

NATIONAL ARTS COUNCIL OF ZAMBIA

“Putting Value on the Arts”

FUNDING GUIDELINES FROM THE NATIONAL ARTS COUNCIL OF ZAMBIA

1.0 CALL FOR PROJECT PROPOSALS:

The National Arts Council gets its funding from government through monthly grants. However, it is a well known fact that the disbursement of these grants from the Ministry of Finance may at times be irregular. This, together with other factors (factors related to the quality of the projects expected and their outputs) entail that the Council cannot continuously disburse funds throughout the year. The artists and arts associations will therefore need to plan and implement their programmes from the government grant on a quarterly basis. As such, funds to approved projects will only be disbursed in March, June, September and November. As a rule and in order to accord adequate time for the Projects review Committee and the Council to process the applications (project proposals), all applications to this fund should therefore be received not later than one (1) month prior to the funding month.

2.0 WHO QUALIFIES:

The National Arts Council of Zambia has been given the mandate by the Minister responsible for Arts and Culture to be the Registrar of all the arts associations, and through them all the artists in Zambia.

During the third ordinary full Council meeting held on 29th December, 2009, the Council approved new funding guidelines for 2010 onwards which are in line with the provisions of the current National Arts Council of Zambia Act.

According to the current National Arts Council Act; the Council may provide financial assistance in the following ways: -

- i) **“Assist financially or otherwise, any group or individual in representing Zambia in any artistic activity within or outside Zambia”** (*Part II 5h*).
- ii) **“Assist financially or otherwise, in conjunction with the Government, any citizen in obtaining relevant training within or outside Zambia”**. (*Part II 5h*).

- iii) **The Council shall establish and administer a fund to be known as the Arts Development Fund from which it may lend funds to any registered body.”** (*Schedule Part III 12*).

Which means **ANY** group (registered by the Registrar of Arts Associations) or individuals assigned to represent Zambia in any artistic activity, or those wishing to obtain relevant training in the arts, qualify for support. Previously only the eight (8) national arts associations represented on the National Arts Council Board were benefiting through annual grants. This support (and level of support) will depend on the availability of resources.

Although the Council has established the Arts Development Fund from which artists and arts associations were obtaining extra grants for their programmes, the Council is no longer in a position to continue with the system because the external source of these funds (NORAD) is no longer supporting the programme. The Arts Development Fund will therefore only operate as in (iii) above, when adequate funds are available to operate a loan scheme.

3.0 PROJECT SELECTION COMMITTEE:

This will comprise seven (7) members, two of whom will be members from the line and parent Ministries. The other five (5) will be appointed from the arts fraternity and business community but outside the management of arts associations. The Committee will elect its own Chairperson but the Secretary will be an Assistant Director from the Council.

4.0 PROCEDURE:

- i) Individuals or groups will submit their applications following the guidelines on the Project Proposal form attached hereto.
- ii) A Committee will submit its recommendations to the Council, ranking the successful applications in order of priority.
- iii) The Council will make a final decision of the projects to be funded in a given quarter. The Council will have the right to accept, vary or reject the Committee's decision.

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PROJECT PROPOSAL FORM:

<p>1.0 Name and Address of Applicant</p>	<p>- Applicants full contact details i.e. Name Postal or physical address Mobile Email Address - Attach copy of reference letter from a relevant art association if registered with any</p>
<p>2.0 Title of the Project</p>	<p>- What is the title of the project that funds are being requested for?</p>
<p>3.0 Project Objectives</p>	<p>- These are the efforts or actions you intend to attain or accomplish</p>
<p>4.0 Project Justification</p>	<p>- This is one of the most crucial part of the proposal - You can use it to convince the sponsor why your project is of ultimate importance</p>
<p>5.0 Project key Activities</p>	<p>- What key activities will you embark on to ensure successful implementation of the project</p>

6.0 Project Key Result Areas	<ul style="list-style-type: none"> - These are the things that you absolutely and positively must do to achieve your objectives
7.0 Project Indicators	<ul style="list-style-type: none"> - It is `that thing` that shows that an undertaking has had the desired impact. It is on the basis of indicators that evidence is built on the impact of that undertaking
8.0 Project Duration	<ul style="list-style-type: none"> - How long is the project expected to last - State the actual date of project implementation
9.0 Project Cost	<ul style="list-style-type: none"> - State how much the project will cost - State clearly the requested amounts and purpose - Attach a clear breakdown budget of the stated amounts - Attach quotations where applicable - In the event that you are applying for travel grant, attach copy of the original invitation letter on headed paper and NOT email correspondence and attach copy of the flight itinerary
10.0 Other sources of Funding and Amount	<ul style="list-style-type: none"> - State other sources of funding towards the total budget cost - State applicants contribution
11.0 Project Management and Structure	<ul style="list-style-type: none"> - State who is managing the project - What structure have you put in place to ensure the project is managed successfully?

CLOSING DATES FOR RECEIVING PROJECT PROPOSALS

1st Quarter - 15th February

2nd Quarter - 15th May

3rd Quarter - 15th August

4th Quarter - 15th November

PROGRAMME FOR THE PROJECTS SELECTION COMMITTEE SITTINGS

1st Quarter - March

2nd Quarter - June

3rd Quarter - September

4th Quarter - December