



SUPPORTING GRANT SCHEME GUIDELINES

Melowana ha tshehetso ya matlotlo

PLEASE READ CAREFULLY

Ka kopo bala ka hloko

A guide to the Supporting Grant Scheme

Tsela eo o ka fumanang tshehetso ya matlotlo

The Supporting Grant Scheme is the Department of Arts and Culture's arts sponsorship initiative managed by BASA to develop business sponsorship of the arts.

Tshehetso ya matlotlo e qadilwe ke lefapha la bonono/botaki le botjhaba e kgothatsang ho thusa ka tsa matlotlo ebeilweng tsamaisong ya BASA ho hudisa mesebetsi ya botaki/bonono.

1. Joint completion of the Supporting Grant Application

Kopano ya hotlatsa doforomo tsa tumellano ya tshehetso ya matlotlo

The possibility of a grant from BASA should be integrated into the negotiations with a potential sponsor from the outset.

The Grant is an incentive for the business to sponsor, because its purpose is to provide additional funds to the arts organisation so that the artist can offer benefit or value to the business. The arts organisation and sponsor should discuss together ways of identifying opportunity through the sponsored programme for their mutual benefit.

Monyetla wa tshehetso ya matlotlo hotswa ho BASA etlameha ho kenyelletswa dipuisanong tsa betshehetsi ba lakalletsang ho tshehetsa mekgatlho ya botaki. tshehetso ena ke morokotso ho dikgwebo ho tshehetsa mekgatlho ho tshehetsa hobane mosebetsi wa rona ke ho fana ka matlotlo ho mekgatlho ya botaki hore e kgone hore efe merokotso ho dikgwebo kapa do tlatselletse boleng le bohlokwa ba tshehetso ya bo rakgwebo. Mekgatlho ya botaki le dikgwebo ba tlameha ho buisana ka menyetla etla sebeletsang bodedi ba bona.

Once an arts organisation and a business sponsor have agreed all the terms of the sponsorship, both parties complete their respective sections of the application form. **(A for artists complete and sign and B for Business complete and sign)**

Ha bodedi ba lona bose bo dumellane, letla tlameha hore le tlatselle di foromo tse shebaneng le mong wa lona hore le fumane tshehetso bakeng sa porojeke (foroma A mekgatlho wa botaki ha Foroma B ele ya dikgwebo)

Please give as much information as possible, especially details of the additional benefits that are planned if you receive a Supporting Grant.

Ka kopo fanang ka dintlha tse lekaneng ha holo holo tseo ditla netefatsang morokotso ho lona le lebabedi ha leka fumana tshehetso ya matlotlo hotswa ho BASA.

Grants are not made on a rand for rand basis, but relate to mutual benefit as outlined in the application.

Matlotlo ha ano abelwa hoya ka ranta ho ranta empa ka hore merokotso e okeditsweng ho mekga emmedi jwalo ka ha ebeilwe tokomaneng ena.



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2. Funding Cycles

Nako ya ho fana ka matlotlo

Executive committee meetings take place every 6 – 8 weeks.

dikopano tsa komiti e hodimo dinka tulo bekeng tse 6 (tshelela) hoyo ho tse 8 (Robedi).

3. Submitting your application to BASA

Ho kenya kopo ya lona ya tshehetso ho BASA

The arts organisation's representative submits all sections of the application form, including any additional information required. They must ensure that BASA receives the application at least twelve weeks before the start of the sponsored project. Remember to keep a copy of your application.

Moemedi wa mokgatlho wa botaki otlala kenya foromo ya dikopo ho kenyelletswa le maqhephe a dintlha tsohle tse ka thusang ho etsa kopo ena e atlehe. Otlameha ho netefatsa hore BASA e fumana kopo ena bonyane dibeke tse leshome le metso a mmedi (12) pele ho qalo ya porojeke. Hopola ho iphelela ketsiso ya foromo ena.

Start date refers to the date on which any publicity campaign or promotional material relevant to the sponsored programme is due to appear.

Tsatsi la ho qala le bolela tsatsi leo obatleng ho qala ho bapatsa porojeke ena ka lona

Media deadline refers to date on which you will be forwarding your printing material to your printing company

Letsatsi la ho qala la ho bapatsa le bolelwa ka letsatsi leo otlabeng oromela ditokomane tsa ha oho bahatise ba ditokomane ba hao.

4. Assessing your application

Ho hlaloha kopo ya hao

Once we check that both organisations are eligible, we provisionally schedule your application for discussion at one of our executive committee meetings. BASA will, in the meantime, discuss details of your application with a representative of the sponsor and the recipient organisation. This is usually done by telephone.

Ha se re kgwanthisitse hore mekgatlho emmedi eya dumellwa ho fumana tshehetso, we hlophisa ha nakwana hore kopo ya lona e lekolwe kopanong ya komiti eka hodimo, BASA etla ikopanya le ba emedi ba mokgatlho wa kgwebo lewa botaki. Ena etsahala ka fono fono nakong engata.

Making the decision

Ho nka geto

Once we have all the information we need, we produce an internal report assessing your application. This is circulated to committee members prior to the meeting where your application is due to be considered. The application is discussed fully at the committee meeting and evaluated on its merits. The committee may approve grants of up to R50 000,00; any applications for amounts over R50 000,00 will be submitted to the board for consideration and approval. In each instance, a final decision will be made.

Hase re fumane dintlha kaofela re hloka ho hlophisa raporoto ya lona. Raporoto ena etla newa maloko a komiti pele ho kopano ya bona moo komiti etla lekolang ebile eka nkang qeto ya ho aba matlotlo aka fitlhang ho R50,000.00.



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Dikopo tse hloakang matlotlo afetang tjehelete eo ditla fitsetswa ho boroto ya BASA hore e elekole mme hae kgotsofetse hotla etswa qeto yah ore porojeke efuwa matlotlo kappa che.

5. Formal notification

Tsebiso ya semolao

BASA telephones the arts organisation to give you the committee's or Board's decision. We also confirm the decision and the conditions of the grant in writing to both the arts organisation and sponsor/s.

BASA etla letsetsa mokgatlho wa botaki ho fana ka qeto ya komiti kapa boroto. Mokgatlho/motaki le moabi matlotlo batla romellwa qeto engotsweng le melaona ya tshheheto ya matlotlo.

Successful applications

Dikopo tse atlehileng

If your application is approved, a copy of the supporting grant agreement will be forwarded to the recipient. This happens shortly after any outstanding issues have been addressed, accounts are received (if required) and the sponsor has paid the arts organisation. We need confirmation that this has been done from the arts organisation's bank and, on occasion, from the sponsor.

Ha kopo ya lona etlahile matlotlo a lona atla patalwa ho mokgatlho wa bonono/botaki kapa motaki. Ena etla etsahala ka moraho ha tsohle tseo dineng disalletse moraho di se di lokositswe. (ha ho hlokahala) le ha motshehetsi ase a patetse matlotlo. Retla hloka bopaki botswa bukeng ya banka ho bontsha hore motshehetsi opatetse matlotlo buka ya banka ya mokgatlho wa bonono/botaki.

The Supporting Grant Scheme must be credited as shown below. Our logo and CI guide will be emailed or sent to you with our other documentations confirming your grant.

Matlotlo a rona atlamelwa ho ananelwa le ho tlollwa iwalo ka ha ho bontshwa ka tlase. Letshwao la rona la boitsibiso ditla romelwa ho wena ka e-meili le lengolo le netefatsang ho abiwa ha matlotlo.

YOUR QUESTIONS ANSWERED

Re araba dipotso tsa hao

This information sheet is intended to help you understand the Supporting Grant Scheme and should be read before completing the forms. It covers some of the common questions people have.

Dintlha tsena di etse ditswe hore di thuse ka ho kopa matlotlo atlatsellatsang ho porojeke ya hao ebile atlamelwa ho balwa pele ho tlatswa di foromo. Ekwahella dipotso tse tlwaelehileng tseo batho bayeng badi botse.

What is the difference between sponsorship and donation?

Ke eng phapang mahareng a tshheheto le koleke?

Sponsorship is the payment of money by a business to an arts organisation for the purpose of promoting the business name, products and services or gaining other business benefits. A donation is a gift for which no return is intended or given.



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Tshehetso ke tshelote e mokgatlo o sebedisang ho emisa le ho ho bapatsa mosebetsi wa kgwebo eo ele tshhehatsang. Koleke ke mpho eo eleng hore hao wa lebellwa hore o kgutlise letho.

What is the Supporting Grant Scheme for?

Tshehetso ena ya matlotlo ke ya eng?

The Supporting Grant Scheme aims to encourage and increase business sponsorship of the arts. It is designed as an incentive scheme for business sponsors, not as another source of public subsidy for arts organisations. For this reason, it is essential that the possibility of a grant from BASA be part of your negotiations with potential sponsors from the start, so that all opportunities may be discussed together with the sponsor. The scheme can be used by arts organisations as a sales tool to encourage new businesses to enter the sponsorship market, and existing sponsors to increase their commitment. *The viability of the sponsored project must not be dependent upon receiving the grant.*

Matlotlo a tlatseliso a etseditse to kgothatsa le ho hodisa thahasello ya dikgwebo ho tshhehatsa mekgatlo ya bonono/botaki ebile e eba mokgwa wa ho oketsa molemo wa dikgwebo setjhabeng. Ho bohlokwa hore mekgatlo ya Bonono/botaki etsebe hore matlotlo ana ha a etswetswa hore asbediswe jwalo ka matlotlo aho theosa mathata a ho fumana ditjhele tsa ho tsamaisa mekgatlo. Ke ka lebaka lena hole bohlokwa hore ho qale ho buuwe ka boteng ba thuso ena le motshehetsi wa hao qalong ya dipuisano. Boteng ba matlotlo ana hotswa ho BASA hoka sebediswa jwale ka tsela ya ho hoketsa batshehetsi, le hore e bontshe hore baka fumane se seng habaka tshhehatsa mokgatlo. Ho bohlokwa ho tseba hore boteng ba thuso ena botla tsamaellana le hobateng hwa matlotlo ao le a fumaneng.

Can BASA find me a sponsor?

A na BASA eka mfumanela motshehetsi?

BASA will not undertake to find a sponsor for you, but it is possible that BASA might match your project with the expressed interests of one of our member companies.

BASA ha eno ikana ho ufumanela motshehetsi empa moo ho kgonahalang teng BASA eka o amanya le amang maloko a dikgwebo tse bontshitseng thahasello ya ho tshhehatsa.

Am I eligible to apply?

A na ke dumelleha ho kopa?

All arts organisations or artists operating within South Africa may apply for a grant, provided that they already have direct or intended sponsorship from business. You will be asked to provide a detailed history of your organisation and/or background and, where appropriate, all details regarding your constitution and registration.

Kaofela mekgatlo ya bonono/botaki tseo di sebeta ka hara repabuliki ya Aforika Borwa di dumelletse ho kopa thuso ena habana le thahasello eseng e bontshitswe kgwebo hore etlaba tshhehatsa. Letla kopwa hore le fane ka dintlha tse totobetseng tsa histori ya mokgatlo le/kapa botlamorao moo ho nepahetseng le dintlha tsohle tsa molaotheo le nnete ya boingodiso molaong.

Is my sponsor eligible?

A na motshehetsi wa ka o dumelletse ho kopa lenna?

Businesses trading or operating in South Africa, even if the head office is overseas, can apply under the Supporting Grant Scheme.



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Kgwebo esebetsang ka hara Aforika Borwa le ha dikantoro kgolo tsa yona dile mose ho mawatlle di dumelletswa ho kopa le mokgatlho wa bonono/botaki thuso ya matlotlo.

What additional benefits will I be able to offer my sponsor with the Supporting Grant money?

ke enng merokotso e okedistweng eo nka efang motshehetsi waka ka tshehetso ya matlotlo?

The Supporting Grant Scheme is there to demonstrate that partnership with the arts can work for business. A sponsor would always want branding and other exposure around the event or programme. The grant enables you to offer your sponsor additional benefits such as extra marketing for the event, developing an education programme or extending the run, or crediting the business with sponsorship of another event – there are many options open to you and your sponsor for discussion. BASA can help you with ideas.

Matlotlo a tshehetso ateng ho bontsha hore botswalle pakeng tsa botaki/bonono le tsa kgwedi bo bobebe ebile boka sebetse ntlhs dile pedi. Motshehetsi obatla hore kgwebo ya hae e bonahale mesebetsing ya mekgatlho le porogrameng. Matlotlo a etsa hore ho kgonahale hore ofe motshetsi merokotso etshwanang le matshwao a kgwebo a okedistweng mesebetsing ya botaki, ho qala the porojeke tsa ho thuto kapa ho hodisa tseo ntseng di etsahala kapa ho ananela matlotlo ho motshehetsi kopanong engwee ya bonono/botaki- mekgwa e mengata eo oka ananelang motshehetsi ka teng ebile BASA eka thusa ka hoo.

Are all applications successful?

A na dikopo tsohle dia phomella?

Applications are assessed on merit: If they are late or incomplete, they may be declined.

Dikopo di hlahlobwa ka matla a tsona: ha di le lata kapa disa fella dikanna tsa hanwa.

Am I in time to apply?

A na ke nakong ya ho kopa?

Applications must be received *at least twelve weeks before the start date of the sponsored project*. This means before the print deadlines, the public opening, or when business first receives a major sponsorship benefit, such as the start of a major publicity and promotional campaign.

Dikopo kaofela ditlameha ho fumanwa bonyane dibeke the leshome le metso emmedi (12) pelo ho qalwa porojeke kapa pele ho kgwebo e fumana morokotso o moholo wa ho tshehetsa wa pele, jwalo ka ho bapaptsa le ho rekisa porojeke. Hoo ho bolela hore pele o isa ditokomane tsa hao ho bahatise kapa ha le fumana matlotlo a tswang kgwebong kapa pele lentsha maqhepe a nyollo ya porojeke ho bahatise.

RULES & REGULATIONS OF THE SCHEME

Meloa le meloana ya mokga wa matlotlo

1. If a grant is made, its completed application form and these rules will form a legally binding contract between you BASA.

Ha matlotlo le a fumane, tokomane ya ho kopa, le meloa ditla etsa tumellano etlangweng ka molao pakeng tsa lona le BASA.



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2. BASA can never guarantee to support a sponsorship. Grants are made at the discretion of the Chief Executive Officer, the Executive Committee and the Board. The Supporting Grant Scheme has an annual cash limit. We will guarantee, however, to review all applications submitted to us on time fairly, equally and on their full merit, within BASA's criteria.

BASA ekeke ya itlama hore otlama fumana matlotlo. Hoo ho mahetleng a motsamisi, komiti e phahameng kapa boroto ya BASA. Matlotlo a ho tshehetsa ana le moo a fellang teng ka selomo. Retla netefatsa empa ho sheba dikopo tsohle tse kentsweng ho rona ka nawo ka holekana le hotshaphala ka matla atsona le hore dikgotsofatsa jwang tsamaiso le mekwa ya BASA.

3. Applications must be submitted to us at least twelve weeks before the start date of the sponsored project. This is print deadlines, the public opening or when the business first receives a major sponsorship benefit. The co-ordinator of an application involving a competition is advised to clarify the start date with BASA well in advance of submitting an application. *Retrospective grants can never be made.*

Dikopo ditla kenya bonyane dibeke tse leshome le metso a mmedi (12) pele ho qalo ya porojeke. Nako ena ekenyeletsa ho hatisa hadi kuranta, hola ho setjhaba ha porojeke, kapa merokatso ya ho qala emeholo ho batshehetsi ba kgwebo. Mokopantshi wa kopo ekenyellelang honkankisana o lokodiswa hore a totobatse letsatsi ho BASA nako esa le teng pele ho kenya kopo. Haho matlotlo atla abelwa ntho tse ho shebelwang morao ho tsona.

4. BASA must be satisfied with the eligibility, legal status and financial accountability of arts organisations and business sponsors who apply under the scheme. BASA's decision regarding eligibility for the scheme is final.

BASA etlamehile hore ebe ekgotsofetse hore le maemomong a kgotsofatsang ho kopa, le ingodisitse molaong, lena letsela entle ya ho sebedisa le ho hlokomela matlotlo jwalo ka mokgatlo wa bonono/botaki, lena le dikgwebe tse tsamaisang le lenane lena la matlotlo. Qeto ya BASA ka hoi tekanela ha lona hoba nqa ya mokga ona wa matlotlo ha eno phihiswa.

5. The Commissioner for the South African Revenue Service (SARS) has instructed BASA that all supporting grants made by BASA must be disclosed on IT3(a) certificates; where grants are paid to individuals, SARS will be seeking to tax the amounts received. BASA will supply copies of the IT3 (a) certificates to SARS, and SARS may cross check to ensure recipients of such grants have disclosed these.

Motsamaisi wa SARS o laetse BASA hore matlotlo ohle atswang ho BASA atlamehile ho totobatswa ho SARS setifikating sa IT3(a); moo matlotlo are patentsweng ho motaki ka mong, SARS etla hloka hore tjhelete ya tekekse epatalwe ho yona. BASA etla fana ka di ketsiso tsa IT3(a) setifikate ho SARS ebile SARS ekanna ya hlola ho netefatsa hore matlotlo a jwalo a patetswe.

A Eligibility of arts organisations

A Ho phomella wha mokgatlo wa botaki

6. To apply, you must be:

Hore o kope otlamehile obe ole:

- a. Not for profit entity. Organisations are requested to submit their Memorandum and Articles of Association or constitution with their application.

Mokgatlo osa etseng tjhelete. Mokgatlo otlameha ho hoketswa memorandamo wa dintlha tsa kopano kapa molaotheo wa yona.



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- b. A public body such as arts councils, regional arts boards, educational establishments or local authority arts facilities who have received business sponsorship. BASA may ask for an external reference on the project

Mokgatlho wa setjhaba jwalo ka sekolo sa bonono/botaki, mokha wa boroto ya seboka seitseng sa botaki/bonono, tulo ya thuto kapa batsamaisi ba tulo e etsang tsa botaki ba fumaneng tsehetso ho kgwebo. BASA ekanna ya batla bopaki ba kantle ho buella porojeke.

- c. Conducting projects or annual programmes where monies are ring-fenced for its project or programme. We will ask for independent confirmation of this funding

Ha o etsa di porojeke ka porograma selemo le selemo moo matlotlo a teng a tlamantsweng hore di porojeke kapa di porograma tseo di etsahale. BASA etla hloka bopaki bo ikemetseng ho netefatsa hore matlotlo a teng.

- d. Local or amateur arts or cultural organisation.

Kopana ya motseng ka yabo maithutwana ya bonono/botaki le botjhaba.

- e. An individual artist where monies are ring-fenced (please contact BASA if further clarification is needed in this regard)

Motaki ya anang le matlotlo a tlamelletsweng (ha eba ke wena a seemo seo, hokahana le BASA hore reo qaqisetse hore ena e sebetsa jwang.)

7. In the case of festivals or other events which may have non-arts elements, we can only consider the arts elements for a supporting grant.

Tabeng tsa hoketekeka kapa kopano tse ding tseo di sa tsamaellaneng le botaki/bonono hare no kgona ho diithusa re thusana le mesebetsi enang le botaki/ bonono fela.

8. Cash or in-kind sponsorship is eligible for supporting under the scheme.

Thuso kantle le tjehelete e dumeletswe ka tlase ha mokga. Empa tse latelang hadiya dumellwa ka tlasa mokga.

Exclusions

Tse sa amohelweng.

The following cannot be supported under the scheme, even if your organisation is eligible:

Tse ka tlase hodino dumellwa la ha mokgatlho wa lona o phomella ho fumana matlotlo:

- funding commissions of works of art to which the public will not have permanent, open access
- ho patalla mosebetsi oo setjhaba ka kakaretso otlala dulong o kgona ho o bona
- corporate memberships/donations/film, television or video projects which are not guaranteed a public showing
- ho patalla setlamo sa hoba setho sa mekga ei kgethileng/dimpho/di porojeke tsa filimi/televishine ka vidiyo tseo disenang bonnete ba hore ditla dula di bontshwa setjhaba ka bophara.



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- food and drink
- dijo le dino
- non-arts activities
- mesebetsi esa tsamaellaneng le tsa botaki/bonono
- payments for advertising outside a sponsorship agreement
- Ho patalla ho bapatsa kante ho tumellano ya tshehetso
- payments made by sponsors to third parties to cover expenditure incurred by an arts organisation
- tjhelete e patalwang ke batshehetsi ho batho ba kolotwang ke mokgatlho esa kopane le porojeke ya tumellano
- payments of fees to agents, such as sponsorship consultants
- hopatala hadi tjhelete hodi agente tse tshwanang lebo mobatla matlotlo
- payments of less than R500,00
- Tjhelete tse ka tlase ho R500,00
- private events which are not open to the general public
- Kopano tsa batho ba memmweng tseo disa kenyelletseng setjhaba ka bophara
- Accommodation costs
- Ditjheho tsa marobalo
- Salaries (for artists, curators, co-ordinators etc)
- Mekgolo (jwalo kaya bataki, bakopantshi)
- Travel costs
- Ditjheho tsa teranseporoto

B Eligibility of business sponsors

Ho dumellwa wha dikgwebo tsa tshehetso

9. Arts, entertainment and leisure promoters, or other businesses that have a commercial interest in either an event or the promoter, whether directly or indirectly, are not eligible as sponsors under the scheme unless such sponsorship is over and above existing commercial relations, or this requirement is waived by BASA. Full disclosure of these relationships must be made to BASA, who will determine eligibility.

Motsamaisi, poromotara kapa rakgwebe ya nang le thahasello ya ho etsa porofete kopanong ya lona ka holebane kapa le ha hosalebana atla etsa tjhelete ha a dumellwa katlasa mokga ona wa matlotlo kantle le ha ditokelo tsohle tsa ho etsa tjhelete hwa hae di kgotso faditso BASA eka mathisa mahlo hodimo. Dinthla tsena tsohle diflamahela ho bolellwa BASA eo etla nkang qeto hore motho eo o itakanetse hoba nqa ya mokga ona.



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10. Sponsorship money must derive from the business sponsor's own funds. Money that has come to a business from a third party for the specific purpose of paying for the sponsorship will not be eligible for support under the scheme.

Tjhelete ya tsheheletso etlamehile etswe mokotleng wa motshehetsi, ha tjhelete ejwalo etswa ho motho wa boraro ha eno amohelwa jwalo ka tshehetso ya motho eo katlasa mokga wa matlotlo.

11. A business may choose to pay its sponsorship through a promotional agency (e.g. a sponsorship or public relations consultancy) working on its behalf. BASA will only support the sponsorship money finally paid to the arts organisation.

Dikgwebo di ka kgetha ka nako engwe ho sebedisa mekgatlho ya porofeshenale ya ho fana ka tjhelete, ha hole jwalo BASA haitlo ikamanya le tshehetso eo ho fihlela epatetswe ho mokgahlo was botaki/bonono

12. Recognised charities and their commercial arms are not eligible as sponsors, nor are organisations or agencies that receive 25% or more of their income in the form of core funding from South African public sources (e.g. national, provincial or local government). For these purposes 'core funding' is not intended to include income earned on a competitive basis, and at arms length, from the public bodies in question. Where businesses are in receipt of public funds but are nevertheless eligible for the scheme, we require relevant details and written confirmation from the business and from its sponsoring body (ie. its parent Department or other provider of public funding) to establish that the business in question is an eligible body under these provisions.

Dikopano tsa kutlwelo bohloko tse tsebahalang, kapa mekgatlho enang 25% ya matlotlo jwalo ka tjhelete e etsang hore bakgone ho etsa mosebetsi wa tsona kapa tse fumang matlotlo ho mmuso wa porofense kapa wa naha ha diya dumellwa ka tlasa mokga ona. Katla tlasa mokga tjhelete e thusang ho etsa mosebetsi wa mekgatlho e etsweng ka hara mmara ka wa tlhodisano kapa botelele ba letshoho hotloha ho ditho tsa mmuso ba dumelletswe ka tlasa mokga. Moo mekgatlho e fumanang matlotlo a mmuso empa ba dumelletswe katlasa mokga wa matlotlo retla hloka dintlha le netefatso hotloha ho kgwebo e amaneng le bona ka tlasa mokga.

13. Different business units within a company may be considered eligible as sponsors in their own right. They will need to demonstrate three or more of the following:

Di kantoro tse etsang mosebetsi o arohaneng ka hara mekgatlho ole mong e dumelletswe ho tshehetsana ka tlasa mokga. Batla tlameha ho bonthsa tse tharo kapa bongata ho tse ka tlase:

- separate, identifiable budgets
- Lenane le arohaneng la tshebediso ya ditjhelete tsa kgwebo
- a separate decision-making management process ie. separate personnel
- Mokga o arohaneng wa honka diqeto bakeng sa kgwebo ya mekgatlho: jwalo ka basebetsi
- a separate business structure, such as a subsidiary, division or brand which is shown separately in the company's annual report or other literature
- tsela e arohileng e bontshang phaphang ka moo kgwebo ya bona e tsamaisswang ka teng, le dihloho tse tsamaissang kgwebo eo, le raporotong ya tsamaiso ya kgwebo ya selemo.
- active promotion of a separate identity or function.



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- tsela e hlakileng e bontshang ho phahamiswa ha tsela tse arohaneng tsa ho tsamaisa kgwebo.

14. Trade associations or business clubs may apply if they are legally constituted as a business and the sponsorship actively promotes that business

Ba kgwebi mmoho kapa maloko a kgwebo akanna a kopa haba dumelletswa ka molao jwalo ka kgwebo le motshehetsi ho phahamisa kgwebo ya bona.

Use of the Grant

Tshebediso ya matlotlo

15. Grants are made on the basis that the money is used by an arts organisation to supply an *additional range of benefits* which would not otherwise be available to them or their sponsor. The grant money should be used to offer the stated benefits within six (6) months of the sponsored event.

Matlotlo ana ho fanwa ka ona hore a thuse mekgatlho ho fa batshehetsi ka matlotlo morokotso o okeditsweng oo baneng ba sa tlo o fumana ha matlotlo ane ase teng. Netefatsa hore matlotlo asebedisetswa hoo ka hara kgwedi tse tshelela (6) tsa porojeke.

16. All applicants must give careful attention to these extra benefits and list them and their costs clearly on the application form. The food and drink element of corporate hospitality cannot be included, but the benefits may be items such as:

Bakopi kaofela ba eletswa lemoha hore merokotso le lenane la ditheko tsa yona dikenywa foromong ya kopo. Dijo le dinwo hadi a dumellwa empa merokotso eka kenwa tjena:

- additional marketing for the sponsorship
- Ho nyollwa ha kgwebo ya motshehetsi matlotlo.
- maximum publicity and exposure for the sponsored event to a target audience
- Ho bapatsa ho ka hodimo dimo le ho hlakisa porojeke ho batho ba lebelletsweng
- other activities of specific benefit to the sponsor e.g. workshops, complimentary tickets, related programmes, walkabouts etc.
- mekgwa emeng ekaba e tse etsweditsweng motshehetsi wa hao jwalo ka, dithuto, ditekete tsa mahala, di porograma tse amanang le porojeke le motshehetsi, jwalo jwalo

We ask this as we wish all businesses to be attracted by and committed to sponsorship of the arts.

Rekopa sena hobane rebatla ho hohela dikgwebo kaofela ebile re inehetse ho fumaneng tshehetso ya matlotlo bakeng sa botaki/bonono.

Crediting the Scheme

Ho ananela mokga wa matlotlo

17. The Supporting Grant Scheme must be credited correctly in all relevant material. BASA will send you conditions if a grant is made. Please do not credit the Scheme before your application is approved.



SUPPORTING GRANT SCHEME GUIDELINES

Matlotlo ana a tlatseso atlameha hore ananelwa hantle dinthong tsohle tse tswang ho bapatsa porojeke ya hao. BASA etla oromella melaona eo otlamehileng oe latele. Ka kopo oseke wa ananela mokga pele kopo ya hao e dumelwa.

This is necessary as not only are the Supporting Grants from public money, but also we want others to be aware of the benefits of the Scheme. Failure to credit the Scheme satisfactorily may prejudice the decision about future applications.

Hona ho bohlokwa hobane mokga ona wa matlotlo a tshehetso ha o tswa fela matlotlo ase tjhaba empa atlameha hore abonahale hore a sebetsa ho hodisa setjhaba. Ho hloleha ho ananele tshehetso ena hantle ho kanna wha ama kamoo retla shebang kopo tsa hao nakong elatlang.

Transfer of Grant Money

Ho abelwa ha matlotlo

18. Once the grant is approved, we will pay the money directly to the arts organisation as soon as we have received confirmation from the sponsors that they have paid their total sponsorship contribution.

Ha matlotlo ase a atlehile retla patala matlotlo a lona ho lona hang fela rena le bonnete hore motshetsi matlotlo wa lona wa kgwebo ose a patetse matlotlo a hae ka bottalo.

19. Before paying a grant, we may require satisfactory accounting information.

Pele re patala matlotlo reka nna ra batla tsela ya hoi kgotsofela hore tsela eo le sebedisang ditjhelete tsa mokgatlo ea kgotsofatsa

20. If BASA makes a grant, the arts organisation is required to keep full and complete accounting records of the use of the grant, and may be required to provide an audited statement of the use of the grant. BASA shall be entitled to inspect all such records relating to the grant and the sponsorship.

Ha le dumelletsweng ho fumana matlotlo, mokgatlo o kgothalletswa ho boloko lenane la ho sebediswa ha tjhelete ena le ho fana ka raporoto e hlahlubilweng ke ba hlahlubi ba dibuka tsa ditjhelete, BASA thatong ya yona ekanna ya batla lenane leo kapa ya hlahloba dibuka tsa matlotlo a lona ha e hloka ho etsa jwalo.

21. **BASA reserves the right to conduct an independent audit of the project, using an audit firm appointed at its sole discretion**

BASA ena le thato ya ho batla tlhatlhobo ya matlotlo hotswa ho bahlahlubi ba ikemetseng ba kgethilweng ke bona.

Report-back

Raporoto

22. All organisations receiving a Supporting Grant are required to provide a full and detailed report-back, which must include an accounting for all expenditure and income relating to the entire project or event. A reporting template is provided to all grant recipients. Without this, no further applications will be considered.



SUPPORTING GRANT SCHEME GUIDELINES

Mekgatlho yohle e fumanang tshehetso ya matlotlo ba tlamehile hore ba ngole raporoto e totobetseng enang le dintlha kaofela, etlabang le dintlha tsa ka moo matlotlo asebedisitsweng ka teng le porofite e fumanweng ha ho sebediswa matlotlo porojekeng Mekgatlho kaofela e fumanang tshehetso ya matlotlo ba tlamehile hore ba ngole raporoto e totobetseng enang le dintlha kaofela, etlabng le dipalo tsa ka moo matlotlo asebedisitsweng ka teng le porofite e fumanweng ha ho sebediswa matlotlo porojekeng eyang ho BASA. le qhepe le hlalolang hore le ngola jwang raporoto le hakeditswe ditokomaneng tse yang ho bohle ba fumang matlotlo. Kante ho tokomane eo haho kopo ya lona elatelang etla shejwa. le qhepe le hlalolang hore le ngola jwang raporoto le hakeditswe ditokomaneng tse yang ho bohle ba fumang matlotlo. Kante ho tokomane eo haho kopo ya lona elatelang etla shejwa.

23. In addition, the report back must include a letter from a local reputable audit firm, confirming the following:

Hotlatsellelsa raporoto e kgutlelang ho BASA etlameile ekenyelletse lengolo letswang ho baglahlubi ba maemomg a makgethe, ba dumellan le lona hore:

- a. The event did in fact occur
Kopano e etsahetse ka nnete
- b. The funding was spent for the intended purpose
Matlotlo asebeditswe mabakeng aneng a beilwe.
- c. BASA and the commercial sponsors were properly acknowledged
BASA le di kgwebo tse tshehetsang ka matlotlo di ya hlomphwa le ho ananelwa ka ho holekaneng.
- d. The objectives of the project were met
Dipheo sa porojeke sea atlehile

Termination

Ho kgaolwa ha kontraka

24. BASA must be notified immediately in writing of any change to any contract or agreement.

BASA etlamihile hi tsibiswa hang hang ka lengola ka diphethoho tsefe ka tsefe tsa tumellano ena.

Any contract or agreement may be terminated immediately by BASA if:

Tumellano engwe le engwe le BASA a kgaolwa hang hag ha ho ka etsahala:

- either the sponsor or the arts organisation enters into any arrangement for the benefit of its creditors or has a receiver or liquidator appointed over any of its assets
- haebaneng motshihetsi matlotlo kapa mokgatlho okena tumellanong ya ho patala dikoloto kapa o bewa moqhibidihisi hore arekise thepa ya ona.
- either the sponsor or the arts organisation goes into liquidation
- ha ekaba mokgatlho kapa motshehetsi matlotlo oa qhibidiha.



SUPPORTING GRANT SCHEME GUIDELINES

- either the sponsor or the arts organisation ceases, or threatens to cease, to carry on business or in the case of a sponsor, changes its status during the term of sponsorship which may affect its eligibility to participate in the Supporting Grant Scheme
- haeba motshehetsi matlotlo kapa mokgatlho o tlohela kapa ho tshosetsa ka ho tlohela porojeke, moo e emang motshetsi diphethoho di ka phethoha empa sena seka hlekefetsa ho dumelleheha ha mokgatlho hoba nqe ya mokga.
- we find that any information contained in the original application or any other information or representations made to BASA is misleading or inaccurate or that the grant, or any part of it, was not used for the purposes for which it was provided
- hare ka fumana hore dintlha tseo re difuweng ha ho kopwa matlotlo ene ese nnte kapa disebediswa hore ha dianepahala matlotlo kapa nqe ya ona haeya sebedisetswa mabaka a boletsweng foromong ya kopo.
- we do not receive satisfactory confirmation that the sponsorship money has been paid to the arts organisation.
- hare sefa fumane dintlha tse kgotsofatsang hore matlotlo atswang ho motsheitse ha a patalwa.

25. On termination of any contract or agreement either for any of the above reasons or due to any breach of the rules we shall be entitled in our absolute discretion to require the repayment of some or all the grant monies. The arts organisation and business sponsor will be jointly and severally responsible for the return of all funds.

Ha tumellano ena e kgaolwa kalebaka la hore melao hae ya latewelwa kapa mabaka afeng kapa afe, BASA etlaba le toka ntle le ho phihiswa ya hobatla matlotlo ohle aneilweng mokgatlho. Mokgatlho wa bonono/botaki le motsheheletsisi wa kgwebo batlaba le maikarabelo aho patala tijelete eo.

26. Any arts organisation or business sponsor who is knowingly involved in arrangements designed to secure a grant under the Supporting Grant Scheme contrary to the rules or the objectives of the Scheme will be disqualified from participating in the Scheme at BASA's absolute discretion.

Mokgatlho ofeng kapa ofeng kapa motshehetsi wa kgwebo a tsebang hore o amana le maqheka a hofumana matlotlo a tshetso katlasa mokga a senang maikemisetso a holatela melao le sekamleoa tsa mokga batla amohiwa toka ya hoba nqe ya mokga ona.

BASA reserves the right to change these rules at any time.

BASA e tshwara toka ya ho fetola melao ka nako efe kapa efe