



**NATIONAL LOTTERIES COMMISSION**  
Arts, Culture and National Heritage Sector

**PROJECT BUSINESS PLAN, PROJECT BUDGET AND MOTIVATION**

This template consists of the following contents which must be completed in full:

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### 1 Identifying particulars

1.1	NLC “Number for Life” (if applicable <sup>1</sup> )	
1.2	Name of organisation	
1.3	Physical address of organisation (including Province)	
1.4	Email address(es)	1.
		2.
1.5	Province(s) where project will be implemented	
1.6	Municipal area(s) where project will be implemented	

<sup>1</sup> Only organisations that applied after May 2018 will have a ‘number for life’

## 2 Area of implementation of project / programme

Where will the project / programme for which you are requesting a grant be implemented?

Urban area    Peri-Urban    Rural area<sup>2</sup>    Township    Informal settlement

## 3 Focus area

Which of the focus areas under **Arts, Culture and National Heritage** sector are you applying for?

	Funding Focus Area	Funding Outcome	Applying for
1	Arts Development	<ul style="list-style-type: none"> <li>Talent discovery, development and recognition of innovation and creativity in the arts</li> <li>Increased participation of designated groups<sup>3</sup> in arts programmes</li> <li>Increase in new / original artistic works</li> </ul>	<input type="checkbox"/>
2	Cultural expressions	<ul style="list-style-type: none"> <li>Quality cultural goods and services are developed, produced and marketed to the public</li> <li>Increased cultural awareness, appreciation and participation of targeted groups</li> <li>Improved livelihoods through income generated from cultural activities</li> </ul>	<input type="checkbox"/>
3	National Heritage	<ul style="list-style-type: none"> <li>Improved public knowledge and awareness of national heritage</li> <li>Improved knowledge and application of IKS by communities</li> </ul>	<input type="checkbox"/>
4	Environment	<ul style="list-style-type: none"> <li>Improved sustainable use of the environment</li> <li>Improved food security at community level</li> </ul>	<input type="checkbox"/>

<sup>2</sup> E.g. land under tribal authority or farm

<sup>3</sup> Youth, women, older persons, people with disabilities

#### 4 Activity Plan

What activities will you implement to deliver the funding outcomes? (Minimum of 1 and maximum of 5 activities)

	Activity	MONTH <sup>4</sup>												ESTIMATED BUDGET <sup>5</sup>
		1	2	3	4	5	6	7	8	9	10	11	12	
1														
2														
3														
4														
5														

#### 5 Budget

##### 5.1 Detailed activity budget

How much money is required to implement the activities described in 4 above? *NB: You may attach more detailed workings to the application if necessary.*

Activity number	1	2	3	4	5	TOTAL
Accommodation						
Accounting / Bookkeeping fees						
Administration fee – (only for agents / representatives / conduits applications)						
Audit fees						
Bank Charges						
Clothing (e.g. traditional attire)						
Computer and /or software						
Domestic travel / participation costs						

<sup>4</sup> Month: 1 is the first month of the project activity, not a calendar month

<sup>5</sup> Complete the activity-based budget on page 3 of this document to determine the total amount required per activity

Activity number	1	2	3	4	5	TOTAL
Equipment <sup>6</sup> (e.g. musical instruments, specialised artistic, ceramic or sewing equipment)						
Marketing and Communication						
Personnel Salaries						
Stipends						
Training and Capacity building						
Transport						
Other (specify)						
<b>TOTAL</b>						

## 5.2 Festivals / events budget

If you are planning to host an event, please complete this budget. Only request for items you need.

Item	Number required	Cost per item	Total
Accommodation – Artists			
Accommodation – Guests			
Cables			
Catering			
Décor			
EMS Public Liability Insurance			
Exhibition stands			
Furniture hire			
Generator hire			
Marquee hire			
Prizes, certificates, trophies			
Sound, stage, lighting			
Toilet hire			
Venue hire			
Other (specify)			
NLC Branding of project			
<b>TOTAL</b>			

<sup>6</sup> Please provide a detailed list of the items to be funded – see page# for examples

## 5.3 Environmental / farming projects budget (Focus area 4)

If you are implementing a small-scale farming or environmental project, please complete this budget. Only request for items you need.

Item	Number required	Cost per item	Total
Borehole			
Fencing			
Irrigation system			
Jojo tanks			
Machinery			
Protective clothing			
Seeds / seedlings			
Solar panels			
Tools			
Other (specify)			
NLC Branding of project			
<b>Total</b>			

## 5.4 Capital budget

Do you require any capital items? (e.g. large costly once-off items such as vehicles or large equipment, land or property, renovations?) *NB Please include quotations for all items listed in the table below.*

Capital Items	Amount requested (R)	Why do you need this item?
Renovation / Additions		
Vehicles		
Equipment / machinery (describe)		
Other (describe)		
Other (describe)		
NLC branding of project (Lotto funded)		
<b>TOTAL CAPEX</b>		

## 5.6 Total

What is the total amount of the grant requested? (Total of 5.1 to 5.4 above)

Budget	Amount requested (R)
5.1 Project / Programme activities	
5.2 Festival / event	
5.3 Environment / farming	
5.4 Capital items	
<b>TOTAL AMOUNT<sup>7</sup></b>	

<sup>7</sup> This should be equal to the amount stated on B2 of the Application for a Grant Form 2010/1 or 2010/2

## 5.7 Income projections

What are your projected income sources for the above budget request?

	Amount (R)	% of total
NLC request		
Other grants (e.g. government, donors)		
Confirmed		
Applied		
Self-generated income (e.g. ticket sales)		
Other income		
<b>TOTAL Amount requested<sup>8</sup></b>		

## 5.8 Income projections

What are your projected income sources for the above budget request?

	Amount (R)	% of total
NLC request		
Other grants (e.g. government, donors)		
Confirmed		
Applied		
Self-generated income (e.g. ticket sales)		
Other income		
<b>TOTAL Amount requested<sup>9</sup></b>		

## 6 Beneficiary profile

How many people in each category will benefit from the proposed project / program?

Category	Number of beneficiaries	%
African		
Coloured		
Indian		
Asian		
White		
<b>TOTAL</b>		

## 7 Job creation

Will any jobs be retained or created as a result of the project / programme?

Yes  No

If yes, how many jobs will be created /retained?

<sup>8</sup> This is the amount in Column I Row 10

<sup>9</sup> This is the amount in Column I Row 10

	Full time	Part-time	Volunteer	Total
Jobs created				
Jobs retained				
<b>TOTAL</b>				

### 8 Capacity to implement the project

Has your organisation implemented the project / programme / service (or a similar service) in the past? Yes  No

If yes, for how many years has the project / programme / service/ been operating?  Years

Please list the KEY staff that will work on the project and indicate their relevant qualification(s) and experiences (NB: if a post is currently vacant contingent on the grant being approved, please indicate VACANT under Name and Surname)

No	Name and Surname	Job title	Relevant qualification	Relevant experience
1				
2				
3				
4				
5				

### 9 Sustainability

Does the organisation have a sustainability plan? Yes  No

*If yes, please attach it with your application.*



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**11 Authority to apply for grant:**

This application form was completed by (name and surname)	
In his / her capacity as (role in organisation)	
Signature	
Date	

Organisation stamp (if applicable)