

WESTERN CAPE DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

DCAS COVID-19 RELIEF FUNDING GUIDELINES/CRITERIA FOR ARTS, CULTURE AND HERITAGE

A. EVENT CANCELLATION SUPPORT

Who Can Apply:

1. **DCAS funded events/project cancellations.** The funds in this form of relief can be used for the following:
 - i. Towards cancellation fees to artists
 - ii. Towards committed funds in relation to production elements of the event – inclusive of artists upfront fees, costume development etc.
2. **Arts Venue* and Production Cancellations:** This also includes (1) Arts Venues and Productions not funded by DCAS and (2) cancelled Western Cape productions scheduled to be presented outside the Western Cape and internationally. The funds in this form of relief can be used for the following:
 - i. Towards cancellation fees to artists
 - ii. Towards compensation to cover upfront fees to artists

**Examples of arts venues includes theatres, dance venues, live music venues, community art centres, art galleries etc.*

3. **Artists/Creatives.** The funds in this form of relief are targeted at freelance workers and independent contractors for fees for creatives whose events have been canceled and who have not been paid cancellation fees or have lost income because of the cancellation as a result of the national state of disaster. This is inclusive of session musicians, buskers, visual artists, stage managers and other creatives along the value chain.
4. **Community Arts Education and Training Organisations.** The funds in this form of relief could go towards direct costs related to the development and delivery of course/training content.
5. **Humanitarian Relief - Legends Grant:** Data from China, where the outbreak began in Wuhan in December, shows that elderly people aged 60 years and above are the most vulnerable to COVID-19. This means that we need to make a special effort to support artists in this age category given that they are disproportionately and negatively impacted by the virus and therefore cannot take risks even after restrictions have been lifted. This also means that they will be the last off the starting blocks and will be kept out of work significantly longer than younger artists after the mandatory lock down period.

OVERARCHING CRITERIA

- i. Applicants must be practicing artists, 18 years of age and older.
- ii. Relief Funding is for creatives who do not have a regular salary source and whose sole income source is their creative work.
- iii. Relief funding is currently for organisations and individuals based within the boundaries of the Western Cape.
- iv. It is specifically for those impacted on for the period March –end June 2020.
- v. One application form must be completed per project/event
- vi. All relevant documentation requested must be submitted together with application (see checklist)
- vii. All applicants will need to be compliant in terms of the legislative requirements.
- viii. Further information is available on the Departmental website www.westerncape.gov.za/cas

CRITERIA PER CATEGORY FOR APPLICATION

1. DCAS Funded events/project cancellations

Where a MOA exists and tranche payments have been made or are yet to be made, the following criteria will apply:

- a. Submit documentation that does not deviate from the existing MOA requirements (narrative report, invoices, valid compliance documents etc.).
- b. Supporting documents: e.g. cancellation letters/notices, proof of payments made to artists/participants/service providers etc. involved and proof of contracts and payment due.
- c. If funds were not spent by the time of cancellation, the organisations may apply to repurpose the funds within the project as per the signed MOA.
- d. For approved projects without a signed MOA but with a grant letter, all valid compliance documents and action plan (April – June) should be submitted.
- e. Projects/events that were affected during March (after the State of Disaster Announcement), will also be considered.

2. Arts Venue* and Production Cancellations (incl. non-DCAS funded venues/ productions):

In order for relief assistance to be considered for cancelled productions/projects, submissions will be evaluated on the following criteria:

- a. Projects/Productions/Arts Training taking place in the Western Cape and using artists based in the Western Cape
- b. Western Cape Productions being presented outside of the Western Cape and using artists based in the Western Cape

- c. Relief will be considered for the period March to end June 2020 and for production/training programmes specifically cancelled to meet requirements of the national state of disaster;
- d. Proof that the production/training was scheduled during the period of the national state of disaster.
- e. Proof of cancellation.
- f. Artist line-up and contracts or agreements including performance fees.
- g. An Income Statement showing direct costs related to canceled activity.

3. Artists/Creatives:Freelance workers and independent contractors

- a. Proof of loss of income – should demonstrate that the creative worker was contracted with signed contract; formal letter indicating a standing arrangement with other party, and that the other party will not provide for compensation.
- b. Compliance for organisations: CIPC documents, valid Tax Clearance
- c. Compliance for individuals: Copy of ID, Tax number and tax clearance certificate (if applicable).
- d. Buskers need to have a valid permit from the relevant local authority or a letter of support from the municipality or letter of support from establishment where work was to be undertaken.
- e. Any other information outlined in the application form.
- f. Relief will only apply to the projects/events/productions that have been cancelled.

4. Humanitarian Relief - Legends Grant

- a. Copy of ID
- b. Must be resident in Western Cape Province.
- c. Must be 60 years or older.
- d. Proof of contractual work impacted between March – end June 2020.
- e. Concepts of any new works being produced – if any.
- f. Evidence of training material being developed in specific discipline – if any.
- g. Evidence of collaborative work – if any.

Application forms are attached and can be found on www.westerncape.gov.za/cas

Applications should be emailed to: DCAS.ReliefFunding@westerncape.gov.za

The deadline for applications is 19 May 2020 at 16h00

