Funding Policy
FOREWORD

The National Heritage Council has taken into account the reality that is experienced by heritage practitioners in South Africa. Whilst a few are fortunate to manage and coordinate successful projects, others are struggling with making end's meet. It is sad that heritage is sometimes relegated to the trivial areas of development. However, this is gradually changing and the National Heritage Council is honoured to be part of this process. We regard the under-funding of the heritage sector as part of the impediments of development.

The other critical consideration that does not dawn to the conscious of many is the importance of heritage for a nation. Similarly, the impact that preserved heritage can have to the identity, dignity and self-determination of a nation, is undermined. It is the priceless heritage that helps our people to find relevance in their living spaces, challenges life and socio-economic matters. The preservation and promotion of this heritage relies on the heritage practitioners being able to access resources from institutions.
The challenge that heritage practitioners face in today’s modern world is to make their projects relevant to the national imperatives and societal needs. Heritage has a great potential to become not only viable economically, but a catalyst to nation building, social cohesion and national identity. The projects therefore have to be creative and sustainability is determined by the level of creativity.

The National Heritage Council will assist projects that inspire the ideals of rediscovering South African heritage and preserving it for educational, socio economic or historical value. The limitations we have are the amount of resources at our disposal but we hope that the solution improves with time allowing more role-players to join hands to preserve our heritage.

Sonwabile Mancotywa
Chief Executive Officer
National Heritage Council
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I (a) **Definitions**

The National Heritage Council is a statutory body established in terms of Section 3 of the National Heritage Council Act, 1999, (Act No. 11 of 1999) (hereinafter referred to as “The Act”).

Funding means financial resources and skills related resources provided by the NHC towards heritage related projects.

Copyright can be defined as a “collection” of rights vested in a person who has copyright and which allows him/her to prevent unlawful reproduction of work. Copyright in SA is governed by the Copyright Act, 1978 (act No 98 of 1978) as amended.

**NHC: National Heritage Council**

SA: South Africa

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1. **Preamble**

   Informed by its mandate – that of creating access and transformation of the sector, the NHC has to lobby in order to create support to the sector. The purpose of this document is to outline the Funding Policy of the NHC that guides processes of identification, assessment, awarding, monitoring and evaluation of heritage projects and any other matters connected therewith.

   Funding is one of the central factors for successful empowerment, engagements and transformation of the previously marginalised heritage sector. A process of streamlining therefore becomes critical.

2. **Vision**

   The NHC strives to build a nation proud of its heritage.

3. **Objective**

   The objective of this funding policy is to provide financial support to appropriate/qualifying projects in line with the vision.
and strategic objectives of the NHC. Efforts will be made to secure reasonable and fair geographic distribution of participating organisations in all the provinces.

The Funding Strategy is to lay down guidelines and criteria for funding projects that are within defined areas of heritage priorities with the objective of stimulating meaningful participation within the heritage sector.

4. **Mission**

The mission of the NHC is to transform, protect and promote South African heritage for sustainable development.

5. **Funded Initiatives**

Projects must have been initiated in South Africa and support the National Heritage Council Strategy initiatives with preference given to projects that respond to the government’s national imperatives including but not limited to the following:
• Education and Awareness
• Poverty Alleviation
• Nation Building
• Transfer of skills
• Capacity building
• Job Creation
• Sustainable Impact
• Equity and redress of historic imbalances; and
• Creation of partnerships

6. Compliance
Applicants must provide all the necessary compliant documents when making applications and these are reflected on the NHC application form which must be used when making an application for funding.

7. Accountability
Funded projects shall only receive subsequent tranches after submission of progress and financial reports. Funded projects and programmes shall be made public. (Audited Financial Statements will be submitted at the
beginning when making an application and at the end for reporting on the NHC funding).

Contracted project shall receive funds in tranches agreed to by both parties and aligned to the project implementation plan. Deviations on the implementation must be negotiated with the National Heritage Council prior to implementation. The National Heritage Council shall verify the status of the funded project for credibility with the National Treasury to confirm if the organisation/company or its Directors are not restricted to hold office or to do business with any entity both in public and private sectors.

8. **Who is Eligible?**

Individuals who are involved in heritage projects/programmes – and must be willing to partner with credible institutions for their project implementation and reporting;

Organisations, Foundations, Trusts, Associations, Section 21 (not for gain);
NB: (organisations that do not have the necessary compliant requirements must be willing to be administered or partner with credible organisations or institutions for purposes of financial reporting (audited financial statements) and capacity building.

A Memorandum of Understanding must be entered into to define the partnership and roles of the partnership.

The following business formations are excluded by the Funding Policy:

- Closed Corporations (CCs)
- (Pty) Ltd
- Section 21 for gain organisations

The following areas are not covered in an application for funding projects/programmes by the NHC Funding Policy:

- Payment of Salaries
- Overseas travel
- Operational Costs
- Capital costs (erection of structures, memorials and maintenance thereof)
NB: Employees of the NHC and their immediate families are not eligible to apply for funding with the NHC.

9. Funding Cycle
NHC funds are committed on an annual basis and shall be monitored and evaluated through their implementation plans for delivery timelines.

10. Funding ranges
Funding ranges and ceiling per programme/project per financial year:
- Small R10 000- R50 000
- Medium R51 000- R100 000
- Large Up to a maximum of R1m

11. Evaluation Criteria
The following consideration shall serve as guidelines in evaluating applications:
- Benefit to the heritage sector;
- Expanding the network of participating heritage communities and complimenting efforts undertaken by other institutions in the sector;
• Viability, innovation and originality;
• Cost effectiveness and sustainability;
• Defined time frames;
• Clear, careful and detailed planning & budgets;
• Quality of delivery of services;
• Specific outcomes in terms of deliverables to assist the NHC in the monitoring, evaluation and reporting on the funded projects.

12. Process of advertising
The National Heritage Council advertises annually for applications relating to public funding. Advertisements are placed in both print and electronic media in both the National and regional media including the SABC Broadcasting Organisations (SABC Radio Stations) as well as Community Radio Stations.
12.1 Evaluation Processes
The process of evaluating applications is done internally by the NHC team. Qualifying applications must have all compliant documents to be considered for assessment and these are:

• Company Registrations Certificate
• Constitution of the organisation
• Current Tax Certificate
• Audited Financial Statements
• NHC Application forms
• A detailed business plan with the implementation structure and a rollout plan

12.2 Constitution of the NHC evaluation Team

• NHC internal team
12.3 Functions of the Evaluation Team

- Register all submitted applications;
- Acknowledge receipt;
- Verify all administrative requirements;
- Prepare summaries including files of all recommended applications for presentation and assessment to the Heritage Funding Committee;
- Receive and forward responses to applicants from the Heritage Funding Committee.

13. Heritage Funding Committee

13.1 Constitution of the Heritage Funding Committee

The Heritage Funding Committee will be selected through a public process i.e. advertising in the National
Print Media. An evaluation team formed by the NHC team will evaluate all received applications and make recommendations to an Interviews Committee made up of five (5) experts drawn from the sector including the three (3) NHC Executive Members.

13.2 Heritage Funding Committee’s Term of Office
The Heritage Funding Committee will serve a three year term of office with performance evaluation conducted annually.

13.3 Functions of the Heritage Funding Committee
• Evaluate and assess all recommended applications
• Invite applicants to do a presentation where necessary
Award qualifying applications, and

Prepare a report on the awarding process and submit to the NHC Council for endorsement.

13.4 Remuneration
The Heritage Funding Committee will be remunerated in line with the NHC’s payment structure of members providing expertise to the NHC’s operations and will be remunerated per sitting.

14. Models of Funding

Complimentary Funding
The fund is intended to fill gaps that exist, create momentum where there are blockages, make small investment that could have significant impact. The fund is not intended to replace other funding and support.
Collaborative Funding
Heritage organisations may be encouraged to have joint ventures/projects. Inter-organisational task teams can be formed to collaborate on some efforts. New programmes could be merged with ongoing efforts with the same objectives. Here the effort is to foster integration, promote efficiency and build effective networks for service delivery. This method of funding will assist towards avoidance of duplication as all funding programmes will be coordinated in an integrated manner so that the best use of funds can be guaranteed. This will be made possible through inter-institutional funding committees to establish the areas of priorities with the heritage sector.

Cost Sharing
There may be different ways to share costs – in kind and in terms of financial resources and expertise sharing. Making organisational commitment to the allocation of resources to project efforts even beyond the term of funding programmes through Memoranda of Agreement.
15. **Review Processes**  
The procedure applies to all external persons, institutions and organisations that have made submissions to the NHC for funding, have followed all the procedures and policies of the NHC and can present evidence that they may have been unfairly treated. An independent Review Committee oversees this process and is comprised of:

- Legal Experts drawn from the sector
- One independent area expert
- Chair of the Heritage Funding Committee

16. **Process of appeal**

- A person applying for review must make a written submission to the CEO of the NHC, outlining grounds for their application for review;
- The CEO of the NHC will, after verification on the processes of approvals, forward the Application for review to the Chair of the Review Committee;
• The Application for Review, together with the notice of application for review and any supporting documents shall then be presented to the Review Committee for investigation and adjudication;

• The decision of the Review Committee shall be final.

17. Integrity in Research and Key Principles

Researchers funded by the NHC are expected to adhere to the following research principles:

• Honesty in proposing, performing and reporting on research;
• Recognition of prior work;
• Disclosure of potential conflicts of interest;
• A letter permitting research work/documentary from the affected subjects;
• Compliance with institutional and/or sponsor requirements;
• Protection of human subjects and humane care of animals in the conduct of research;
• Collegiality in scholarly interactions and sharing of resources; and
• Submission of the original Tax Clearance Certificate where applicable.

18. Declaration
The NHC employees, NHC Council Members and any other person involved directly in the NHC activities or processes, or are custodians of processes with the NHC (guided by the NHC Code of Conduct), must sign a declaration of conflict and or interest when involved in the funding process. This process dictates that they declare upfront any interest they may have in any application for funding from the NHC, and recuse themselves from all decision-making processes allied to the application, if they have any interest or placed in a position of conflict.
Intellectual Property Rights

Copyright in SA is governed by the Copyright Act No. 98 of 1978, as amended. The Copyright Act defines the author of the work as the owner of the copyright, unless the person is in the employment of the NHC and the work is created in the course of the scope of engagement/project, in which case the NHC holds the copyright. It is however, possible for the copyright holder to contractually assign, in writing, the copyright or part thereof, to one or a number of persons for a specific or a limited period. The assignee then becomes the holder of the copyright and is entitled to various rights and remedies.

On this basis, any work assigned and funded by the NHC becomes the property of the NHC on the basis outlined in the Contract Agreement between the NHC and applicant. (All NHC funded projects will be required to acknowledge the NHC in end product i.e. publication, documentary, research etc)
20. **Resource Mobilization (Fundraising)**

The NHC has, as one of its key mandates, a function of lobbying for resources in order to support the sector. This is done through the identification of strategic national programmes and setting of targets for such programmes in determining the necessary support.

20.1 **Processes for fundraising**

- Identifying relevant funding bodies and partners (Profiling);
- Obtaining approval from the NHC Council for identified programmes requiring support;
- Submission of a customised proposal;
- Reporting on progress;
- Monitoring and evaluation and reporting.

21 **Appendix A**

The objectives of the National Heritage Council are:

- To coordinate heritage management;
• To protect, preserve and promote the content and heritage which reside in ‘orature’ in order to make it accessible and dynamic;

• To integrate living heritage with the functions and activities of the Council and all other heritage authorities and institutions at national, provincial and local level;

• To promote and protect indigenous knowledge systems, including but not limited to enterprise and industry, social upliftment, institutional framework and liberatory processes, and

• To intensify support for the promotion of the history and culture of all our people and particularly to support research and publication on enslavements in SA.
22. Functions, Powers and Duties of the National Heritage Council

The Council must—

Advise the Minister on:

• National Policies on heritage matters, including indigenous knowledge systems, living treasures, restitution and relevant matters; and

• Any other matter concerning heritage which the Minister may from time to time determine;

• Advise the Minister on the allocation of core funding to the declared cultural institutions;

• Investigate ways and means of effecting the repatriation of South African heritage objects presently being held by foreign governments, public and private institutions and individuals;

• Make grants to any person, organisations or institutions in order to promote and develop national heritage activities and resources;
• Coordinate activities of public institutions involved in heritage management in an integrated manner to ensure optimum use of State resources;
• Monitor and coordinate the transformation of the heritage sector, with special emphasis on the development of living heritage;
• Consult and liaise with relevant stakeholders on heritage matters;
• Generally support, nurture and develop access to institutions and programmes that promote and bring equity to heritage management;
• Promote awareness of the history of our people, including the history of enslavement in SA;
• Lobby in order to secure funding for heritage management and to create a great public aware of the importance of our nation’s heritage;
• Perform such duties in respect of its objectives as the Minister may assign to it.