



COVID -19 CULTURAL AFFAIRS RELIEF FUNDING

FREQUENTLY ASKED QUESTIONS

1. How will the Department manage the number of applications being submitted during this period?

The online platform streamlines the process and makes the administrative load easier to deal with. A competent team has been identified to specifically deal with the relief funding and the designated email has been set up for any future communication with the Department around the relief funding.

2. Will the Department accept hard copy (manual) applications?

The Department will only accept online applications for relief funding. This process is to ensure that we comply with the safety regulations being implemented to avoid the spread of COVID-19, namely: limiting social interaction and maintaining social distancing. This will also allow the staff to continue working remotely and ensure the finalisation of the process in a short space of time.

3. Who qualifies to access this fund?

The funding is aimed at assisting artists/creatives, arts training organisations, arts venues and productions that have lost income opportunities due to the lockdown restrictions which have been put in place to curb the spread of the COVID-19. The fund specifically targets creatives who do not have a regular salary source and whose sole income source is their creative work.

4. Is this a once-off relief?

Yes, it is. It is meant to assist artists and arts organisations who had their income sources curtailed during the lockdown period due to cancellation of their events and to assist while they look at ways of adapting and remodelling their art form under the current conditions.

5. How do you decide who qualifies for funding from applications received?

All applications need to comply with the stipulated guidelines and criteria as communicated in the advert, as well as submission of the required application form together with documentation as requested within the various categories. All applications will be adjudicated by an independent panel consisting of individuals who are knowledgeable of the creative sector and its activities. Decisions will be based on the nature of the request and applicable evidence provided.

6. How would the money be paid over?

Once all the necessary processes and documents have been completed and approved, the funding will be paid into the bank account as per the details that were provided during the application process.

7. What if the projects/events are outside of the March-June period?

Currently the relief funding will only focus on those affected by cancellations during the period March – June 2020.

8. Are there any reports and financial requirements that have to be submitted after funding has been disbursed?

No, there will be no follow up reporting required from individuals or productions. It is a once-off relief support being made.

However, where there are existing MOAs in place between organisations and DCAS, the necessary reporting obligations in terms of the MOA will need to be complied with.

9. Could DCAS-supported events/projects apply for assistance in other categories as well?

Individuals and organisations may apply in any category which they qualify for in terms of the criteria, but cannot apply for relief funding in different categories for the same cost item. The applicant must indicate the specific category they are applying for in the application form.

10. What is the turnaround time for payment?

The adjudication process will commence the day after the closing date. The process leading to payment involves adjudication, verification and compliance processes. If all relevant information is submitted and depending on the number of applications received, it is envisaged that payment would be processed within 2-3 weeks after the application submission due date.

11. What if I had more than one gig? Must I complete an application for each gig?

Yes.

12. Will the Department accept an e-mail as proof of evidence that an event was cancelled?

Yes, e-mail correspondence and WhatsApp correspondence transcripts (through the export chat feature) will be accepted as evidence that an event was cancelled during the period March-June 2020.

13. Can a band leader or production manager apply on behalf of artists in a band or cast?

Yes, a band leader or production manager may apply on behalf of artists in a band or cast. In such cases the following conditions will apply:

- (1) The band leader or production manager must submit a signed letter of consent from each artist, including full names and ID number. The letter must stipulate that the artist supports and is aware of the application and it is done on his/her behalf. If the letter cannot be secured, then,
- (2) The band leader or production manager must provide the full names and ID number of each artist, including contact details for verification purposes, together with the application form.

14. Will the Department continue to support the performing and creative industry after June?

The Department will continue to provide funding to arts organisations through its annual funding vehicle. For this financial year, the annual call for arts funding closed on 6th December 2019. The Department concluded the adjudication process under the lockdown conditions. The Department will announce the outcome of the adjudication process as soon as it is approved.

15. When is a tax certificate required?

Although indicated as part of the criteria, it might not be applicable to the payment method which will be applied when making certain transfers. This means that this should not discourage any artists from applying. The Department must ensure that all funding processes are aligned with the legislative financial prescripts and that we practice due diligence. Where businesses are awarded relief support, a tax certificate may be a requirement.

16. Where do I find information about the Department and its activities?

Information can be accessed via the Departmental website at www.westerncape.gov.za/cas or via the communication component at dcas.com@westerncape.gov.za. The Departmental Annual Report is available online and will give insight into the activities and programmes of the Department.

17. Where do I find information about COVID-19 to help my business during this time?

Visit the COVID-19 Content Centre, supporting business in Cape Town and the Western Cape: <https://www.supportbusiness.co.za/>