



PATRON: ATHOL FUGARD

18 Cambridge Road; Bryanston; Johannesburg
✉ Postnet Suite, 354, Private Bag X29, Gallo Manor, Johannesburg, 2052
☎ 011 463 6705 | FAX 086 505 0240 | info@act.org.za | www.act.org.za

ACT APPLICATION GUIDELINES

Submitting a Request for Funding Manually

Submit a brief letter of enquiry to the ACT office in order to determine whether your request is in line with the current focus areas and criteria of ACT.

Your letter should be no more than three A4 pages and must include the following information:

1. The ACT Programme you are applying under

(see the Programmes page on the ACT website at www.act.org.za for details).

2. Project Name

3. Name of Applicant *(the name of the individual or organisation applying for funds)*

4. Region where project will take place

5. Estimated overall project cost

6. The amount of funding requested from ACT

7. Project Period *(from when to when the project will run)*

8. Arts Discipline (Arts Administration, Arts Education, Community Art, Heritage, Craft, Visual Art, Dance, Music, Theatre, Literature, Multi-disciplinary e.g. festivals)

9. A description of the project for which funds are being requested *(Maximum: 60 words)*

10. A detailed description of the project for which funds are being requested
(Maximum: 300 words)

11. Information about the organisation or individual implementing the project
(Maximum: 300 words)

12. Income and funds from other sources

13. Contact Person

14. Cellphone number
15. Telephone number
16. Fax
17. E-mail
18. Website
19. Physical Address
20. Postal Address

- **DO NOT** submit annexures such as videos, books, art works, compact discs.
- **DO NOT** submit duplicates of your application.
- **DO NOT** submit more than one application within a 6-month period.
- **DO NOT** submit more information than requested.

Should we require any additional information you will be contacted. If your application does not comply with these guidelines we will be unable to process your enquiry and your application **WILL NOT BE CONSIDERED**.

Letters of enquiry can be sent to the ACT office as follows:

- E-mail: projects@act.org.za (*preferred*)
- Fax: 086 505 0240
- Post: The Arts & Culture Trust (ACT), Postnet Suite 354, Private Bag X29, Gallo Manor, Johannesburg, 2052

If a letter of enquiry is successful applicants may then be invited to submit a detailed funding proposal. Allow six weeks for the ACT office to send acknowledgment of your letter of enquiry and allow at least six months for final outcome.

The decision of the ACT Board of Trustees with regard to all applications for funding is final and no further correspondence will be entered into.