

Project Proposal Application Form

This is an official project application form.

The form is designed to facilitate the appraisal of projects by the GFC.

The following documents should be submitted with this form:

- i) A detailed description of the project in the form of a business plan
- ii) A list of all the project partners/stakeholders involved in the project
- iii) Detailed budget clearly indicating own contribution towards completion of the project as well as other sources of financing and funding raised
- iv) The project must demonstrate extent of local benefits in terms of:
 - Employment created and skills developed
 - Development of local content
 - Contribution towards transformation within the sector
 - Inclusion of women, children and people with disability within the sector
 - Financial viability
- v) Proof of entity ownership
- vi) A tax clearance certificate of the organisation/company presenting the Project
- vii) In the event of a successful proposal application, the GFC will enter into a formal, written and binding agreement with the Project originators.

Please complete this form and email it to **projects@gautengfilm.org.za**.
Alternatively you can submit by hand to Gauteng Film Commission, 9th floor,
56 Main Street, Marshalltown, Johannesburg.

For further information please call the GFC on 011 833 0409.

GFC Intervention Required

**What is required/
requested from
the GFC?**

Other government support
(indicate source)

Details of Applicant/Entity

**Company/Individual
name**

**Company
registration number**

**Company
VAT number**

**Project contact (include
name of principle contact)**

Physical address

Postal address

Telephone number(s)

Fax number(s)

Mobile

E-mail

Web address

Other relevant details:

Please provide a breakdown
of current ownership and
management status in terms
of employment equity clearly
indicating:

- Race
- Gender
- Youth
- People with disability

Project Details

Title of project

Project Description

I. Please provide a description of the project highlighting the main aims and objectives of the project.

2. Self evaluation chart

Does this project relate to:

- Local content development
- Infrastructural development
- Audience development
- Training and development
- Transformation
- Advancement of women, children and people with disability in the sector
- Other (such as raising of finance and investment)

Project Description (continued)

3. Please expand on the Coverage and Footprint of the project

Are there any physical boundaries for the proposed project? In the case of productions please indicate in which province principle photography will be completed? Please also indicate whether the target market is local or international or both.

4. Please elaborate on the employment capacity and duration to be created by the project.

5. SWOT analysis

Provide a brief description of project:

- Strengths
- Weaknesses
- Opportunities
- Threats
- Focus
- Needs
- Sector specific potential

How does the project respond to the above?

6. How will the project be marketed and distributed?

Refer to any market research and other data to support the above. You may want to provide details of Research undertaken (please attach).

Project Description (continued)

7. What are the expected outcomes or results that will be achieved by the project?

- Project format
- Financial projections

8. How does this project meet the objectives of transformation?

Employment Creation, Skills Transfer and SMME Development

9. Project statistics

Please indicate the number and nature of temporary direct and indirect jobs to be created.

Please indicate the number and nature of permanent direct and indirect employment to be created.

Provide details of skills transfer and the nature thereof.

Please give details of mentorships that will result from this project (if any).

Please indicate the number of SMME's that will be utilised in the project.

Partnership and Collaboration

10. Partnerships

List partners that you have involved and consulted in developing this project.

Identify possible partners and describe your plans for involving key stakeholders in developing, managing and implementing the project.

Indicate how you intend to consult relevant stakeholders?

Do you have plans for involving the corporate community?

Project Costs and Funding Requirements

11. Financials

Identify full costs and how you propose to meet the costs. **Also indicate your own financial commitment.**

Specify what other income you expect to get from other sources.

What is the total financial contribution, investment or contribution or contribution in kind you expect from partners in terms of expertise, voluntary management, secondments etc?

NB: Please attach a detailed project budget

Project Management

12. How will the project be managed and implemented?

What stages do the project need to go through before it can start in terms of permissions, rights, design, development and market research among others?

When will the project start?

When will the project be complete?

In the case of productions have you identified your locations? Please elaborate on locations to be utilised in Gauteng. (Please attach a schedule of locations to be used).

13. Please provide any other information you think is relevant for this application.

For Admin Purposes

Date of proposal received

GFC reference number

Big Ideas. Perfect Locations.

Gauteng Film Commission, 56 Main Street, Johannesburg, 2108, South Africa
Tel: +27 (0)11 833 0409, Fax: +27 (0)11 833 0282, Email: info@gautengfilm.org.za

www.gautengfilm.org.za