

# REQUEST FOR APPLICATIONS FOR GRANT-IN-AID FUNDING 2024/2025: ARTS AND CULTURE DEVELOPMENT BRANCH

The City of Cape Town's Arts and Culture Development Branch invites applications for funding from organisations implementing arts, culture and heritage projects and programmes located within its boundaries.

Cape Town's cultural and creative vitality is essential to building a City of Hope – a city that is caring, inclusive, prosperous, united, respectful, and safe. Proposals should focus on projects that foster sustainable cultural development, serving young people (ages 7-35) or vulnerable groups (women, children, senior citizens, and persons living with disabilities).

**Projects should aim to:**

- Foster an appreciation for the arts, creativity, heritage and diversity
- Provide beneficiaries with positive activities and transferable skills
- Introduce beneficiaries to career possibilities in the cultural and creative sectors
- Support emerging and early career artists, designers and cultural practitioners

The term 'Projects' includes programmes, productions, performances, public activations and exhibitions.

**Projects will only be considered if they fit into the following categories:**

**Temporary public art**

These types of projects should seek to engage sensitively and inventively with public spaces throughout the city, to foster creative expression, stimulate dialogue, and enhance public life.

**These projects should meet two or more of the following criteria:**

- Respond to themes of people and place; contribute to cultural identity; create a sense of pride
- Contribute to safer public spaces in local communities
- Be enjoyed, and experienced by people of different ages and cultural backgrounds
- Respond to the challenge of climate change through sustainable design and fabrication
- Be developed through a collaborative approach

**Visual and performing arts (including hip-hop and dance activities)**

**These projects should meet two or more of the following criteria:**

- Produce new creative ideas, connections and forms of knowledge; bring about social integration and inclusion
- Combat social ills and promote environmental stewardship
- Contribute to entrepreneurship and employment
- Attract partnerships and new or unexpected collaborations

**Heritage awareness and storytelling, including indigenous knowledge**

**These projects should meet two or more of the following criteria:**

- Empower young people to take an active role in shaping their identity
- Make heritage more meaningful, relevant and accessible in the lives of young people through the use of digital technologies
- Tell the under-represented stories of the city in a way that would be relevant to young people
- Promote cultural diversity and social cohesion
- Enable indigenous communities to share and preserve their cultural heritage through innovative storytelling methods and community-led projects to highlight underrepresented stories and traditions relevant to indigenous cultures in Cape Town and
- Implement projects focussed on cultural mapping and planning activities to activate existing cultural map plans and Frameworksframeworks.

**Therapeutic interventions**

These types of projects should help develop and support the social wellbeing of individuals, families and communities and may include an arts therapeutic approach, or strive to use arts, culture and creative activities to assist vulnerable people in overcoming stress, trauma and disability, resulting in positive emotional, cognitive, physical and psychosocial change.

In addition to the above eligible project types, projects should also consider accessibility and whether they can:

- Take place in new or unexpected places
- Be experienced throughout the city and at different times of the day or night; appeal to new or underserved audiences
- Be free or low cost

**How to apply**

Proposals for grants-in-aid must be made in writing on an official application form (available from all subcouncil offices, the Arts and Culture Development Branch and online on [www.capetown.gov.za/grants-in-aid](http://www.capetown.gov.za/grants-in-aid)). Project proposals must align with the strategic aims of the City and include a clear and realistic budget.

When preparing their budget, applicants should take note of the Grants-in-Aid Policy, which is available from the City's website (above) or on request.

Applicants are required to register with the Central Supplier Database: <https://secure.csd.gov.za/Account/Register>.

Applicants will also need to register on the City's Supply Chain Management Database before submitting their application: <https://www.capetown.gov.za/City-Connect/Register/Business-and-trade/Register-as-a-supplier>

Both registration numbers are required on the grants-in-aid application form.

Applicants should be registered as a non-profit organisation (i.e. NPO, NGO, section 21, trust, etc.).

**Please take care to read the application form thoroughly and supply ALL supporting documents listed:**

- A1 application form, duly signed and initialled on each page
- A2 Business and project plan, duly signed and initialled on each page
- A8 Detailed business and project plan, duly signed and initialled on each page
- Audited financial statement (for requests over R100 000) or
- Independently reviewed financial statement (for funding between R50 001 and R100 000) or
- Income and expenditure statement for its previous financial year as tabled at its annual general meeting (AGM), signed by the chairperson or another authorised member of the organisation together with a copy of the minutes of the relevant AGM (for funding requests under R50 000)
- AGM minutes (not older than 18 months), which should reflect the decision to apply for the City's funding. If the AGM minutes does not reflect such decision, the minutes of the meeting where this decision was taken or a letter signed by all members of the board indicating agreement thereto needs to accompany the application
- Registration certificate (e.g. NPO certificate)
- Organisation's constitution or articles of incorporation
- Municipal rates account (paid up to date) or
- An affidavit confirming the organisation does not have a municipal account
- A valid tax compliance status certificate
- A zero-rated VAT invoice with the amount applied for if VAT registered
- Certified copies of IDs of committee members and/or responsible officials
- Proof of bank account

An amount of R3 230 046 is available for allocation. Applicants must be realistic when drafting proposals. Not all applicants will receive funding and the City will not fund entire proposals. Projects must commence within two months from receipt of funds and completed within six months after disbursement of the funding.

Please deliver the completed application, with supporting documentation, to the Arts and Culture Development Branch, 5th Floor, Honda Building, 73 Herzog Boulevard, Cape Town or [artsandculture.gia@capetown.gov.za](mailto:artsandculture.gia@capetown.gov.za).

The closing date for applications is 17:00 on 31 August 2024. No late or incomplete applications will be considered.

All applications for grant-in-aid funding will be assessed in accordance with the Grants-in-Aid Policy and must conform to the Municipal Financial Management Act, Act 56 of 2003.

**Contact Rhyno Jansen on 021 417 4104 or Aleeyah Baker on 021 400 9258 or [artsandculture.gia@capetown.gov.za](mailto:artsandculture.gia@capetown.gov.za) for further information.**

**LUNGELO MBANDAZAYO**  
**CITY MANAGER**  
CTA91/2024



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