



**CITY OF CAPE TOWN (the City)
FILM Policy (the Policy)**

**PROJECT PLAN
FILM AND MEDIA TRAINING INITIATIVES**

Financial Year (the City’s financial year): 1 July to 30 June

No.:	DETAILS AND REQUIREMENTS
1.	ORGANISATION:
2.	AIMS AND OBJECTIVES OF ORGANISATION:
3.	PROJECT OR PROGRAMME DETAILS:
3.1	Project or Programme Description – What is the proposed training’s objectives, purpose or level of intervention?
3.2	Location/area - Where will the training be carried out? I.e. What is the target area? Target:
3.3	Number of attendees and/or participants: How many people will attend the training programme?

3.4	<p>Beneficiaries - Which community (the target community or group) will benefit from the training provided? Target:</p> <p>.....</p> <p>.....</p> <p>.....</p>
3.5	<p>Training Provided: Is the training provided by an accredited training provider, a professional body or industry professionals?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
3.6	<p>Employment opportunities: How many jobs will this programme create?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
3.7	<p>Trainers: List the names of the trainers and their competencies.</p> <p>.....</p> <p>.....</p>
3.8	<p>Course: Outline the curriculum/content and desired outcomes of the course. Has this training been done before?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
3.9	<p>Learner selection: How will the learners be selected?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
3.10	<p>Marketing and Media: How will the training initiative be marketed?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

3.11	Economic Development and Social Impact: How will this course drive economic and social impact?
3.12	Other partnerships: List additional project funders/sponsors and their contributions.

4.	BUDGET
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4.1	Expenditure Budget - What is the anticipated expenditure to be incurred on this specific project or programme and what will the money be spent on? NOTE: - Transfer funding RECEIVED FROM THE CITY CANNOT BE USED TO FUND salaries and wages, municipal service accounts, telephone accounts, general administration expenses, etc. Any transfer funding that your organisation may receive from the City must only be used to fund expenditure directly related to the approved film project ensuring that the target beneficiaries receive the full benefit of the transfer funding which will not happen if any funds are misused or are used to fund the types of expenditure mentioned. Your organisation must fund your own normal operating costs and any structures and other improvements made to your property and / or buildings. Your organisation must be properly registered, established and viable and provide the City with copies of your audited Annual Financial Statements where transfer funding received from the City is R50 000 or above or Income and Expenditure statement where transfer funding is less than R50 000.																																	
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4.2	Income Budget: - What are the anticipated income sources for the specific event in order to fund the expenditure?						
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	4.2.2	OWN FUND RAISING BY YOUR ORGANISATION	
	4.2.3	OTHER SOURCES (SPECIFY BELOW) Please provide details and identify the source of the funds e.g. National Government, the Provincial Government: Western Cape, Private Donors and donor organisations etc. and including other sources of funding that your organisation may receive from the City.	
	(i)		
	(ii)		
	(iii)		
	(iv)		
	(v)		
	(vi)		
	TOTAL BUDGET - INCOME		

Tick box	SUPPORTING DOCUMENT CHECKLIST:
	Proof of registration and/ or accreditation with the Department of Higher Education or relevant SETA (refer to South African Qualifications Authority guidelines) (if applicable);
	Proof of the success rate of past training initiatives for the training service providers who have full accreditation from MICT-SETA or other; (where applicable)
	A detailed project plan outlining the course curriculum/content, outcomes, learner selection criteria; post-programme support, if any;
	Assessment and evaluation criteria (where applicable)
	CVs of tutors outlining their competencies and proof of appointment to teach/train

Duly authorised person of the organisation:

Full Name:

RSA ID Number:

Position:

Signature:

For Official Use Only

(To be completed by Project Manager when the Film Committee has approved the SUPPORT and before the signing of the MOA – Attach this completed Annexure to the signed MOA)

- Film Committee on (ddmmyy) approved the sponsorship funding of R /City
Assessment and evaluation criteria (where applicable)
Services to the organisation or body identified in Project Plan...

Line Department: -

Project Manager: -

Date: -

Signature: -