



SIQAQAMBISA UBUGCISA FUND POLICY

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I. DEFINITIONS

The following words and expressions shall have the following meaning:

Applicant	An individual or organisation who makes a formal request or application for something. In this instance, the term refers to applying for the Siqaqambisa Ubugcisa Fund but not yet approved.
Beneficiary	In this policy, the term refers to an individual or organisation that had applied for Siqaqambisa Ubugcisa Fund and subsequently been approved to receive the funding.
Conflict of interest	Any instance in which a reasonable person may perceive a risk or possibility that a council/panel member or employee's private interests or interests of a related person may impede that member's or employee's ability to perform his or her duties and obligations as a Member of the Council, a Committee, an Advisory Panel or employee in a fair and unbiased manner.
Council	An independent Governing Body that is appointed by the Member of the Executive Council of the Department of Sport, Recreation, Arts and Culture, which plays an oversight role on ECPACC governance and administration and has final decision-making powers regarding the allocation of funds.
Creatives	In this policy this refers to an individual or organisation that can invent and develop, cultivate skills and talents honed toward creating works of art in the CCI.
Cultural & Creative Industries	The industry that is meant to promote and develop the social and economic interests of the cultural and creative industries and offers great potential to create jobs and promote social cohesion.
Delegated Person	In this policy, the term refers to an individual and/or organisation entrusted and/or assigned by the applicant to complete the application form on his and/or her behalf.
Development	The term is used for different instances in the policy. "Development" in a broader sense that involves changes to socio-economic structures – including ownership, the organization of production, technology, the institutional structure and laws. In the

Project Management context, 'development' refers to any work undertaken to put an idea or concept into writing, outlining the process of the project undertaken.

Distribution	The final stage of production, which occurs after an arts product has been completed, and is ready for viewing and selling to the market.
Eastern Cape Resident	Any individual who has acquired citizenship by birth, descent and naturalisation according to the South African Citizenship Act 88 of 1995 and residing specifically in the Eastern Cape Province.
Ethnic Group	A community or population made up of people who share a common cultural background or descent.
Financial year	Period commencing 1 April to 31 March of every year.
Business	In this policy this specifically refers to Non-profit company, Non-profit organisation, Partnership, Co-operatives, Sole proprietorship and Proprietary limited company.
Grant	Funds allocated to a beneficiary which may be subject to special conditions.
Post-production	This phase is when the art production/content are assembled to create a final product.
Pre-Production	Pontificates to Research & Development phases. This entails the process of planning some of the elements involved in the project.
Previously Marginalised	In this policy this refers to any person or community disadvantaged by unfair discrimination before the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) came into operation. These include youth, women, persons with disabilities, cultural minorities (Black people, Khoisan or Indian) who due to unequal power relationships are denied opportunities to participate in mainstream economic, political, cultural and social activities.
Production	The production process refers to the implementation of plans that were devised within the preproduction stage.
Website	A set of interconnected webpages, usually including a homepage, generally located on the same server, and prepared and maintained

as a collection of information by a person, group, or organization. In this policy it refers the platform used to advertise calls for funding and outcomes thereof - www.ecpacc.co.za

II. ABBREVIATIONS AND ACRONYMS

ACH	Arts, Culture and Heritage
CCI	Cultural and Creative Industries
COGTA	Department of Cooperative Governance and Traditional Affairs
DSRAC	Department of Sport, Recreation, Arts and Culture
ECPACC	Eastern Cape Provincial Arts and Culture Council
NDP	National Development Plan
PDP	Provincial Development Plan
PFMA	Public Finance Management Act
UNCTAD	United Nations Conference on Trade and Development

PREAMBLE

The Eastern Cape Provincial Arts and Culture Council has an ongoing commitment in supporting the arts, culture and heritage sector specifically youth, women, people living with disabilities, neglected and marginalised people residing in rural areas. ECPACC intends to achieve this through the development of an effective and efficient regulatory funding framework to enhance social cohesion, stimulate and advance the economic growth of the Eastern Cape Cultural and Creative Industry.

1. THE PURPOSE OF THIS POLICY

- 1.1 To provide a regulatory framework that guides the administration and distribution of funding to ensure consistency in funding practices.
- 1.2 To provide funding, application, evaluation as well as awarding procedures and mechanisms.
- 1.3 This funding policy applies only to funding that is administered by ECPACC, and not unless otherwise stated.
- 1.4 To institute a new name to what has been known as Annual Project Funding to Siqaqambisa Ubugcisa Fund.
- 1.5 To provide accurate, equitable and fair distribution of funds according to various artforms.

2. EXPECTED OUTCOMES OF THE POLICY

The objectives of the Siqaqambisa Ubugcisa Fund Policy are as follows:

- 2.1 Promote the appreciation, understanding and preservation of Cultural and Creative Industries (CCI).
- 2.2 Foster the expression of a provincial identity and consciousness through the CCI.
- 2.3 Develop, promote the CCI to encourage excellence thereof.
- 2.4 Ensure that provincial CCI programmes and projects are designed to redress past imbalances.
- 2.5. Provide, implement and monitor the principle of access to resources by the CCI.
- 2.6 Promotion of social cohesion and nation building by involving diverse groups through inclusivity especially to previously marginalised groups and/or previously marginalised individuals namely: youth, women, persons with disabilities, cultural minorities (black people - khoisan or Indian) and Africans.
- 2.7 Provide short, medium, long term and once-off funding to CCI (professional and amateur).

- 2.8 Provide informal short learning programmes to creatives for skills development. International short learning programmes shall be considered only if course/s applied for are not offered in South Africa.

3. LEGISLATIVE FRAMEWORK

This policy is intended to ensure that Funding is managed within the following prescribed legislative framework and regulations:

- 3.1 Eastern Cape Provincial Arts and Culture Council Act, 2000 (Act No. 6 of 2000 Eastern Cape).
- 3.2 Public Finance Management Act (Act No. 1 of 1999) (PFMA).
- 3.3 National Development Plan: Vision 2030 (2012).
- 3.4 National White Paper on Arts, Culture and Heritage, 1996.
- 3.5 Revised White Paper on Arts, Culture and Heritage, Third Draft February 2017.
- 3.6 Cultural Promotions Act, 1983.
- 3.7 National Arts Council Act, 1997.
- 3.8 National Heritage Council Act, 1999.
- 3.9 National Heritage Resources Act, 1999.
- 3.10 National Film and Video Foundation Act No. 73 of 1997.
- 3.11 Vision 2030 Provincial Development Plan (PDP) 2019.
- 3.12 Eastern Cape Use of Official Languages Act, 1996.
- 3.13 Eastern Cape Provincial Heritage Resources Act, 2000.
- 3.14 United Nations Conference on Trade and Development (UNCTAD), 2004.
- 3.15 UNESCO Framework for Cultural Statistics Handbook No.1, 2009

4. FUNDING APPROACH

ECPACC's funding approach is to ensure that majority of artists benefit fairly from funding. ECPACC allocates arts funding to projects on an annual basis taking into consideration available funding in each financial year.

4.1 ELIGIBILITY CRITERIA

In applying for the Siqaqambisa Ubugcisa Fund, the applicants shall meet the following eligibility criteria, failing which, they shall be disqualified.

- 4.1.1 Only South African citizens who are residents in the Eastern Cape Province.
- 4.1.2 Only applicants who are over the age of 18 years are eligible for the funding.
- 4.1.3 Only funding proposals in the following domains aligned to UNESCO and the White Paper are considered. Take note that these are not presented in a particular order.

- a) **Performance and Celebration:** Performing Arts, Theatre, Music, Dance, Festivals, Story Telling, Rituals and Events.
- b) **Cultural and Natural Heritage:** Historical Places, Cultural Landscapes and Natural Heritage.
- c) **Music:** *Recording* inclusive of music composition, distribution, production and post-production.
Music Performance inclusive of music administration, performance and celebration.
- d) **Visual Arts and Craft:** *Photography*
Fine Arts – sculpture (wood, bronze, wax, cement), printmaking, etching, painting, drawing (cartooning, comic illustrator, realistic drawing).
Crafts – textiles (applique', crocheting, felt-making, knitting, lace-making, weaving, quilting, tapestry), grass-work, wireworks, beading, sewing, toymaking, woodcraft, papercraft, pottery/ceramics, mosaic, glass (sand blasting, stained glass), jewellery, leatherworks, metalworks, papercraft (origami, paper modelling, collage, papier-mache).
- e) **Audio-Visual and Interactive Media:** Film and Video, Television and Radio (including Internet live streaming), Internet podcasting, Video Games (including online) with focus on promoting indigenous games.
- f) **Design, Creative and ACH Technical Support Services:** Fashion Design, Graphic Design, Furniture Design, Arts, Culture and Heritage Technical Support Services.
- g) **Education & Training:** CCI Sector based formal and informal education and training.

4.1.4 Funding on the whole value chain depending on the available budget.

4.1.5 Applicants shall always be mindful and restricted from using tangible and/or intangible rightful intellectual property of creators or inventors without consent.

4.1.6 The Council reserves the right to award or not to award funding.

4.2 TYPES OF FUNDING

Funding is meant to support emerging, intermediate and experienced creatives who have operated for a minimum period of six (6) months and above in the CCI.

4.2.1 Concept Research

Validation of the project idea through clear definition of your customer and problem statement.

4.2.2 Product Design and Development

Completion of the business analysis and final design of the product inclusive of marketing and product documentation.

4.2.3 Production and Training

Process of producing a product or reach a planned result.

4.2.4 Marketing and Distribution

Process of promoting the product and overseeing the movement of goods or services effectively with the intention of allowing consumption by customers or end-users.

4.2.5 Education and Training

Capacitation and enrichment of projects for practising creatives through short learning programme study support not to exceed six (6) months.

4.2.6 Excellence – Flagship/Special Projects

Projects of excellence shall depend on conditional grants or grants received from third parties and shall be disbursed in accordance with the terms of conditions stipulated in the funding agreement. These shall include special projects from political principals based on commemorated matters per given year.

4.3 FAIR DISTRIBUTION OF FUNDING

To ensure that funding is distributed as widely as possible, funding has been capped according to the various types of funds and thresholds.

4.3.1 Emerging Grants

4.3.1.1 Support to formally registered and unregistered organised emerging creatives in operation for six (6) months to one (1) year.

4.3.1.2 Supporting letters from traditional leader, local councillor and relevant sectoral organisation.

4.3.1.3 The funding thresholds shall be from R10,000 to R20,000.

4.3.2 Micro Grants

4.3.2.1 Support to developing and intermediate creatives in operation for one (1) to five (5) years.

4.3.2.2 Business registration documentation applicable to both individuals and organisations.

4.3.2.3 Supporting letters from traditional leader, local councillor and relevant sectoral organisation.

4.3.2.4 The funding thresholds shall be from R20,001 to R50,000.

4.3.3 Macro Grants

4.3.3.1 Support established creatives in operation for more than five (5) years.

4.3.3.2 Business registration documentation applicable to both individuals and organisations.

4.3.3.3 Provincial and/or national recognition for their work through reviews and/or references.

4.3.3.4 Supporting letters from traditional leader, local councillor and relevant sectoral organisation.

4.3.3.5 The funding thresholds shall be from R50,001 to R100,000.

- 4.4 To ensure equitable distribution of the budget to various regions of the Eastern Cape, factors such as artistic vibrancy, cultural diversity and economic potential will be considered.
- 4.5 ECPACC at its discretion and in pursuit of achieving its strategy deliverables, may issue a closed/ focussed funding call to target specific sector priorities as and when.
- 4.6 ECPACC may not be able to fund all grant categories per given financial year, this shall be highly dependent on the budget available in each respective year.
- 4.7 A project/enterprise may be approved for a lesser or higher category than what was been applied for and the amount of the grant awarded per project/enterprise.
- 4.8 Where a deserving project is not funded for reasons of lack of fund, it may be considered in the next financial year.

5. FUNDING ADMINISTRATION PROCESS

- 5.1 Call for submission of applications shall be made once annually.
- 5.2 The call for submissions shall be advertised in ECPACC website, its social media platforms, DSRAC website, local community radio stations, and COGTA to ensure that it reaches creatives in rural communities.
- 5.3 Applications are assessed through a two-stage evaluation process as follows.

5.3.1 STAGE 1: Administrative Compliance

5.3.1.1 The Internal Administration Compliance Committee is solely responsible for the administrative compliance processing of received application.

5.3.1.2 It is constituted by ECPACC Programme Managers and Administrators.

5.3.1.3 Their functions are:

- a) Acknowledgement and registration of all received applications.
- b) Verification of all compulsory administrative requirements.
- c) Disqualification of applications not conforming to compulsory administrative requirements.
- d) Preparing files of all compliant applications for presentation and adjudication by the External Adjudication Funding Committee.
- e) Receive and forward responses to applicants from the External Adjudication Funding Committee and the Council.

5.3.1.4 ECPACC is bound by the provisions of the Public Finance Management Act and its regulations.

- 5.3.1.5 Applicants are required to submit fully completed applications with the relevant compulsory supporting documents.
- 5.3.1.6 Failure to submit relevant compliance documents as detailed in the application form shall result in an automatic disqualification and no exceptions shall be accepted.
- 5.3.1.7 Applications received after the announced closing date shall automatically be disqualified.

5.3.2 STAGE 2: Project and Artistic Adjudication

- 5.3.2.1 The External Adjudication Funding Committee is solely responsible for the artistic adjudication of shortlisted applications.
- 5.3.2.2 The Committee shall be selected through a process of a public call of nominations and/or identifying representatives or experts from the ECCCCI
- 5.3.2.3 The Committee shall serve a three-year term of office with performance evaluation conducted annually.
- 5.3.2.4 Their functions are:
 - a) Evaluate and assess all compliant applications.
 - b) Submit a full recommendation report to the Council on the awarding process outcomes.
- 5.4 The Council shall evaluate the performance of the external adjudication funding committee if and when required to do so.
- 5.5 Council holds power to appoint and dismiss any application.
- 5.6 The external adjudication funding committee recommendations shall not be tempered with by the ECPACC management.

5.7 ADJUDICATION CRITERIA

5.7.1 PROJECT AND ARTISTIC ADJUDICATION CRITERIA – STAGE 2

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

- 5.7.1.1 Relevance.
- 5.7.1.2 Project Design and Methodology.
- 5.7.1.3 Leadership, Management and Operational Capacity.
- 5.7.1.4 Financial Management, Capacity and Funds Utilisation
- 5.7.1.5 Partnership Strength and Sustainability
- 5.7.1.6 In addition, Short Learning Programmes, shall be further assessed on the following criteria:
 - a) Valid financial need substantiated by evidence.
 - b) A strong motivation justifying the need for the identified course of study/ learning programme, its benefit and impact on the current work of the artist.

- c) Demographics in relation to ECPACC's transformation objectives which are primarily focussed on the empowerment of indigenous, previously disadvantaged and marginalised communities, groups or individuals.

6. APPROVALS

- 6.1 The council is the final decision-making body that approves or disapprove funding based on the recommendations received from the external adjudication funding committee.
- 6.2 Recommendations are tabled to the Council by management and approved projects are published in ECPACC's website.

7. PROCEDURE FOR PAYMENT OF PROJECTS

- 7.1 Funding can only be paid to beneficiary's bank account within fifteen (15) days of signing the grant agreement with ECPACC.
- 7.2 Transfer of funding shall be subject to the conditions and timeframes as set out in the grant agreement to be signed.
- 7.3 Depending on the grant threshold, nature, milestones and agreed terms of the delivery of the project, payment shall be processed in not more than three instalments.
- 7.4 The approved amount does not cover project expenses incurred prior approval of the project.

8. APPEALS

- 8.1 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 ten (10) working days from the date on which the action or decision in question was made known by the Council, may appeal to the Council.
- 8.2 The Council shall appoint three or more independent assessors with knowledge of the Cultural and Creative Industries as well as micro funding experience to assist in the determination of the said appeal.
- 8.3 The Council, shall after consultation with the assessors, confirm, set aside or amend any action or decision taken.

9. SUBMITTING AN APPEAL

- 9.1 If after having discussed the matter with an ECPACC designated Fund Administration Manager the applicant still wishes to appeal a funding decision, he/she shall write to the Chief Executive Officer within ten (10) working days from the date of the letter of notification.

9.2 The letter of appeal shall state:

9.2.1 The grounds on which the applicant believes his/her application was not properly dealt with or assessed.

9.2.2 Specific reasons or evidence the applicant may have to support his/her appeal.

10. VALIDITY OF APPEAL

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

10.2 An applicant shall receive a written acknowledgement from the Project Manager responsible for the administration of funds, noting the outcome of the validity check within seven (7) working days.

10.3 Invalid appeals shall be rejected at this stage of the process.

11. APPEAL REVIEW PROCESS

11.1 The appointment of the Appeals Committee is at the discretion of the Council and selection criteria is based on the Cultural and Creative Industries and micro finance experience.

11.2 A minimum of 3 panellists may be appointed by the council through public process of advertising in the print media.

11.3 Within twenty (20) working days of receiving a valid appeal request, the appeal shall be considered by the Appeals committee.

11.4 Their decision shall be binding and shall not be subject to any further appeals.

11.5 Their conclusions and recommendations shall be communicated to the applicant within seven (7) working days of their decision.

11.6 Where any delay is anticipated, ECPACC shall inform the applicant in writing of the extended timescale.

11.7 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.

11.8 The decision of the Council on assessed appeal shall be final and no further submission of appeals may be considered.

12. GENERAL TERMS AND CONDITIONS OF FUNDING

ECPACC's funding is subject to general and specific terms and conditions stated below.

12.1 LIMITS ON APPLICATION SUBMISSIONS

12.1.1 Applicants shall only be allowed one application per individual and/or organisation per funding cycle.

12.1.2 Applicants who submit more than one application per funding cycle shall automatically be disqualified whilst those serving in civil structures may be exempted.

12.1.3 Applicant/s who do not have the capacity to complete the application form may at their discretion request person/s to assist with the completion of the application on their behalf but shall submit the application form using their own credentials.

12.2 DISCLOSURE ON ANY OTHER CONFIRMED SOURCE OF FUNDING

12.2.1 In cases where the applicant has other sources of confirmed grant funding, such information should always be disclosed in the application form. Non-disclosure shall lead to automatic disqualification.

12.2.2 Where funding has been confirmed after submission of the application form, the applicant shall be required to inform ECPACC of such confirmation.

13. FUNDING EXCLUSIONS

ECPACC does not fund the following:

13.1 ECPACC Members of the Council, a Committee, an Advisory panel, employees, DSRAC employees and related persons to employees are not eligible to apply for funding nor enter partnerships with applicants.

13.2 Employees, provincial and local government including their Agencies and entities excluding private sector employees.

13.3 Municipalities and DSRAC Funded Institutions except for collaboration or partnership prospects on agreed high impact projects.

13.4 Retired employees and/or members referred to in Section 13.1 and 13.2 are only eligible to apply after a two-year cooling off period.

13.5 Organisations and/or individuals who have not satisfactorily discharged of the contractual obligation on a previously funded project.

13.6 Beneficiaries inclusive of individuals and/or organisations that have been funded in the previous two financial years from the date of the call for funding submissions.

13.7 Projects and/or applicants whose applications do not conform to ECPACC funded domains.

- 13.8 Activities such as ballroom dance, drum majorettes are not funded as they are considered as sport.
- 13.9 In addition, the following activities are also excluded from the funding:
- 13.9.1 Architecture, Church choirs.
 - 13.9.2 Competitions, prize money and adjudication.
 - 13.9.3 Running costs shall only be funded if they are in line with the project applied for.
 - 13.9.4 Re-granting - funding purely for the redistribution of the grant to other artists.
 - 13.9.5 Arrangement of other persons' work without permission.
 - 13.9.6 Personal commissions and commissions by other institutions.
 - 13.9.7 Promoters that are not practitioners in the CCI within the context of this policy.
 - 13.9.8 Purchasing of books; Writing in other subjects that are not of creative writing genre.
 - 13.9.9 Vanity press.
 - 13.9.10 Non-qualifying expenses such as salaries, Over heads, Administration and management fees, Bookkeeping and legal fees.
 - 13.9.11 Funding funeral costs for late artists shall not be considered.

14. MONITORING AND EVALUATION

All funded projects will be monitored through the following means:

14.1 GRANT REPORTING

- 14.1.1 All grant beneficiaries are required to report on the utilization of received funds (expenditure) and the impact thereof.
- 14.1.2 The reports shall include financial report, narrative report and visuals on the deliverables.
- 14.1.3 Beneficiaries are referred to the ECPACC Funding Criteria and Guidelines for detailed information.
- 14.1.4 The reporting mechanisms shall be set out in the grant agreement. These shall be strictly adhered to before releasing further instalments of the approved grant to the beneficiary.
- 14.1.5 ECPACC shall at its discretion evaluate the performance of the beneficiary on an on- going basis and may withdraw any committed or further funding if the outcomes of such evaluation prove to be unsatisfactory.
- 14.1.6 Performance evaluation shall be based on the signed and approved revised project implementation plan, budget and reporting framework project activity plan and budget submitted with the approved grant agreement.

14.2 SITE VISITS

14.2.1 ECPACC shall conduct site visits to monitor project progress and verify reported project deliverables and measure impact thereof.

14.3 PROJECT STEERING COMMITTEES

14.3.1 Project steering committees will be set up for information sharing purposes with various stakeholders including DSRAC.

14.3.2 Project steering committees play an advisory role to ECPACC's project management team.

15. POLICY REVIEW

The policy shall be reviewed every 3 years or as and when required.

16. EFFECTIVE DATE

16.1 This Funding Policy with its amendments was formally approved by Council Resolution.

16.2 The effective date of this policy, or any amendments thereto, shall be the date of the endorsement by the ECPACC Council.

APPROVALS

RECOMMENDED BY:

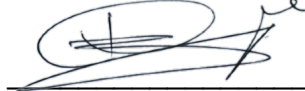


MONDE NKASAWA

Chief Executive Officer

Date: 14 October 2024

APPROVED BY THE COUNCIL



PHUMZILE ZITUMANE

Chairperson of the Council

Date: 15/10/2024