



# PUBLIC ART PROGRAMME

## Form ONE

### INTRODUCTION

This application form should be completed after you have carefully read and understood the '*GUIDELINES: Criteria, Eligibility, Processes & Systems Document*', hereafter referred to as 'Guidelines Document'. It is for Projects that take place in the 2016-17 financial year (April 2016 to February 2017), any proposal falling outside of this time will be disqualified.

#### PLEASE NOTE:

- You need to complete all sections and *do not create your OWN attachments or alter this form*, expect for budget breakdown & accompanying evidence/reference/images of your work. Please include pictures or/and diagrams where necessary/relevant.
  - Please sign all sections/fields where signatures are required.
  - Please note that this is NOT a GOVERNMENT or MUNICIPALITY TENDER but a funding applicant to Arts & Culture sector registered organisations and individuals.
- a. Provide honest and accurate information. If you misrepresent information, your application will be disqualified.
  - b. It is compulsory to complete all relevant sections of the application form.
  - c. If you do not provide all the information required we cannot assess your application. Where information is not applicable to you or your organisation state that it is not applicable by writing 'N/A' in the appropriate place on the form. Please be specific in your application, do not use 'etc', but rather specify.
  - d. Ensure that all the required supporting documents are included in your application

#### IMPORTANT:-

- a. This application is for Public Art Development Projects (PADP) and is targeted at practitioners and organisations that have been working in the Public Art environment. Within this, established and experienced applicants are encouraged to work with emerging ones, as part of skills transfer plan for Public Art.
- b. The DAC reserves the right to treat this application, FORM ONE as an Expression of Interest (EOI), which means that some applicant may be required to later fill-in FORM TWO. In some cases this application, through this FORM ONE may be sufficient.
- c. This application for PADP is not for further commissioning, but will be implemented by the applying practitioners or/and organisations directly themselves.



- d. Applicants are encouraged to approach and engage the Traditional Leadership (for Villages), Municipalities, Provinces where they wish to implement PADP, directly. This include approach and engagement with the relevant Municipal Sections, Entities or/and Agencies such as:
- i. House of the Traditional Chief
  - ii. Office of the Mayor, Mayoral Committee on Arts & Culture, Office of the Municipal Manager
  - iii. Office of the MEC of Arts & Culture and those of relevant MECs to your application
  - iv. Parks/Horticulture, Water, Recreation Boards;
  - v. Urban Renewal/Rejuvenation Agencies;
  - vi. Development Agencies;
  - vii. Housing Boards;
  - viii. Infrastructure section; and
  - ix. The IDP Section/Department of Municipalities.
- e. The Department of Arts & Culture (DAC) will concurrently engage Provincial Departments of Arts & Culture and Municipalities, to encourage them to support and co-fund the PADP in their locality.
- f. The DAC will also concurrently engage Private Sector entities, who have supported Public Art initiatives, to encourage them to support and co-fund the PADP applicants.
- g. Applications that are focusing and meant to benefit villages/towns/locations that are in outlying areas or 'far-flung areas' are strongly encouraged and project applications are for the period which runs between the period 1 April 2016 to 28 February 2017.

## SECTION 1

### A. Public Art Development Discipline (please tick applicable box):

- i. Which of the following Public Art discipline/presentations are you applying for?

Visual Arts  Large scale Craft  Story-telling  Graffiti Art  Video Art   
 Multi-disciplinary  Performance-based Public art  Environment/Land Art   
 Public Art Installation  Time-based installation  New Media/Digital/IT-based

Other (specify): \_\_\_\_\_

- ii. What type of program are you applying for?

New Public Art Programme		Expected date of commencement	
Expansion of existing Public Art programme		If it is expansion, when did the project start & when will it end	

Funding round: \_\_\_\_\_ DAC contact person: \_\_\_\_\_



**For office use only**

Date received: \_\_\_\_\_ Registration number \_\_\_\_\_

ADO name: \_\_\_\_\_ Amount applied for: \_\_\_\_\_

Action for outstanding information

Contact Date	Date received	Notes

Compliance Decision:

Compliant Defer Reject **SECTION 2****ORGANISATION/COMPANY/INDIVIDUAL DETAILS**

- i. Organisation/Company/Individual name: \_\_\_\_\_
- ii. How long has the organization/company been in existence? \_\_\_\_\_
- iii. Type of organisation: SECTION 21  CC  PTY (LTD)  NPO  PBO  Individual   
OTHER: (Specify): \_\_\_\_\_
- iv. Organization registration number: \_\_\_\_\_
- v. SARS Tax number (if applicable): \_\_\_\_\_

**ORGANISATION MANAGER'S DETAILS:**

- vi. Title: \_\_\_\_\_ Full names: \_\_\_\_\_  
Surname: \_\_\_\_\_ ID no: \_\_\_\_\_
- vii. Title in Organisation: \_\_\_\_\_ Number of years in this position: \_\_\_\_\_
- viii. Mobile number: +27 \_\_\_\_\_ Telephone: +27 \_\_\_\_\_
- ix. Fax: +27 \_\_\_\_\_ E-mail address: \_\_\_\_\_
- x. Physical address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code \_\_\_\_\_  
Province: \_\_\_\_\_



- xi. Website address: \_\_\_\_\_
- xii. Postal address; \_\_\_\_\_
- xiii. Postal code: \_\_\_\_\_
- xiv. Social media: \_\_\_\_\_
- xv. How do we contact you:

Preferred language for correspondence?	English	Other				
Telephone number during office hours						
Preferred method for correspondence	Post	E-mail	Fax	SMS	Telephone	
Correspondence contact details (in terms of above)						

- xvi. Project locality:  Rural  Urban  Peri-urban  Small town  Farm  Village
- xvii. Name of Municipal District/Metro/Village where project will be implemented:  
\_\_\_\_\_  
\_\_\_\_\_
- xviii. Size of Municipality/Site: Village  Town  Metro  District
- xix. Brief history of the organization in relation to Public art/Creative arts projects:


- xx. What are the main objectives of the organization? (please list no more than 4 objectives):

a)
b)
c)
d)

- xxi. Organisational achievements over the last 3 years:

Achievements and Awards	Date achieved
a)	
b)	
c)	



xxii. Organisational Public Art Commissions awarded over the last 3 years:

<b>Mention Public Art Commission place/site (3 examples):</b>	<b>Date achieved</b>	
a)		
b)		
c)		
<b>Describe Public Art Commission scale:</b>		
<b>Describe Public Art Commission discipline/type:</b>		
<b>Mention Partnerships/Sponsorship on these past Commissions, if yes explain when, where &amp; how it was granted?</b>	<b>Yes</b>	<b>No</b>
<b>Describe this partnerships/sponsorship, on these past Commissions; also is it ongoing or once-off?</b>		

xxiii. Permanent Office bearer details (Management/Administration):

Position	Name & Surname	ID number	Contact Number
Manager/ Head/Director/ Project Manager			
Financial Officer			
Marketing and PR			
Creative Director/Curator			
Other:			

xxiv. Information on co-sponsorship or nature of support:

<b>Which Chief/Municipality/MEC will support your PADP Proposal:</b>	<b>Date completed</b>
<b>Has the site(s) for this PADP:</b>	
<b>Describe how you intend to implement this (please use up to 1 page descriptor if this space is insufficient and up to three diagrams/pictures of the plan, do not use aerial pictures):</b>	



<b>Which Private Sector entity/ties will support your PAPD Proposal:</b>		
<b>Have you secured Partnerships/Sponsorship, if yes explain when, where &amp; how it was granted?</b>		Yes      No
<b>Disclose amount awarded for this partnerships/sponsorship (financial):</b>		
<b>Disclose equivalent amount awarded for this partnerships/sponsorship (In-Kind):</b>		
<b>Describe this partnerships/sponsorship; also is it ongoing or once-off?</b>		

xxv. Employee or Volunteer profile & breakdown of your organisation as a whole (please provide the numbers, as vital statistics):

	Female		Male		Youth (18-35 yrs.)	Children	Person with Disabilities	Senior Citizens
Race ‡								
Full-time								
Part-time								
Volunteers								
<b>TOTAL</b>								

‡ This information is required to enable the Department to comply with the Employment Equity Act, 1998 and this is to ensure that we do equitable distribution of funding/financial assistance.

xxvi. Contact details of Project Referees:

Name of Organisation & Contact person	Contact Telephone	Designation	Nature of relationship (e.g. Client, Arts Commissioner)



## SECTION 3

### PROJECT DETAILS

a. Project Name /Title:

b. Briefly describe what the project is: *(attach additional information on a separate sheet, which **MUST not exceed one page**, should this be insufficient)*

c. What are the aims/objectives of the project?

d. Give list and nature of project endorsement(s) by the Municipality/ Metro/Town/Village/Farm where the project will be implemented

If it is on a farm/village, who owns this land?

How will the Public access the PAM project if it is on farm/village, (short to long term)?

### PROJECT IMPACTS

a. Which of the following will the project impact on?

Youth:  Women:  Persons with disabilities:  The Elderly:  Children:

Nation Building:  Social Cohesion:

Project impact on Government programmes:

Expanded Public Works Programme (EPWP):  Urban Renewal Programme (URP):

Where is it based: Rural:  Urban:

b. How will the following groups benefit from this project?

Women:

Youth:

Children:

Senior Citizens:



c. How will its positive impact be on the following:

- Urban Renewal:
- Environmental degradation:
- Heritage, Storytelling & history:
- Creation of a sense of place:
- Social History/Research:
- Audience development:
- Creation of a sense of place:
- Control of environmental degradation (man-made & natural):

d. **PROJECT DATES** (*please refer to the Guidelines document*) :

Proposed Project start date: \_\_\_\_\_ Proposed Project end date: \_\_\_\_\_





e. **PROJECT WORK PLAN** *(Please be specific and refer to the Guidelines document, if your project falls out of the stipulated dates, it will be disqualified):*

Main Project Activities	Start date	End date	Where will this activity take place	Outcome



- f. LIST THE KEY PEOPLE WHO WILL BE INVOLVED IN THE PROJECT EITHER THAN THOSE LISTED UNDER SECTION 2:

NAME	CAPACITY	CONTACT	E-MAIL ADDRESS

## SECTION 4

- g. FINANCIAL DETAILS OF THE PROJECT:

Summary of estimate project cost (note that details budget are hereunder requested)		
Item	Description	Amount (R)
<b>Total project cost (1)</b>		

- ii. FINANCIAL SUMMARY:

Total project cost (1)	
Other funding sources (2)	
Total funding required from DAC (1 less 2)	

- iii. WHICH SPECIFIC BUDGETARY ITEM(S) WOULD YOU LIKE TO SPEND DAC FUNDS ON, IF YOUR PROPOSAL APPLICATION IS APPROVED?

Item	Amount



**iv. LIST PREVIOUS DAC FUNDING RECEIVED**

Year	Amount	Funding number

**v. DETAILS OF OTHER FUNDING SOURCES THAT HAVE BEEN CONFIRMED**

Funding organisation/ person	Date of confirmation	Contact name and telephone

**vi. DETAILS OF OTHER FUNDING APPLICATIONS MADE THAT ARE STILL UNCONFIRMED**

Funding organisation/person	Date of application	Contact name and telephone

**vii. Indicate if you are currently receiving funding or are rendering services to DAC. If yes provide details.**

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**vii. PLEASE STATE OR COMMENT ON ANY ASSISTANCE REQUIRED EITHER THAN FUNDING AND/OR ENDORSEMENT**

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**SECTION 5**

**DECLARATION**

I/We confirm that I/we have the authority to complete and sign this application on behalf of the organisation named in this application.

I/We further confirm that the activity for which the organisation is applying falls within the mission and constitution or memorandum and articles of association of the organisation.

All the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation of such information is a serious offence that will lead to the disqualification of this application and may result in prosecution.



Full name/s of *person(s) completing this application/and on behalf of the organization*/company/individual:

\_\_\_\_\_ Designation/title\_\_\_\_\_

Signature: \_\_\_\_\_ Signed at: \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 2016/17

Full name of *co-signatory* office bearer in a management position: \_\_\_\_\_

\_\_\_\_\_ Designation/title\_\_\_\_\_

Signature: \_\_\_\_\_ Signed at: \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 2016/2017 (*delete whichever is not applicable*)

#### IMPORTANT NOTE:

Please check the *GUIDELINES DOCUMENTS* for a checklist of compliance documents required with this application

- Where relevant include a synopsis (in printed form) that has already been developed for the project that you plan to do. Note that this material will not be returned to you.
  - For Time -based and Performance Art - based projects please submit synopsis of the proposed PADP project, with a description of how it intersects public, choices of sites.
  - For Visual Arts projects please submit supporting sketches, diagrams, scaled plans/sketches, 3-D computer/rendered sketches or/and Artist's Impression or Photographs of the proposed PAM project. It is compulsory that these are accompanying this application. Original 3-D models or/and Marquette's will not be accepted.
  - These accompanying additional information documents must be clearly marked and are to be submitted simultaneously with the application.
- Organisations and Companies must submit a brief marketing plan of their specific PADP launch events and opportunities for DAC, Provinces, the Municipality and the Villages concerned.
- In addition to the application form and supporting documents, the DAC may require further information from your company/organisation. We will contact you if further information is required.
- Your application form **must reach us on or before the stipulated closing date**, of each quarter. Late applications will not be considered. DAC will send you an acknowledgement of receipt. A letter that your application was received after the closing date will not be sent. Note that no applications or attached documents will be returned to you.
- **The whole application must not be more than 15 pages including attachments.**
- The method of communication will be by your chosen method as you have indicated above (see Section 2. xiii).
- **If you do not hear from the department within three months, consider your application to be unsuccessful.**
- Website: [www.dac.gov.za](http://www.dac.gov.za)
- Telephone: (+27)12 441 3000

