



## **STUDY ASSISTANCE ARTS FUNDING CRITERIA AND GUIDELINES**

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### **1. BACKGROUND**

The Eastern Cape Provincial Arts and Culture Council is a Schedule 3C public entity of the Department of Sport, Recreation, Arts and Culture. Its mandate is to promote, monitor and foster the development of arts and culture in the Province.

### **2. FUNDING OBJECTIVES**

In relation to the purpose of ECPACC's existence, the objectives of the funding as follows:

- 2.1 Promote the appreciation, understanding and preservation of arts, culture and heritage.
- 2.2 Foster the expression of a provincial identity and consciousness by means of the arts, culture and heritage.
- 2.3 Develop and promote the arts, culture and heritage and to encourage excellence thereof.
- 2.4 Make bursaries and loans available to students for local and overseas studies.
- 2.5 Provide, implement and monitor the principle of access to the arts, culture and heritage.

### **3. ALLOCATION CRITERIA**

- 3.1 ECPACC allocates arts, culture and heritage funding to students on an annual basis taking into consideration available funding in each respective year.
- 3.2 Accurate, equitable and fair distribution of study assistance awards according to various artforms is of paramount importance.
- 3.3 All study assistance applications are considered on their individual merit.
- 3.4 The first component is the ECPACC study assistance subsidy which covers at least a minimum of 50% of programme costs "academic/tuition fees".
- 3.5 The second component is placing a cap on academic fees payable which will limit the portion of programme costs which may already been paid by other Bursary Schemes.
- 3.6 ECPACC reserves the right to award or not to award study assistance funding.

### **4. ELIGIBILITY CRITERIA**

In applying for the ECPACC study assistance arts, culture and heritage funding, a student must meet the following eligibility criteria:

- 4.1 Only South African citizens who are residents in the Eastern Cape Province are eligible for funding.
- 4.2 A student must be registered or intending to register at a SAQA accredited academic institution of Higher Learning and/or in any other recognised Arts institution in South Africa.

- 4.3 Only arts, culture and heritage study assistance applications in the following sectors: craft and visual arts, performing arts (dance, drama, music), film, heritage, language and literature will be considered.
- 4.4 Undergraduate studies are funded over the applicable time period for the studies approved for.
- 4.5 Postgraduate studies may be funded only once towards a qualification in the arts and culture sector and only if budget permits. Postgraduate studies will be funded only on academic merit and students achieving an average of less than 65% will not be considered.
- 4.6 ECPACC may contribute towards funding international studies at postgraduate level. Such applications will be considered only if such studies or qualifications are specialised and are not offered in South Africa.
- 4.7 Applicants are advised to source other funding opportunities.
- 4.8 No age restriction shall be applied.

## 5 EVALUATION AND SELECTION CRITERIA

Each successfully completed application will be evaluated and scored on its strengths and weaknesses against the following criteria:

- 5.1 An ability to demonstrate potential for academic success or proven academic performance.
- 5.2 Financial need.
- 5.3 Priority will be given to students who contribute in the Eastern Cape to the development and generation of body of knowledge in the field of arts and culture through research or dissertation/thesis or support to any community to arts project.

## 6. FUNDING ADMINISTRATION

- 6.1 Application forms will be made available to the public via online platforms: [www.ecpacc.co.za](http://www.ecpacc.co.za) OR requested from [studyfunding@ecpacc.co.za](mailto:studyfunding@ecpacc.co.za).
- 6.2 These will be also accessed from ECPACC offices in East London, EC Arts and Craft Hub (Mthatha), Department Sport, Recreation, Arts and Culture District (DSRAC) offices.
- 6.3 Deadline for submission of completed application forms will be **30 November 2020 at 16h00**.
- 6.4 Applicants must ensure that all supporting documentation is attached to the application form as incomplete application forms will automatically be disqualified.
- 6.5 Approved beneficiaries are expected to sign an agreement detailing their commitment and reporting expectations for accountability purposes.
- 6.6 Arts, culture and culture & heritage study assistance awards may only be paid directly to the Institution of Higher Learning and not to student's individual or personal account.
- 6.7 Changes to the scope of the studies after approval by ECPACC may lead to the cancellation of award, unless a written request to deviate is submitted to ECPACC and approved in writing.
- 6.8 ECPACC will use the submitted information as means of communication. It is the applicant's responsibility to update ECPACC on any changes in contact details as failure to do so will jeopardise chances of receiving critical information timeously.
- 6.9 Successful applicants will be contacted directly. Should you not hear from the ECPACC within **90** days after the closing date, you should consider your application unsuccessful.
- 6.10 Applications will be evaluated by an independent Adjudication Panel. The council is the final decision-making body that approves funding.
- 6.11 On completion of studies, ECPACC may consider to retain at least one study assistance holder per annum for a work placement programme within the entity.
- 6.12 ECPACC reserves the right not to approve any application received.

## 7. MINIMUM REQUIRED DOCUMENTATION

<b>DOCUMENTS</b>
<b>Completed study assistance application form:</b> In its original form and not altered.
<b>Proof of address:</b> Proof of address of organisation or project obtained from Local Municipality <b>or</b> Local Traditional Authority <b>or</b> in line with Financial Intelligence Centre (FICA) Act 83 of 2001.
<b>Certified ID copies:</b> One (1) certified ID copy for applicant. Certified ID copies of both parents or guardian/s or spouse. Certification stamp not older than 3 months from date of submission, undated certified documents are not acceptable.
<b>Certified death certificates and/or affidavit</b> Certified copies of death certificate/s of parent/s if one of them is deceased. An affidavit if the student does not know the whereabouts of one of both of their parents.
<b>Proof of income</b> Employment documents (salary advice slips not older than 3 months) of both parents or spouse or guardian. A South African Social Security Agency (SASSA) letter or pension slip if the guardian or parents are pensioners.
<b>Proof of acceptance</b> Written proof of acceptance by the institution for first year undergraduate students only.
<b>Results and/or academic transcript</b> Certified copy of previous year's results or academic transcript from all applicants
<b>Quotation and/or estimation of fees</b> Official quotation or estimation of fees for studies applied for.
<b>Project or Development/research proposals</b> Project or Development/research proposals summarising details of the project or research topic for final undergraduate or postgraduate applicants
<b>Testimonial and/or recommendation letters:</b> One letter from an educational official and one letter from arts, culture and heritage practitioner.
<b>Other confirmed sources of funding, if any:</b> Submit approved study assistance or bursary letter.
<b>Exclusions</b> Any disclosed relations to ECPACC or DSRAC

## 8. DISCLOSURE ON ANY OTHER CONFIRMED SOURCE OF FUNDING

- 8.1 Other sources of funding include all other study assistance awards or bursaries approved for the applicant's studies but not coming from ECPACC.
- 8.2 ECPACC encourages the sourcing of funding from other funding partners and such information should always be disclosed in the application form.
- 8.3 Applicants are required to submit approved study assistance award or bursary letters with the ECPACC application form confirming such approval for additionally sourced funds. If such approval is obtained after submission of ECPACC application form, it is the responsibility of the applicant to submit such information to ECPACC.

## 9. PROCEDURE FOR PAYMENT OF STUDY AWARD

- 9.1 Approved study award can only be paid to beneficiaries after signing the grant agreement between ECPACC and the approved beneficiary.
- 9.2 Transfer of funding will be subject to the conditions as set out in the grant agreement to be signed.

9.3 The funding will only be made available from the current financial year's budget which runs from 01 April to 31 March.

## **10. STUDY ASSISTANCE AWARD REPORTING**

10.1 Beneficiaries are required to report on the study award received and the impact of the funding.

10.2 The reporting mechanisms will be set out in the grant agreement and reporting.

10.3 ECPACC may at its discretion evaluate the performance of the beneficiary on an on-going basis and may withdraw committed or further funding, if any, should the outcomes of such evaluation prove to be unsatisfactory.

## **11. EXCLUSIONS**

11.1 Employees of the Eastern Cape Provincial Arts and Culture Council and DSRAC, their spouses and immediate family members are not eligible to apply for funding from ECPACC.

11.2 National, provincial and local government employees including their Agencies and entities.

## **12. APPEALS**

12.1 Any person who feels aggrieved at any action or decision that the Council has taken or made in terms of its constitution or Act, may, within 30 days from the date on which the action or decision in question was made known by the Council and after giving notice to the Council, submit an appeal to the Council.

12.2 The Council must appoint an appeal committee comprising of two independent assessors with knowledge of the arts, culture and heritage, to assist in the determination of the said appeal.

12.3 The Council, may after consultation with the assessors, confirm, set aside or amend any action or decision taken.

## **13. PROCEDURES FOR FUNDING PROJECTS ON APPEAL**

### **13.1 SUBMITTING AN APPEAL**

13.1.1 If after having discussed the matter with an ECPACC staff member you still wish to appeal a funding decision, you must write to the Chief Executive Officer within two (2) working weeks from the date of the letter of notification.

13.1.2 The letter of appeal must state:

13.1.2.1 The grounds on which you believe your application was not properly dealt with or assessed;

13.1.2.2 Specific reasons or evidence you may have to support your appeal.

### **13.2 VALIDITY OF APPEAL**

13.2.1 On receipt by ECPACC, your appeal request will be checked to ensure it falls within the scope of the appeals procedure and that sufficient grounds for the appeal have been detailed.

13.2.2 An applicant will receive a written acknowledgement from the Chief Executive Officer, or from a person delegated to represent the Chief Executive Officer in his/her absence, noting the outcome of the validity check within seven (7) working days.

13.2.3 Invalid appeals will be rejected at this stage of the process.

### 13.3 APPEAL REVIEW PROCESS

- 13.3.1 Within twenty (20) working days of receiving a valid appeal request, the appeal will be considered by the Appeal committee.
- 13.3.2 Their decision will be binding and will not be subject to any further appeals.
- 13.3.3 Their conclusions and recommendations will be communicated to the applicant within seven working days of their decision.
- 13.3.4 Where any delay is anticipated, ECPACC will inform the applicant in writing of the extended timescale.
- 13.3.5 Note: A decision in favour of the applicant does not automatically provide for the awarding of funding or additional funding to replace or supplement the original decision that has been appealed. The possibility of securing funds subsequent to an appeal will be dependent on ECPACC's own financial position.

#### Send completed application forms to:

Online submission, please email the documents to: [studyfunding@ecpacc.co.za](mailto:studyfunding@ecpacc.co.za). **OR** if unable to post or submit online, please send hard copy submissions to ECPACC offices. Kindly ensure that receiving officials endorse receipt of the application form by completing the section titled **OFFICE USE in page 1** of the application form.

#### ECPACC

##### Physical Address

Old Elco Building  
16 Commissioner Street  
East London

##### Postal Address

P.O. Box 18372  
Quigney  
5211

5200

**For additional information, please feel free to contact our offices at 043 743 6187.**

**CLOSING DATE: 30 NOVEMBER 2020**

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