Online Application Guidance Form for Individual Project applications
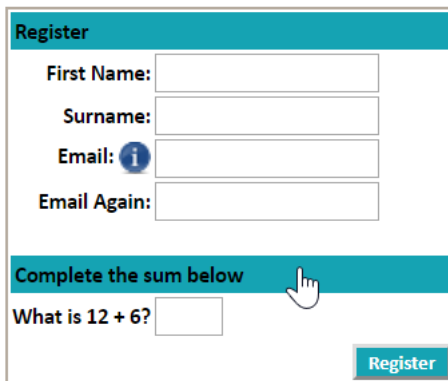
Contents

Online Application Guidance Form

This document has been drawn up to assist you in the completion of the online application form. Please go through it carefully.

1. User Registration

To create login details the following is required:
- ✓ Applicant's name
- ✓ Surname
- ✓ Email address
- ✓ Complete required sum

After successful User Registration, you will receive an email notification: NAC Notification This email will contain your username and password.

Useful Hints:
- ❖ Your email address will always be your username.
  If you have multiple email addresses, you will have to remember which one you used for registration
- ❖ Change your password to one that is easy to remember for easy access to the system the next time you log in.
- ❖ Select Profile and Password at the home page then Change Password
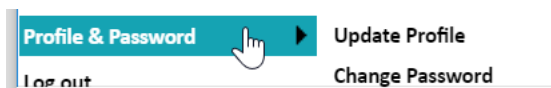
2. Start an Application

To create your application ensure you select the correct Window Description as per the explanation below:

- ❖ Individuals applying for NAC project funding select the Individual project call for proposals

❖ Companies/ organisations applying to NAC for funding choose <u>organisation project</u>

Click on the green **+** for the appropriate application.

3. Register your application

To start creating your application, the following is required:
- ✓ Project Title
- ✓ Individual/ organisation name
- ✓ Discipline
- ✓ Sub discipline
- ✓ Project Focus

Click register application. All fields marked with a red * are mandatory you will not be able to proceed if they have not been filled.

After successful application registration, you will receive an email notification: with your project name and project number

Useful Hint:
- ❖ Keep your unique project number with you at all times as this will be your Reference number when dealing with the National Arts Council.

4. Complete the Online Application Form

After you successfully registered and created an application, you are now ready to start the online application process. You can save and exit the form and come back to it edit and add to until the deadline date and time. Don't re- create a new application each time you log in to the funding site. You will see the application you have created on the top third of your home page

The screen shot below shows the zoom icon where you can get back to your application and edit and add to it. In the example below an applicant has created two applications hence the two rows.

Useful Hints:

There are 5 SECTIONS to be completed on the **individual and organisation projects** application form and you can jump between the different sections by selecting the Section button you want to go to at the top of the page:

- ✓ Applicant/ Organisation details
- ✓ Project details
- ✓ Project Activities
- ✓ Budget
- ✓ Uploads

Section 1: Application Details	Section 2: Project Details	Section 3: Project Activities	Section 4: Budget	Section 5: Uploads
APPLICANT DETAILS				

Url: NAC/appForm_Proj/projApplDetails.aspx   Access: FULL   User: 5392962   Timeout: 29 min and 58 sec

On the top right of each page you will see the following buttons.

Print read only application form

TERMS AND CONDITIONS   **VALIDATE**   **SUBMIT**

SAVE

- ✓ Terms and conditions: These need to be read, ticked and accpeted before you submit
- ✓ Validate: This checks the whole form for you and will tell you where data is still missing on your form
- ✓ Submit: This is the final button you select when your form is complete and when you are ready to submit
- ✓ Save: This saves all the work you have entered into each tab on the form. SAVE OFTEN. If you are jumping between tabs remember to SAVE FIRST

5. Individual Details Tab

Fill in the details about yourself as the applicant. Remember that all fields marked with a red * are mandatory

SAVE

Applicant Contact Details

Title*	First Name *	Second Name	Surname *	Initials*	Gender *	Race *	Disabled? *
Mr ∨				Z	∨	∨	○ ◉ Yes No

Email Address *	Landline Area Code	Landline Number	Mobile Number *	Fax Number		

Date of Birth (dd/mm/yyyy)*	Age	ID Number *		
📅				

The NAC would like to know which province you currently live in and which province you come from.

Town/City*	
Post Code	
Current Province*	Eastern Cape ∨
Current municipality*	∨
Province of Origin*	∨
Municipal district of origin*	∨
Locality:*	∨

6. Project Details Tab

Please fill the start and end date of your project and the time in months. Choose the area of impact from the drop down. Give a brief explanation of what the required funding will be for.

SAVE

Project Information

Project start date *	📅
Project end date *	📅
Duration (months) *	
Which of the following will the projects impact on? *	▼
Please Specify based on the benefits needed *	

You must fill the 8 text boxes about your project

Briefly describe your project: (What do you want to do in this project? How do you want to do this?) *

A: What do you want to in this project

words left

How will you do this? *

B: How will you do this?

words left

What are the objectives of the project?(Why do you want to do this) *

Direct beneficiaries

Fill the number of direct beneficiaries by choosing the gender< race total number and number of disabled and click ADD. Then add other race and gender categories. For example if you have three black women on your project none of whom have a disability you will fill the first row like this

DIRECT BENEFICIARY

How many people will benefit from the project.
Fill in the first line and then click the ADD button. You can then fill in a second and further rows.

Gender *	Race *	Total No of People *	No of Disabled *
▼	▼		

ADD

For example

DIRECT BENEFICIARY

How many people will benefit from the project.
Fill in the first line and then click the ADD button. You can then fill in a second and further rows.

Gender *	Race *	Total No of People *	No of Disabled *
Female ▼	AFRICAN ▼	3	0

ADD

To then add the African males your will fill the rows in the same manner and click ADD

DIRECT BENEFICIARY

How many people will benefit from the project.
Fill in the first line and then click the ADD button. You can then fill in a second and further rows.

Gender	Race	Total No of People	No of Disabled	
Female	AFRICAN	3	0	✖
Male	AFRICAN	5	1	✖
TOTALS		**8**	**1**	

Indirect beneficiaries

We recommend that you fill the project activities tab before you fill the indirect beneficiary tab as this will help you to get figures related to the project activities

7. Project Activities Tab

In this tab you need to describe all the activities planned on the project. Fill in the first table and click ADD. You will then be able to capture a second and subsequent lines for each planned activity. Once you have done this you can go back to the project details tab and fill the in the indirect beneficiaries for each activity. You need to fill in the all the sections for each activity before you ADD.

Fill in the name surname contact number and position of each of the people on the project team. Click the add button after each row.

8. Budget Tab

Please fill in each budget line with the project amount and the requested amount from NAC as per the screen shot above. The project amount is the cost of each budget line in the project. The requested amount from NAC is what you are asking NAC to Fund. If this is the same amount put it into each column. In the example below total cost of materials is R 5000 and the person is asking NAC for R4000. Total cost of equipment is R800 and the person is asking NAC for the whole amount R800.

Other income sources
Fill in any other sources of income you have. If you have no other sources of income leave this section blank.

Previous funding from NAC
If you have received funding from the NAC in the past, please fill this section. If you remember the funding number, please put it in. If you do not leave that column blank.

List previous NAC funding received .

	Year	Funding Number	Amount (R)
1	▼		0
2	▼		0
3	▼		0

Other funding applications

Please fill in information of other sources from which you have requested funding in this section.

Details of other funding applications that have been confirmed/ still unconfirmed.

	Funding organisation/person	Contact name & Telephone	Status	Date of confirmation or application
1			▼	
2			▼	
3			▼	
4			▼	
5			▼	

9. Uploads

The final tab lists the document you are required to upload. Please take note that each document must be less than 10MB.

Please note that the maximum file size is **10MB**.
If an upload is mandatory and for some reason it does not apply to you, upload a scan of a signed and dated letter stating that it does not apply, providing a reason.

Documents to be uploaded

Certified copy of SA ID*
Choose file   No file chosen   UPLOAD

Original Valid Tax clearance certificate*
Choose file   No file chosen   UPLOAD

Quotations (where applicable)*
Choose file   No file chosen   UPLOAD

When you have uploaded a document it will look like this on your screen. The document shows as a blue hyperlink. The (delete this document) instruction is only to be used if you uploaded a document in error. You can then delete and re upload the correct document.

Documents to be uploaded

Certified copy of SA ID of at least 2 office bearers of the organisation*
Choose file   No file chosen   UPLOAD
• kh.pdf   (DELETE this document)

Original Valid Tax clearance certificate*

10. Submit your Application

You will be able to SUBMIT your application once:
- ✓ You completed all sections of the application form;
- ✓ Accepted the Terms and Conditions / Participation Rules
- ✓ Uploaded the necessary required documents

The system will not allow you to submit your application if any of the above as well as mandatory questions. Each time you run the validation button the system will prompt you as to which question or uploads are still needed before you can submit.
Validation

Your application form is incomplete. Please see below for details

Project Details
Project Information
• Project start date
• Project end date
• Duration
• Which of the following project impacts on?
• Specify
• Province/Provinces where the project will be implemented?
Comments
• Text for Briefly describe your project: (What do you want to do in this project? How do you want to do this?)
• Text for How will you do this?
• Text for What are the objectives of the project?(Why do you want to do this)
• Text for What other assistance would you require from the NAC other than funding? (Please list) e.g Report Writing
• Text for a) You as an artist
• Text for b) Your Organisation
• Text for c) The beneficiaries of the project(list them)
• Text for d) The community in which the project will take place
• Text for Briefly describe your project: (What do you want to do in this project? How do you want to do this?)
• Text for How will you do this?
• Text for What are the objectives of the project?(Why do you want to do this)
• Text for What other assistance would you require from the NAC other than funding? (Please list) e.g Report Writing
• Text for a) You as an artist
• Text for b) Your Organisation
• Text for c) The beneficiaries of the project(list them)
• Text for d) The community in which the project will take place
Direct Beneficiary
• Please complete the direct beneficiary section by clicking to the 'ADD' button
Indirect Beneficiary
• Please complete the indirect beneficiary section by clicking to the 'ADD' button

Project Activity
Project Action Plan

CLOSE

The screen shot on the left is what you will see when you click the **validate button** you can see all the fields that are missing on a form. When you have filled in everything and added the uploads. This screen will be blank and will say "you can submit" your form

Terms and conditions

You must tick **and click** the accept button on the Terms and condition.

Once you have submitted your application you will receive an email from the system confirming your submission. **If you do not receive such an email, please check the status of your application on line If it has been submitted it will say submitted if it has not been submitted it will say in process.**

11. Queries

If you have questions for NAC during the application stage, please post them on the discussion board on the right of your application screen. Someone from NAC will respond to you question. **Please remember to save you work often.**