



KWAZULU-NATAL
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**INVITATION FOR SUBMISSION OF EVENTS PROPOSALS FOR
JUNE 2023 TO DECEMBER 2023**

The KwaZulu-Natal Provincial Government invites submission of proposals for funding from event's organisers, individuals, events managers, festival organisers, exhibitors and meetings organisers, amateur and professional organisations that have a legal status to submit proposals for events planned to take place between **June 2023 to DECEMBER 2023**. The proposal must demonstrate a fair understanding of the KwaZulu Natal 2019-2024 Medium Term Strategic Framework seven priorities and its related interventions for the sixth administration. The events must align with wider government objectives and the proposal must demonstrate how the event will advance government priorities:

- Proposal must demonstrate how the event will contribute towards the achievement of the priorities.
- Proposals must specify potential benefits for the host location and the Province of KwaZulu-Natal;
- Have a detailed budget and project plan, including other sources of funding, partnerships and own contribution; including ticket sales and possible marketing value of exposure
- The project plan should include at least five (5) reference letters from reputable organisation for hosting events
- A detailed event marketing plan which should indicate implementation or a roll-out time frame of three months prior to the event staging;
- Indication of strategic local or international event partnerships to enhance the event

Categories of Events:

- **Major/Mega Event** - event which attracts significant participation/attendance in terms of visitor numbers and media interest to a destination. It also contributes significantly to the economy through direct and indirect benefits. Such events have a potential to attract international tourists and global media coverage
- **Signature events**- events that generally have a wide appeal and generate vibrancy but do not attract significant number of overseas and regional to the province. Has wide appeal to local residents across the province and visitors from neighbouring provinces.
- **National/Provincial Event**- An event of National / Provincial significance which attracts visitors and media coverage (South African)
- **Regional/ District Event**- An event of regional/ district significance which attracts regional visitors and regional media coverage
- **Local/Community Event**- An event that takes place in a community which is of significance to that particular community and attracts local interest, visitor numbers and promotes social cohesion.

Applications / proposals must be accompanied by the following documents:

1. Application Forms
2. Proof of Company Registration/NGO/ Co-operative
3. Valid original Tax Clearance Certificate and PIN number
4. Proof of Registration with the Central Supplier Database
5. Certified copies of the IDs of members or shareholders
6. Detailed company profile

7. Reference Letters
8. Project Plan with the budget plan and the marketing plan
9. Bank stamped confirmation of account letter

Note: The Province through a relevant **Provincial Government Committee** will not allow multiple dipping and where application is approved, it would be dealt with through the **Provincial Events Strategy** and associated quantum (R1 to R2m). The application will be subjected to assessment and evaluation according to the Adopted Events Strategy prior an award is made to a successful organiser.

Submit your proposals in a sealed envelope directly to 300 Langalibalele Street, Pietermaritzburg, 3201, Office of the Premier, Moses Mabhida Building by **12 May 2023**, closing at **16h00**, For **the attention of the Chairperson of the Technical Subcommittee on International Relations and Major Events**. The application form and the evaluation criteria is available on www.kznonline.gov.za If you do not get a reply from the Provincial Government within 30 days from the closing date, you must consider your submission unsuccessful.

For more information contact the following officials:

- Mr Lindelani Mbambo - lindelani.mbambo@kznpremier.gov.za;
- Ms Sinenhlanhla Shoji - sinenhlanhla.shoji@kznpremier.gov.za;
- Mr Sibonelo Nzimande - sibonelo.nzimande@kznedtea.gov.za and
- Ms Ayanda Zondi - Ayanda.zondi@kznedtea.gov.za

Only KZN based organisations may apply.

PLEASE NOTE THAT THERE WILL BE NO BRIEFING FOR THIS RFP



KWAZULU-NATAL
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EVENT FUNDING APPLICATION FORM

YEAR

DEADLINE FOR APPLICATIONS

Section A –

Applicant Details

Name of applicant/organisation

Address of applicant/organisation

Contact details for applicant

Name	
Email	
Telephone	

Organisation details

Nature of organisation (commercial, not-for-profit, ...)	
Affiliation to a relevant local, regional or national body	
Company registration number	
Charitable status Y/N	
Charity number	

Details of previous experience staging events and/or festivals in the public domain

Please confirm that you observe good employment practices, and that you have measures in place which ensure that you are in compliance with health and safety, appropriate pay rates and dignity at work requirements

YES		NO	
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Section B –

Event Details

Name of event/festival

Event category & Proposed date(s)

Location

Previous dates and locations for this event

Full post event report for previous years, including attendance, highlights, results and economic benefit Full event proposal (labelled attachment accepted, please indicate)

Full event proposal (labelled attachment accepted, please indicate)

Section C –

Event Benefits

Details in relation to the estimated attendance for proposed event

Audience profile for proposed event

Anticipated local benefit that the proposed event will deliver

Estimated economic benefit that proposed event will deliver with rationale/reasoning

Estimated overseas visitors in attendance and details in relation to how this will be achieved

Marketing plan for this event

Details in relation to how provincial government's sponsorship will be recognised across all media

Details of all partnership and sponsorship arrangements

Details in relation to future sustainability for the event and opportunities for growth

Section D – Event Staffing

Full outline of event team structure

Background and previous event experience of key personnel

Section E –

Event Budget

Please provide a full list of costs associated with the delivery of this event

Expense	Amount

Please provide a full list of the income amounts expected to be generated by this event, including other state agencies and provincial departments

Description	Amount

Please provide details in relation to all expected benefit in kind support

Amount of funding being applied for

Municipality event recognition and support letter submitted

YES		NO	
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Signature

Name in Block capitals

Date

This declaration, duly completed, must be submitted by all applicants

Name of Applicant:

Address:

Country:

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

The Applicant is bankrupt or is being wound up or its affairs are being administered by the court or are entered into an arrangement with creditors or have suspended business activities or are in any analogous situation arising from a similar procedure under national laws and regulations.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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The Applicant is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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The Applicant, a Director, or Partner has been convicted of an offence concerning their professional conduct by a judgement, which has the force of res judicata, or been guilty of grave professional misconduct in the course of that business.

YES		NO	
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The Applicant has not fulfilled its obligations relating to the payment of taxes or social security contributions in South Africa or any other state in which the event is located.

YES		NO	
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The Applicant, a Director, or Partner has ever been found guilty of fraud.

YES		NO	
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The Applicant, a Director, or Partner has ever been found guilty of money laundering.

YES		NO	
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The Applicant, a Director, or Partner has been found guilty of corruption.

YES		NO	
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The Applicant, a Director, or Partner has been convicted of being a member of a criminal organisation.

YES		NO	
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The Applicant has been guilty of serious misrepresentation in providing information to a public buying agency.

YES		NO	
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The Applicant has insolently misrepresented its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

YES		NO	
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THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE APPLICANT. I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from any future financial assistance programmes.

Signature		Date	
Name		Telephone	
Position		Email	



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EVALUATION CRITERIA FOR EVENTS PROPOSALS

STEP 1: ELIGIBILITY EVALUATION CRITERIA

Submission of the below documents

NO	Documents	Yes/No
1	Application Form	
2	Proof of Company Registration/NGO/ Co-operative	
3	Valid original Tax Clearance Certificate and PIN	
4	Certified copies of the IDs of members or shareholders	
5	Detailed company profile	
6	Project Plan with the details of the budget plan and marketing Plan	
7	Reference letters	

Failure to submit any of the above will result to disqualification

STEP 2: FUNCTIONALITY EVALUATION CRITERIA

NO	CRITERIA	SCORE	MEANS OF VERIFICATION
1.	KZN MTSF Seven Priorities Understanding	20	0 points for no alignment to the priorities
			10 points for partial alignment to the priorities
			20 points for full alignment to the priorities
2	Potential Benefits for the Host Location	20	0 points for no benefits
			5 points for job opportunities
			5 points for poverty alleviation
			5 points for youth development

			5 points for women and or Disability empowerment	
3	Company Experience in Hosting of Events	20	20 points for FIVE reference letters	Reference letter from reputable and traceable organizations
			15 points for FOUR reference letters	
			10 points for THREE reference letters	
			5 points for TWO reference letters	
			3 points for ONE reference letter	
			0 for NO submissions	
4.	Financial Capacity	20	20 points for more than 50% of own contribution and other partnerships	Budget plan
			10 points for less than 50% contribution and other partnerships	
			0 points for no own contribution or other contributions	
5	Marketing Strategy	10	10 points for time-based marking plan starting three months prior to the event.	Event Marketing Plan
			5 points for time-based marking plan starting in less than three months prior to the event.	
			0 points for no marketing plan	
6	Office in KwaZulu Natal	10	10 points for the office in KZN	CK Document
			0 points for no office in KZN	

Proposals that score less than 70% for functionality will be regarded as submitting a non-responsive proposal and will be disqualified. All proposals that score 70% and more for functionality will be placed on the respective panels.