



SUPPORTING GRANT SCHEME GUIDELINES

PLEASE READ CAREFULLY
UYACELWA UKUTHI UFUNDE NGOKUQOPHELELA

A guide to the Supporting Grant Scheme Umgomo we Supporting Grant Scheme

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.

ISupporting Grant Scheme ingaphansi komnyango wezobociko nezamasiko iphenjelelwe yi BASA ikuze igqugquzele ukubonelelwa kwezamaciko ngosomabhizinisi.

1. Joint completion of the Supporting Grant Application **Ukugcwaliswa ngokuhlangene kwe Supporting Grant Application**

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

Izinxoxo zokubonisana kanye nomxhasi ngendaba ye grant yaka BASA kumele zikhulunywe ekuqaleni kwezinxoxo

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.

Le grant iyisiquhuzeli se bhizinisi ukubalixhaswe ngoba injongo ye grant ukuba inikezele nge mali iyongeziwe kwi organisation yobuciko ama artist azokwazi ukuth alethe inzuzo ebhizinisini. I-organisation yobuciko kumele ihlangane futh ixoxe nabaxhasi ngezinhlela ezingabenzela amathuba ezinhlelweni zabaxhasi ukuze bakwazi ukuth bathole izinzuzo zabo.

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.

Uma i organisation yobuciko kanye nomxhasi webhizinisi sebevumelene ngemigoyomo yomxhaso, kumele bobabili bagcwalise ngokukhethekile leli form.

***(A for artists complete and sign
and B for Business complete and sign)***

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

Sicela usinikeze imininimgwane yakho onke edingakalayo, ikakhulukazi lena yenzuzo eyongezeliwe ehleliwe uma uthola uxhaso lwe grant.

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

2. Funding Cycles

Izikhathi zokubonelelwa

Executive committee meetings take place every 6 – 8 weeks.
Iziphathimandla zihlangana njalo ngaphakathi kwamaviki angu6-8.

3. Submitting your application to BASA

Ukufakwa kwezicelo ku BASA



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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.

Labo abamele izinhlangano zobuciko bafaka izicelo kanye nayo yonke imininingwane. Kufanele baqiniseke ukuthi iBASA izithola lezicelo ngaphambi kokuthi kuphele amaviki ayishumi nambili ngaphambi kokuthi iqale iprojekthi. Uyacelwa ukuthi uzugcinele ikhophi lesicelo.

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

Usuku lokuqala lichaza usuku lapho imikhankaso yomphakathi izoqala ukuboniswa khona

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

Lokhu kuchaza usuku lapho uyofaka ngalo umsebenzi wakho ukuthi uyoshicilelwa yinhlangano yakho yangasese

4. Assessing your application **Ukuhlaziyiwa kwesicelo sakho**

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.

Lapho sesiqiniseke ukuthi zombili lezinhlangano zisemthethweni, sihlela usuku lapho isicelo siyobukisiswa yiziphathimandla iBASA ngaleso sikhathi iba nezingxoxo ngesicelo sakho naloyo omele inhlangano ebonelelayo, lokhu kenziwa ngocingo.

Making the decision

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.

Ukwenziwa kwesinqumo

Uma sesithole yonke imininingwane esiyidingayo mayelana nesicelo senza umbiko wokucubungulwa kwesicelo. Lombiko unikezwa wonke amalungu ekomidi ngaphambi kokuthi isicelo sivunywe.. Lesicelo sidingidwa yiwo wonke amalungu emhlanganweni. Ikomidi lingavuma ukubonelela ngemali engango R50 000,00. Isicelo sesibonelelo semali enga phezu kuka R50 000,00 sizidingidwa yibhodi. Kuzo zombili lezehlakalo isinqumo sizokwenziwa.

5. Formal notification

Ukwaziswa okesemthethweni

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 ishayela inhlangano yezobuciko ukuyazisa ngesinqumo seBhodi Siqinisa isinqumo nemibandela yesibonelelo ngokubhalela inhlangano yezamaciko kanye nalabo abayibonelelayo. Siphinde sazise ngesinqumo nemibandela ngokubhalela inhlangano yezobuciko kanye nalabo abayibonelelayo

Successful applications

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



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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.

Isicelo eziphumelele

Uma isicelo sesibonelelo sivunyiwe, uzothunyelwa incwadi yesivumelwano, lokhu kuzokwenzeka uma yonke imininingwane esele ngemuva isicutshungiwe, ama akhawunti amabhange asenikeziwe kanti nalabo ababonelelayo sebeyifakile imali. Loku sikudinga ku bhangi lehlangotho yezobuciko kanye siyaye sicele inhlangotho ebonelelayo.

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.

I Supporting Grant Scheme kufanele inconywe ngalendlela elandelayo. I Logo yethu ne CI guide yethu kanye neminye imininingwane mayelana nesibonelelo ositholile kuzothunyelwa nge imeyili.

YOUR QUESTIONS ANSWERED

KUPHENDULWA KWEMIBUZO YAKHO

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.

Loluzezi lwephepha lihlose ukukusiza ukuthi wazi ukuthi Supporting Grant Scheme isebenza kanjani, nokuthi ufaneele ufunde yonke imininingwane ngaphambi kokuthi uqale ukugcwalisa ifomu. Iqukethe imibuzo emininiki ebuzwayo

What is the difference between sponsorship and donation?

Yini umehluko phakathi kwesibonelelo nesipho

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.

Isibonelelo yimali enikezwa wosomabhizinisi kuzinhlangotho zobuciko ukuze zazise ngegama lebhizinisilelo, kanye nemisebenzi yalo nezinzuzo ezitholakala kuyona. ngikunikwa isipho akuna lutho olbhekiwe.

What is the Supporting Grant Scheme for?

Imeleni iSupporting Grant Scheme?

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.*



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Inhloso yalohlelo lokuxhasa ngezimali ezuwusizo ukugqugquzela nokukhulisa kokuxhaswa kwezobuciko. Lakhiwe njengohlelo lwesinxephezelo sabaxhasi bamabhizinisi, hayi njengomunye umthombo wesikhwama sikahulumeni sokuxhasa izinhlangano zezobuciko. Ngenxa yalesizathu kubalulekile ukuthi zisuka nje ithemba lokuthola uxhaso lwemali evela kuBASA libe ingxenye yokuxoxisana nalabo abangaba abaxhasi bakho, ukuze wonke amathuba angavela abe ingxenye yezingoxo oba nazo nomxhasi wakho.

Lohlelo linga setshenziswa izinhlangano zezobuciko njengensiza yokuthengisa egqugquzela amabhizinisi amasha ukungenela emkhakheni wezoxhaso, ukuze abaxhasi abasemgangathweni bakhulise ukuzinikela kwabo. Ukuzimela kohlelo oluxhaswayo akumele kuxhomeke ekutholeni igrant.

Can BASA find me a sponsor?

Iqangitholelayini IBASA umboneleli

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 Ayisoze ikutholele umboneleli kodwa ingaqathanisa umsebenzi wakho nalabo abasebenzisannayo.

Am I eligible to apply?

Ngivumelekile yini ukufaka isicelo?

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.

Zonke izinhlangano zobuciko ezisebenza ngaphasnsi kwe Ningizimu Africa zingasifaka isicelo uma njezinabo abazozibonelela noma labo abangafifa ukabonelela. Ungacelwa ukuthi unike ngomlando wenhlangano yakho kanye nayoyonke imininingwane ngayo.

Is my sponsor eligible?

Kungabe umboneleli wami usemthethweni yini?

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

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

Yiziphi izinzuzo ezingaphezulu engifanele ukuzinika umboneleli wami mayelana nemali ye Supporting Grant?

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.

ISupporting Grant Scheme yenzelwe ukuthi kubonakale ukuthi izinhlangano zezobuciko nosomabhizinisi bangasebenzisana ngokubambisana. Labo ababonelelayo bayaye bathande ukuthi umsebezi wabo ukhangiswe lapho umsebenzi usuzokwenziwa. Isibonelelo sisiza ukuthi ukwazi ukuthi wenze izinzuzo ezifana nokukhangisela lomsenzi. Ziningi izinto ezingenziwa eningabonisana ngazo, IBASA ingaba usizo uma nidinga imibono.

Are all applications successful?

Kungabe zonke izicelo ziyaphumelela yini?

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

Izicelo zibhekiswisa ngobuzona, uma zifike sekudlule isikhathi noma zingagcwaliswe ngokugcwele zingaliwa

Am I in time to apply?



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Kungabe ngifake iscelo ngesikhathi ekuyisona yini?

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.

Izicelo zifanele zifakwe kungakapheli amasonto ayishumi nambili ngaphambi kokuthi kuqale iprojekthi, Lokhu kusho ukuthi ngaphambi kokuthi kuyoshicilelwa, ukuvulelwa komphakathi, noma uma ibhizinisi lithola inzuzo yalo enkulu, efana nokuthi yaziswe emphakathini.

RULES & REGULATIONS OF THE SCHEME

IMIGOMO NEMIBANDELA YESCHEME

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

Uma isibonelelo senziwe, amafomu ezicelo ezigwalisiwe kanye nayo yonke imigomo kuyokuba yisibophezelo esisemthethweni phakwathi kwakho ne BASA.

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.

IBASA ayisoze inike isiqiniseko sokubonelela. Umphathi(CEO) we BASA wuyena onelungelo lokuthatha isinqumo kanye neziphathimandla zeBhodi.I Supporting Grant Scheme ibanemali ethile yokubonelela onyakeni,I BASA izoqoniseka ukuthi izobhekisisa zonke izicelo eziyiitholayo,ezifakwe kusenesikhathi,nangogokulingana

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.*

Izicelo zifanele ukuthi zifakwe kungakapheli amasonto ayishumi nambili ngaphambi kokuthi kuqale iprojekthi ebonelelwe .Lokhu kufaka isikhathi soku shicilela,nokuvulelwa komphakathi noma lapho osomabhizinisi bethola izinuzo ezifanele.Loyo omele isicelo sesibonelelo kufanele azise i BASA kusenesikhathi ngokufakwa kwe sicelo.Izicelo ezingene kamuva ngeke zamukelwe.

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.

IBASA Kufanele yeneliseke ukuthi inhlangozo yezobuciko isemthethweni kanti futhi nokuthi izincwadi zenhlangozo zicutshungiwe.IBASA yiyona enegunya lokwenza isinqumo mayelana nokuthi inhlangozo isemthethweni.

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.

Umnyango wezentela (SARS) igunyaze IBASA iqiniseke ukuthi zonke izimali zesibonelelo ezinikwa abazihambela bodwana kufanele zaziswe ngokugcwaliswa kwe zitigeti IT3 (A).Umnyango wezokukhokhelwa kentela (SARS) ungahlohlisa ukuthi abazuze isibonelelo bawazisile yini lomnyango.

A Eligibility of arts organisations

6. To apply, you must be:



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Ukuze ufake isicelo kufanele

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

Nibe yinhlangano engenzi inzuzo, izinhlangano ziyacelwa ukuthi zifake izincwadi zazo zasemthethweni umazifaka izincwadi zazo zesicelo.
 - 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

Abameli basemphakathini njenga ma khansela obuciko, iziphathimandla zobuciko eziphezulu, ezemfundo noma izindawo ezikhethekile esiseduze bathole uxhaso ngebhizinisi. I BASA ingacela ubufakazi bangaphandle nge projekthi.
 - 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

Ukwenza iprojekthi noma izinhlelo zonyaka lapho imali ibekelwe izinhlelo kuphela. Kuzocelwa incwadi yesiqiniseko kumchasi ozimele.
 - d. Local or amateur arts or cultural organisation.
Abadlali bezobuciko abafufusayo.
 - e. An individual artist where monies are ring-fenced (please contact BASA if further clarification is needed in this regard)

Umdlali wezobuciko ngamunye lapho kunezimaizimali ezilawulwa eceleni (Siza uxhumane neBASA uma ingcazelo ebanzi idingeka mayelana nalokhu
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.

Uma kunemicimbi lapho ubuciko bungekibho khona, Basa uzochasa kuphela lapho kunobuciko khona.
 8. Cash or in-kind sponsorship is eligible for supporting under the scheme.

Uxhaso lwemali noma ngobubele kwamukelekile ekuxhaseni ngaphansi kwe scheme.

Exclusions

Ukuze ungavunyelwa ukungena

**The following cannot be supported under the scheme, even if your organisation is eligible:
Lokhu okulandelayo kungeze kwavunyelwa noma ngabe inhlango yakho isemthethweni.**

- funding commissions of works of art to which the public will not have permanent, open access
uxhaso olunegunya lemisebenzi yobuciko lapho amalunga omaphakathi angeke akwazi ukuzingenela nje
- corporate memberships/donations/film, television or video projects which are not guaranteed a public showing
- food and drink
ukudla neziphuzo
- non-arts activities



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Labo abengebona abadlali bezobuciko

- payments for advertising outside a sponsorship agreement

Ukukhokhelwa kweminye imisebenzi engeyona eyezobuciko

- payments made by sponsors to third parties to cover expenditure incurred by an arts organisation

ukukhokhelwa okwenziwe abaxhasi kwezinye izinhlangano ukuze lezo zinhlanganozikhokhe izindleko ezenziwe inhlangano yobuciko.

- payments of fees to agents, such as sponsorship consultants

Ukukhokhela labo abasebenza njengama ejenti

- payments of less than R500,00

Izimali ezingaphansi kuka R500.00

- private events which are not open to the general public

Izehlakalo zangasese ezingavulelwanga umphakathi

- Accommodation costs

Izimali zezindawo zokuhlala

- Salaries (for artists, curators, co-ordinators etc

Imiholo(yabadlali,kanyeneyabakhangisi njalo njalo)

- Travel costs

Izimali zokuhamba

B Eligibility of business sponsors

Ukuba semthethweni kulabo ababonelelayo

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.

Abaququzeli bezobuciko nabenjabulo noma amanye amabhizinisi abane ntsakalo efanayo yokuququzela noma ngabe kuqondene nacho nqo noma cha, abavumelekile ukuba abaxhasi ngaphansi kwe scheme. Ngaphandle uma ngabe labobaxhasi abahlangene nabakhangisi abakhona, nom lesicelo sikhiswe i BASA.Ubuhlelwano obucwele kume sibikwe kwa BASA, yibona abazobona ukuth sivumelekile na.

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.

Izimali zezibonelelo zingavela esikhwameni senhlangano yababoneleli.Imali esbhizinisini evela kwabanye abasebenzisana nabo abayinikezele lomsebenzi, ayisoze ivumeleke ngaphansi kwe scheme

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.



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Ibhizinisi lingazikhethela indlelan elifuna ukuxhaswa ngayo, bezikhehela kuma ejentsi okukhangisa, bewasebenzela. i Basa ixhasa kuphela, ngoxhaso lwemali yokugcina ebhadalwa kwi nhlangano yozobuciko.

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.

Izinhlangotho ezilwisa ububha ezisemgangathweni nemikhakha yazo yezezimali azivunyelwe ukuba abaxhasi, ngisho nezinhlangotho noma imikhandlu ethola u25% noma ngaphezulu yomngenisio wokuxhaswa ngezimali evela emikhakheni kahulumeni wase Ningizimu Afrika (isibonelo. Uhulumeni wezwe, uhulumeni wesifund noma uhulumeni wendawo). Kulokhu uxhaso nqangi alenzelwanga ukumbandakanya ingeniso elitholakala ngokuqhudelana ehwebeni kude nalemkhakha kahulumeni. Lapho amabhizinisi athola uxhaso lwezimali kuhulumeni kodwa abe ekulungele ukuba ingxenye yalohlelo sifuna imininingwane edingekayo nencwadi egunyazayo evela kulo ibhizinisi nabaxhasi balo (phecelezi umyango oyixhasile noma omunye umxhasi ovela kuhulumeni.) ukuqinisekisa ukuthi lelibhizinisi liyafaneleka yini ngaphansi kwalemigomo.

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:

Amabhizinisi ahlukahlukene ekampanini eyodwa angakhethwe ngengabaxhasi abazimele. Kungafanele batsengise izinto ezintathu zalikhu okulandelayo:

- separate, identifiable budgets
esabelo sezimali esihlukene esibonakalayo
- a separate decision-making management process ie. separate personnel
izinqumo ezahlukene zabaphathi
- a separate business structure, such as a subsidiary, division or brand which is shown separately in the company's annual report or other literature
- active promotion of a separate identity or function.

Ukukhangisa okukhona okuhlukile kunokunye noma ukwenza

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

Imifelandawonye yezohwebo noma amaqembu webhizinisi angafaka izicelo uma ngabe ebhaliswe ngokusemthethweni njengamabhizinisi futhi kukhona ukuxhaswa ngezimali okuthuthukisa lelobhizinisi

Use of the Grant

Ukusetzensiswa kwe mali yesabelo

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 months of the sponsored event.



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Imali yesabelo yenzelwe ukuba isetsenziswe izinhlangotho zobuciko ukze zikwazi ukunikela ngoxhaso oluthe xaxa olungeke lutholakale kubo kanye nabaxhasi balo. Isabelo semali kufanele ukuba sisetsenziswe ukunikezela kulabo okufanele bathole inzuzo singakapheli izinyanga eziyisithupha emicimbini oxhasiwe

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:

Bonke abafaka izicelo kumele babhekisise ngokucophelela kuzinzuzo ezithe xaxa bese bazibhala phansi kanye nemali yazo kwi fomile sicelo. Ukudla kanye neziphuzo kanye nokuphathwa kahle kwezisebenzi kungafaka , kodwa izinzuzo kungaba yilokhu okulandelayo:

- additional marketing for the sponsorship
ukukhangiswa okungeziwe kwabaxhasi
- maximum publicity and exposure for the sponsored event to a target audience
ukukhangisa ngokugcwalisiwe kanye nokubonisa imicimbi exhasiwe kwizibukiwe ezifanele
- other activities of specific benefit to the sponsor e.g. workshops, complimentary tickets, related programmes, walkabouts etc.

Eminye imidlalo eqondene nezinzuzo zomxhasi ezifana nama workshop, amathikithi amahaka, nokunye

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

Sibuza lokho ngoba sifisa ukuba wonke amabhezini ezokhangwa ukuzinikela kwethu ekuxhaseni ezobuciko.

Crediting the Scheme

Ukwazisa i scheme

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.

Uxaso lwemali yesabelo se scheme kumele lwaziswe ngendlela eculisayo ngazo zonke izindlela. Basa uzothumela imibandeko uma isabelo sitholakala. Sicela ungatseli abantu nge ascheme ngaphambi kokuba isicelo sakho siphasiswe.

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.

Lokhu kubalulekile ngoba uxhaso lwesabelo alixhasi kuphela ngemali emphakathini kodwa lifuna nabanye bazi ngosizo lwe scheme. Ukwehlukela ukwazisa ischeme ngenhlela eculisayo kunganciphisa ngama thuba ngezicela ongazenza ngokuzayo.

Transfer of Grant Money

Ukufanekiswa kwe mali yesabelo

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.

Uma imali yesabelo isivunyelwe, imali izokhokhwa nqo kwizinhlangano yobuciko emva kokuthola isiqiniseko esigcwele esivela kubaxhasi sokuba baxhase ngemali ephelele



SUPPORTING GRANT SCHEME GUIDELINES

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

Ngaphambi kokuba isabelo sibhadalwe. Singafuna ukwazi ngenhlela izimali zakhi ezihamba ngayo

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.

Uma iBASA inikezana ngemali, inhlangotho yezobuciko exhaswayo kufanele igcine izincwadi ezibonisa ukuthi imali isetshenziswe kanjani, futhi kungenzeka kudingeke ukuthi iveze izincwadi ezibonisa ukuthi imali isetshenziswe kanjani ezihlaziye ochwepheshe bezezimali. IBASA inelungelo lokuhlaziya lezincwadi ezinemininingwane ephathelene nengant kanye noxhaso lwezimali.

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

Uma i BASA yenze isabelo, inhlangotho yezobuciko kufanele ukuba ibe nazozonke izincwadi zokubala ezigcwalisiwe futhi eziphelele zokusetshenziswa kwesabelo, kungenzeka futhi bafune izitatimende isihlaziwe kwinkampani yabahlaziye eyaziwa yibobodwa.

Report-back

Ezibikiwe

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.

Zonke izinhlangano ezithola uxhaso lwesabelo kufanele ukuba zinikezele ngemibiko ephela okumele ibe nezindaba zezimali yazizinke izinhleko kanjalo nemihlo ehlangotho nale projekthi noma umcimbi. I phepha lokwenza imibiko linikezwe wonke umuntu ozothola isabelo. Uma iripothi ingekho ayikho ezinye izicelo ezizothathwa.

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

Ireporhi ebuyayo kumele ifake incwadi evela ku mhlaziye wezincwadi owaziwayo oseduze, egcwalisela lokhu okulandelayo:

- a. The event did in fact occur
Umcimbi wenzeke ngempela
- b. The funding was spent for the intended purpose
Imali yoxhaso yenze izidingo ezifanele
- c. BASA and the commercial sponsors were properly acknowledged
BASA kanye nabanye abakhangisi badayiseke kahle kwabanye abantu
- d. The objectives of the project were met
Injoko ye projekthi ifezekile

Termination



SUPPORTING GRANT SCHEME GUIDELINES

Ukuphela kwesivumelwano

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

BASA kumele baziswa ngokushesha ngencwadi uma kunoshintso kwinkotileka noma isivumelwano

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

IBasa ingasiqeda isivumelwano ngokushesha uma:

- 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

umxhasi noma inhlangothi yezobuciko bangaba nesivumelwano ukuze bathole inzuzo kubantu ababakweledayo noma bakhone ukuthi bathole izinto zekampani

- either the sponsor or the arts organisation goes into liquidation

uma umxhasi noma inhlangothi yozobuciko iphela

- 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

uma umxhasi noma inhlangothi yobuciko iphela, noma sebhuleka ukuqubeka nebhizinisi noma umxhasi esintsa isimo phakathi nesivumelwano uma sithinda ukubakhona kokuhlangayela kwi scheme

- 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
- uma iBASA ithola ukuthi imininingwane efakwe ku BASA akusiyona eyiqiniso noma isabelo asisetsenziswanga ngenhlela okuyiyo
- we do not receive satisfactory confirmation that the sponsorship money has been paid to the arts organisation.
- Uma Ibasa ingatholi imininingwane eculisayo mayelanana nendaba yokuthi imali ikhokhiwe kwi nhlangano yobuciko.

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.

Uma inkoileka noma isivumelwano siphela nomngambi ingenxa yesizathu eziphezulu, noma uphule eminye yemithetho, i BASA ivumelekile ukuthi icele ukukhokhelwa ezinye noma zonke izinhleko. Inhlangothi yobuciko kanye nomxhasi webhizinisi yibona okumele babenesiqiniseko sokuthi zonke izinhleko ziyakhokhelwa.

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.

Noma ngabe iyiphi inhlangothi noma umxhasi webhizinisi okwaziwayo ukuthi uhlangene nokwenza ukuba athole isabelo ngokwe scheme okungasiyo endlela nomaizinjongo zesi scheme loyo muntu uzokhishwa ohlwinini labantu abacele ukuxhaswa ngokwazi kwe BASA kuphela.



SUPPORTING GRANT SCHEME GUIDELINES

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

IBASA inelungelo lokushintsa imithetho nomangabe inini uma ithanda.