



**small business  
development**

Department:  
Small Business Development  
REPUBLIC OF SOUTH AFRICA



**sport, arts & culture**

Department:  
Sport, Arts and Culture  
REPUBLIC OF SOUTH AFRICA

## Call for COVID-19 Relief Fund applications from the visual arts, crafts, design and audiovisual sectors

The **Department of Small Business Development** and the **Department of Sport, Arts and Culture** jointly call South African small, medium and microenterprises (SMMEs), cooperatives and sole proprietors/sole traders in the visual arts, crafts, design and audiovisual sectors to apply for this COVID-19 relief.

### Qualifying criteria for SMMEs, cooperatives and sole proprietors/sole traders:

- a. Businesses that can prove that their operations have been negatively affected by the coronavirus pandemic;
- b. Sole proprietors/sole traders with a valid South African ID and tax clearance certificate, who can prove that their operations have been negatively affected by the coronavirus pandemic.

All applicants must meet the following requirements:

- a. The company/professional practice must be 100% owned by South African citizens;
- b. At least 70% of its employees must be South African citizens;
- c. Priority will be given to businesses owned by women, the youth and people with disabilities;
- d. The company/practice must be registered and SARS compliant;
- e. The company/practice must be B-BBEE compliant.
- f. Sole proprietors/sole traders must meet the requirements in a, c and d above.

### Application process

Applications for access to the COVID-19 Relief Fund must be directed to the **[agency/hub] in your province** by completing the attached **COVID-19 Relief Fund application form**. The following documents **must** be submitted together with the application:

- a. Letter of motivation describing how COVID-19 has impacted your professional company/practice and your future plans. This letter must not be longer than one page.
- b. Completed application form.
- c. Professional practice/ company information:
  - o Company profile or CV that demonstrates that you and/or your company were operational for more than a year prior to March 2020. Evidence of your professional practice, e.g. photo of your work; links to website/social media pages.
  - o Written reference from a client or relevant organisation to certify that you are a practitioner in the above listed sectors, and samples of your work.
  - o Latest annual financial statements or management accounts not older than three months from date of application or bank account statements from the last three months (where applicable).
- d. Compliance documentation (\* indicates where applicable to registered businesses):
  - o Certified copy of SA ID of primary applicant
  - o Valid tax clearance certificate or tax PIN
  - o FICA documents (e.g. municipal accounts; letter from traditional authority)
  - o Stamped three months' bank account statements
  - o Cooperative and/or company registration certificates\*.
- e. A COVID-19 relief affidavit confirming:
  - o You have never been a beneficiary of COVID-19 relief or assistance; OR



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- You have received COVID-19 relief/assistance, in which case you should please indicate the source of the relief, the amount you requested, and the amount you received;
- Your demographic information (B-BBEE status, women, youth, disability); and
- Number and citizenship of your employees.

Your application (please see the attached **COVID-19 Relief Fund application form**) should reach the **[agency/hub] in your province** on or before **19 October 2020** at 12:00 and should be addressed to–

### **Application emails addresses.**

1. **Eastern Cape**

[EC-relief@ecdc.co.za](mailto:EC-relief@ecdc.co.za)

2. **Free-State**

[FS-relief@fdc.co.za](mailto:FS-relief@fdc.co.za)

3. **Gauteng Province**

[gauteng-relief@gauteng.net](mailto:gauteng-relief@gauteng.net)

4. **KZN Province**

[KZN-Relief@kzndac.gov.za](mailto:KZN-Relief@kzndac.gov.za)

5. **Limpopo Province**

[Lim-relief@lieda.co.za](mailto:Lim-relief@lieda.co.za)

6. **Mpumalanga Province**

[Mpu-relief @mega.gov.za](mailto:Mpu-relief@mega.gov.za)

7. **North West Province**

[NW-relief@bbcdi.co.za](mailto:NW-relief@bbcdi.co.za)

8. **Northern Cape Province**

[ncrelief@nceda.co.za](mailto:ncrelief@nceda.co.za)

9. **Western Cape Province**

[WC-relief@thecdi.org.za](mailto:WC-relief@thecdi.org.za)