



arts & culture

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APPLICATION FORMS FOR A VENTURE CAPITAL FUND

FORM B

This is an application form of a Venture Capital Fund for the 2016/17 to 2018/19 funding cycle. You need to complete all sections and do not refer to attachments and sign the section at the end of the form .This application form should be completed after you have carefully read and understood the guidelines.

- a. Provide honest and accurate information. If you misrepresent information, your application will be disqualified.
- b. It is compulsory to complete all relevant sections of the application form.
- c. If you do not provide all the information required we cannot assess your application. Where information is not applicable to you or your organisation state by writing 'N/A' in the appropriate place on the form.
- d. Ensure that all the required supporting documents are included in your application.
- e. Only registered companies/organisations will be supported.
- f. Companies/organisations should send only one application.
- g. Please note: **THIS APPLICATION FORM MUST BE FILLED IN, *IN RELATION TO THE CRITERIA FOR PROPOSALS***. This will help you in adhering to the Criteria.

SECTION 1

A. GENERAL INFORMATION

Organisation Name: _____

Category:

Company NPO TRUST OTHER

How long has the organization/company been in existence? _____

What is your organization physical address? _____

Please provide contact details of two permanent office bearers of the organization?

1. Name: _____ Position: _____

Address: _____

Telephone number: _____ Email: _____

2. Name: _____ Position: _____

Address: _____

Telephone number: _____ Email: _____

Project start date: _____

Project end date: _____

Project Implementation Plan (Please be specific and refer to the Criteria for proposals).

Main Project Activities	Start date	End date	Where will this activity take place	Output/Outcomes

List of key people who will be involved in the project other than those listed under section 1:

Name	Capacity	Contact

SECTION 3

C. FINANCIAL DETAILS OF THE PROJECT *(Please attach a two page budget and projections which indicates the details per item)*

Summary of Funds/(Budget) available to the start the project:

Item	Financial Year		
	2016/17 R'000	2017/18 R'000	2018/19 R'000
<i>Example: DAC grant</i>	<i>20,000</i>	<i>30,000</i>	<i>50,000</i>
Other:			
Total Project Fund available	20,000	30,000	50,000

Summary of Cost Projections/(Estimates) for the project:

Item	Financial Year		
	2016/17 R'000	2017/18 R'000	2018/19 R'000
<i>Example: Salaries and wages</i>	<i>1,500</i>	<i>2,200</i>	<i>3,900</i>
Travel & Accommodation	<i>500</i>	<i>800</i>	<i>1,100</i>
Total Project Fund available	2,000	3,000	5,000

NB: A maximum of 10% of the budget is allocated towards Administration cost of the project and 90% towards the core mandate of the Venture Capital Fund.

SECTION 4

D. Declaration

I confirm that I have the authority to complete and sign this application on behalf of the organisation named in this application.

I further confirm that the activity for which the organisation is applying falls within the mission and constitution or memorandum and articles of association of the organisation.

All the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation of such information is a serious offence that will lead to the disqualification of this application and may result in prosecution.

Full name/s of person completing this application/and on behalf of the organisation/company: _____

Designation in the organization: _____

Signed: _____ at _____ on _____ 2016

Full name of co-signatory office bearer in a management position (optional):

Designation in the organisation: _____

Signed: _____ at _____ on _____ 2016

CHECKLIST

1. Completed application form with attachments required in section 2 and 3;
2. Detailed Proposal/(Business Plan) with details outlined in paragraph 3.3 of the Criteria;
3. Company/organization registration documents;
4. Original valid tax clearance certificate/(exemption certificate/status);
5. Audited Financial Statements (last two fiscal years);
6. Annual Report (latest);
7. Applicable compliance/regulatory documents (i.e. FSB)
8. Letter with full name and identity number of the individual empowered to enter into contracts (Letter of Authority)

NB:

- In addition to the application form and supporting documents, the DAC may require further information from you. We will contact you if further information is required.
- No applications or attached documents will be returned to you.
- We will inform you of the outcome of the decision of your application.