m) Where do applicants submit applications?

By email to funding@nhc.org.za. **No faxed or couriered** application forms will be accepted. Due to COVID-19 no deliveries to the NHC offices will be allowed for 2020 application season;

n) When and how is funding transferred to qualifying projects?

Approved applicants are informed in writing of the outcomes. Contracts are signed with approved applicants. NHC does not give funding in full but in two tranches i.e. 80% and 20% =100% of the total approved amount;

o) How are projects monitored during the funding period?

NHC conducts projects monitoring regularly aligned to their project plan to and a report is developed on every visit as well as transferring of each tranche (funding);

p) How do you inform the publics about your funding and requirements?

We inform our publics through electronic media namely regional community radio stations; SABC radio stations and the NHC website.

SOME IMPORTANT INFORMATION TO NOTE

#	SUBJECT	DESCRIPTION
1	NHC Funding Mandate	Make grants to any person, organization or institution in order to promote and develop national heritage activities and resources;
2	Public Funding Policy & Guidelines	Public Funding Policy is in place with implementation done through Funding Guidelines
3	Period of advertising	Funding adverts done annually and cover projects in all provinces
4	Requirements for making a funding submission	These are listed in the Advert, Application form and Funding Guidelines
5	Categories supported	All heritage focused projects listed in the Advert, Application form and Funding Guidelines
6	Qualifying organizations	All listed qualifying organizations
7	Exclusions	Business formations excluded by the Funding Policy
8	NHC processes post advert closure	Evaluation, adjudication, notifications and contracting
9	Feedback and notifications	Letters written notifying approved projects and those who did not make it.
10	How is funding given/paid	In tranches of 80% and 20% after reporting
11	Monitoring & Evaluation	Funded projects are visited to verify implementation and progress on the funded project