



REPUBLIC OF BOTSWANA

May 2019



**YOUTH EMPOWERMENT, SPORT AND CULTURE DEVELOPMENT
ARTS AND CULTURE GRANT APPLICATION FORM**
(Fomo Ya Ikopelo Madi A Dithuso Tsa Go Tlhabolola Ngwao Le Bodiragatsi)

APPLICATION FOR (PLEASE TICK):

CAPACITY BUILDING

ENTERTAINMENT

EXHIBITIONS

FASHION SHOWS

PUBLIC ART

GRANT APPLICATION FORM

Notice to Applicants:

- 1) The Grant Application Form must be completed in triplicate. The Applicant will keep 1 copy and submit 2 copies to the Ministry of Youth Empowerment, Sport and Culture Development (MYSC). *Dira meriti e le meraro ya dipampiri tsa ikopelo. Sala ka e le nngwe mme o romele tse pedi kwa diofising tsa Banana, Metshameko le Ngwao tse di gaufi le wena.*
- 2) Completed Application Forms may be collected and submitted at MYSC District/Sub-district where your project is based. *Dipampiri tsa ikopelo dika tseewa/isiwa fa ofising ya lephata la Banana Metshameko le Ngwao ee mo kgaolong ya gago.*
- 3) Both handwritten and word processed forms are acceptable. *Re amogela difomo tse di kwadilweng ka letsogo letse di tladitsweng ka sebala makgolo.*
- 4) If you need help with the completion of this form, contact MYSC District/Sub-district where your project is based. *Fa o na le bothata jwa go tlatsa fomo e, kopa thuso mo go ba ofisi ya Banana, Metshameko le Ngwao e e mo kgaolong ya gago.*
- 5) Applicants should include the following attachments/*Baikopedi ba tshwanetse go romela tse di latelang:*
 - a. National I.D. of applicant/organisation representation/*Omang yoo rurihaditsweng wa moikopedi kgotsa moemedi wa mokgatlho;*
 - b. Reference letters, pictures or any information that can act as reference/*Romela makwalo a a supang bokgoni jwa mokgatlho go tswa kwa go ba ba o itseng, ditshwantsho kana sengwe le sengwe se se ka lo supelang ka botlalo.*
 - c. A Constitution or equivalent *Molao-motheo wa mokgatlho kgotsa sengwe sa go nna jalo.*
 - d. Curriculum Vitae (C.V) or profile of organisation/*Tsenya togamaano ga mmogo le mokwalo o o supang bokgoni jwa mokopi wa madi.*
 - e. Report of the most recent bank account statements/*Romela pego ya poloko ya madi.*
 - f. Three (3) quotations from different suppliers or shops where applicable/*Ditlhwatlhwa tse tharo go tswa mo bagwebing kana barekisa dithoto ba ba farologanyeng.*
 - g. Valid Registration Certificate (Registrar of Societies of Companies and Intellectual Property) or letter of support from Village Development Committee (VDC)/*Setlankana sese supang ikwadiso le Ofisi ya Ikwadiso Mekgatlho kgotsa Dikgwebo, kgotsa lokwalo la VDC.*
 - h. Proof of compliance with Registrar of Societies and submission of Tax Returns (Registrar of Societies) or Tax Clearance/Exemption Certificate and Tax Clearance/Exemption as applicable/*Sesupo sa pego ya lekgetho ko ofising ya ikwadiso mekgatlho kgotsa sesupo sa tuelo lekgetho la Tax kgotsa tetla ya go sa duela Tax.*

2. APPLICANTS PROFILE/ SEEMO SA MOKOPI

Registered Name/Leina lele kwadisitsweng:

Postal Address/Aterese ya Poso:	Physical Address/ Lefelo la madirelo:	Telephone No/ Nomore ya Mogala:	Fax/email:
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Mandate of the Applicant/Tiro ya moikopedi:

- a. _____

- b. _____

- c. _____

- d. _____

Objectives/Maikemisetso:

- a. _____

- b. _____

- c. _____

- d. _____

Major achievements/Tse di fitlheletsweng:

- a. _____

- b. _____

- c. _____

- d. _____

- e. _____

Directors/Committee Members/Maloko a mangwe:

- 1) Chairperson/Modula Setilo: _____
- 2) Secretary/Mokwaledi: _____
- 3) Other/Yo Mongwe: _____

Applicant's Name/Leina la Moikopedi:

**Position/
Maemo:**

Signature/ monwana:

Date/Letsatsi:

Bank Details/Dintlha tsa Banka:

- 1) Name of Account holder/Leina la motlhokomedi wa Letlole: _____
- 2) Bank Name/Leina la Banka: _____
- 3) Account Number/Nomere ya Letlole: _____
- 4) Bank Code /Nomere ya Banka: _____
- 5) Branch Code/Nomere ya Lekalana la Banka: _____

Official Use/Tsa Ofisi:

Date/Letsatsi:

Received by/E Amogetswe ke:

Name/Leina: _____

Signature/Monwana: _____

1. PROJECT PROPOSAL/TIROKGOLO

Project Title/Setlhogo sa Tirokgolo:

Project Objectives/Maikemisetso:

- a. _____

b.

c.

d.

Project Outcomes/Maduo:

a.

b.

c.

d.

Location/Lefelo la Tirokgolo:

Project Description/Tlhaloso Ya Tirokgolo:

FUNDS REQUESTED FROM MYSC

ITEM	AMOUNT
TOTAL	

PROJECT PLEDGES FROM OTHER ORGANISATIONS

NAME OF ORGANISATION	ITEM	AMOUNT
TOTAL		

CONTRIBUTION FROM THE APPLICANT

ITEM	AMOUNT
TOTAL	

SUMMARY OF PROJECT FINANCES

Total Budget	
Pledges from other organisations	
Contribution from the applicant	
Total Amount Requested from MYSC(After subtracting amount from applicant's contribution and Pledges)	

3. DISCLOSURE OF FUNDING INFORMATION

1) Have you received any grants from the MYSC in the past? / *A o kile wa fiwa madi go tswa mo lephateng le?*

If the answer is Yes, give details of funds in the table below / *Fa o kile wa fiwa madi, fa tshedimoso ya madi a o kileng wa a fiwa.*

PROJECT TITLE	AMOUNT/ MADI	DATE/ LETSATSI	EXPENDITURE REPORT SUBMITTED / PEGO YA TIRISO YA MADI E SETSE E ISITSWE (EE/NNYAA)(YES /NO)	REPORT INCLUDED WITH THIS FORM YES/ NO/ PEGO E TLA LE FOMO E, EE/NNYAA

4. COMPLIANCE CHECK LIST

Official Use Only – Please Tick C as appropriate.		
NO	ITEM	
1	National I.D. of applicant/organisation representation/ <i>Omang yoo rurihaditsweng wa moikopedi kgotsa moemedi wa mokgatlho;</i>	
2	<i>Reference letters, pictures or any information that can act as reference/Romela makwalo a a supang bokgoni jwa mokgatlho go tswa kwa go ba ba o itseng, ditshwantsho kana sengwe le sengwe se se ka lo supelang ka botlalo.</i>	
3	<i>A Constitution or equivalent /Molao-motheo wa mokgatlho kgotsa sengwe sa go nna jalo.</i>	
4	<i>Curriculum Vitae (C.V) or profile of organisation or individual/Tsenya togamaano ga mmogo le mokwalo o o supang bokgoni jwa mokopi wa madi.</i>	
5	<i>Report of the most recent bank account statements/Romela pego ya poloko ya madi.</i>	
6	<i>Three (3) quotations from different suppliers or shops where applicable/Ditlhwatlhwa tse tharo go tswa mo bagwebing kana barekisa dithoto ba ba farologanyeng.</i>	
7	Valid Registration Certificate (Registrar of Societies of Companies and Intellectual Property) or letter of support from Village Development Committee (VDC)/ <i>Setlankana sese supang ikwadiso le Ofisi ya Ikwadiso Mekgatlho kgotsa Dikgwebo, kgotsa lokwalo la VDC.</i>	
8	Proof of compliance in submission of Tax Returns (Registrar of Societies) or Tax Clearance/Exemption Certificate as applicable/ <i>Sesupo sa pego ya lekgetho ko ofising ya ikwadiso mekgatlho kgotsa sesupo sa tuelo lekgetho la Tax kgotsa tetla ya go sa duela Tax.</i>	
9	Tax Clearance/Exemption	

5. ASSESSMENT /EVALUATION CRITERIA

NO	ALLOCATION	ALLOCATION	SCORE	COMMENTS
1	APPLICANT'S PROFILE	5		

	Relevance of the Applicant's skills and experience to the proposed project			
2	Project objectives Relevance of objectives to the key areas of focus	20		
3	Project Duration Detailed schedule of the project Extent to which the timelines are realistic and achievable	5		
3	Project Description Clarity of the project proposal in terms of explanation of the methodology of execution, implementation structure, participants, key-stakeholders and partners, project duration, expected outcomes.	25		
4	Funding Model Assessment of funding proposal; Percentage contribution by applicant to the total budget proposed; Other sponsors/ donors	10		
5	Economic Benefit Contribution to EDD, Job Creation, poverty eradication	10		
6	Benefits from the Programme/Project Extend of the benefit of the programme to the	25		

	applicant, participants, key-stakeholders and the sector			
	Total	100		

6. KEY AREAS OF FOCUS:

Applicants can apply for any one of the listed key areas of focus

- a. Cultural Promotions-(Covers community based initiatives aimed at safeguarding, developing and promoting culture. These include festivals, exhibitions and commemoration)
- b. Capacity Building, Workshops and Seminars
- c. Entertainment-(Covers shows, performances, comedy, poetry, theatre and fashion)
- d. Competitions and Awards ceremonies-(Covers all forms of talent search and identification)
- e. Literary Works- (Covers activities around content creation, presentation and promotion of literary works (book production, translations/adaptations, fairs/exhibitions/shows/campaigns, capacity building/life skills workshops, public lectures/debates/discussions based on written works, writers/readers com petitions)

***NOTE: If you have difficulty in completing any part of the form, seek advice from your local MYSC Office or the Village Extension Teams, before you submit your application/Fa o na le bothata jwa go tlatsa fomo e, kopa thuso mo go ba ofisi ya Tsa Banana, Metshameko le Ngwao kana mo babereking ba puso ba ba kwa metsaneng e e gaufi le wena.**

