



FREQUENTLY ASKED QUESTIONS

WHAT EXACTLY DOES THE ARTS AND CULTURE DEPARTMENT DO?

The Department provides services in five areas of work via a three year strategy:

- Arts and Culture Sector Co-ordination
- Cultural Promotion - Cultural Spaces
- Community Cultural Development
- Public Life (public art, busking monuments, carnival)

This work can be understood better via these 2 documents

Arts, Culture and Creative Industries Policy 2014

A Story of Opportunity and Inclusivity: The History of the City of Cape Town's Arts and Culture Department

And you can find out what we doing more regularly via Facebook:

<https://www.facebook.com/COCT.ArtsandCulture?ref=ts>

I WANT TO KNOW MORE ABOUT PUBLIC ART AND MONUMENTS

The City has a public life programme focusing on public art and monuments, amongst others. The following can be downloaded for more information:

- Draft Public Art Management Framework (available from March 2015)
- Public Art Catalogue
- Monuments Study

HOW DO I PARTNER WITH THE CITY?

There are three ways to do this

1. By receiving funding or in kind support from the City
2. By competitively bidding for work opportunities with the City
3. If you are a representative industry support body of some kind, we can draw up an agreement of co-operation.

HOW DO I ACCESS FUNDING FROM THE CITY OF CAPE TOWN?

The ways to access funding from the City of Cape Town is through the Grant process, and via the Special Events Committee Tourism, Events and Economic Development Arts and Culture 2 Grants are advertised in local community papers and some in main-stream papers. Calls for application are traditionally for projects taking place a year in advance so significant forward planning is required by our grantees.

Tourism, Events and Economic Development
Arts and Culture FAQs

Grant Funding:

When applying, the following has to be in place, all organisations must:

- be registered with the Department of Social Services as a Non-Profit Organisation;
- have a bank account registered in their name;
- have a Tax Clearance Certificate
- complete relevant forms to apply for funding;
- attach proof of bank and NPO certificate; and
- provide details of financial needs in a business plan.

All applicants will be informed in writing whether they have been successful or not.

For Event Funding via the Special Events Committee:

Contact Events.Applications@capetown.gov.za for an application form.

WE WANT TO HOST AN EVENT HOW CAN YOU HELP US?

For event funding, please contact Events.Permit@capetown.gov.za for the correct procedure.

If you wish to host an event somewhere in the City, you will need an events permit – please contact Events.Applications@capetown.gov.za

WHAT BUSINESS OR PARTNERSHIP OPPORTUNITIES ARE THERE WITH THE CITY?

The Department of Arts and Culture in the City of Cape Town often requires services in the following areas – either as project managers, researchers or consultants:

- Cultural Promotion/Tourism
- Community Cultural Development
- Cultural Mapping and Cultural Planning
- Cultural Heritage - Restoration of monuments
- Public Art
- Facilitation of Workshops
- Design Thinking
- Creative Industries
- Feasibility Studies
- Event Management, amongst others.....

To access this opportunity you need to register with the City's Supply Chain Management as a vendor. Download all relevant applications forms [here](#).

You will need to regularly check the [supply chain management department](#) page for opportunities – this is a competitive process and suppliers from across South Africa are able to bid for such opportunities.

For additional information contact:

Email: supplier.management@capetown.gov.za

Telephone: 021 400 9242 / 9245 / 9243 / 9247 / 9244 / 9250

I AM A PERFORMER/PUBLIC ARTIST/VISUAL ARTIST? WHAT OPPORTUNITIES DOES THE CITY HAVE FOR MY SKILLS AT YOUR EVENTS?

We encourage all organisations and artists to register on our database. This information is shared with other city departments that also host events or projects. To access this opportunity you also need to register with the City's Supply Chain Management as a vendor. Download all relevant applications forms [here](#).

For additional information you can contact:

Email: supplier.management@capetown.gov.za

Telephone: 021 400 9242 / 9245 / 9243 / 9247 / 9244 / 9250

HOW DO I GET ONTO YOUR DATABASE?

Find out how to register [here](#).

WHAT SKILLS DEVELOPMENT TRAINING DOES YOUR DEPARTMENT OFFER?

The [Arts and Culture Department](#) helps to create an enabling environment for organisations. However we no longer provide courses or training for the general arts community - we can refer you to relevant organisations that do such courses.

For more information contact us:

Telephone: 021 417 4101

Email: Artsand.Culture@capetown.gov.za

I AM AN ARTIST OR HERITAGE PRACTITIONER. HOW CAN THE CITY ASSIST ME WITHOUT FUNDING?

[The Artists Handbook: A guide to the business of art](#), by the Africa Centre is an excellent resource for all working in the arts.

The City works with a range of agencies that support cultural development in its relevant sectors – refer to the following useful links:

- Visual Arts – Visual Arts Network of South Africa (VANSA) <http://www.vansa.co.za>
- Performing Arts / Theatre maker – Performing Arts Network of SA (PANSA) <http://www.pansa.co.za>
- Craft – Cape Craft and Design Institute (CCDI) <http://www.ccdi.org.za>
- Design – Cape Town Design Network [Http://www.ctdn.co.za](http://www.ctdn.co.za)
- Heritage – SAHRA - <http://www.sahra.org.za>
- Magic – School of Magic www.collegeofmagic.com
- Circus/Acrobat – Zip Zap Circus School www.zip-zap.co.za
- Furniture – <http://www.capefurniture.za.org>
- Fashion – Cape Town Fashion Council (CTFC) www.ctfc.co.za
- Arts in Africa - Arterial Network www.arterialnetwork.org
- Publishing: Publishers Association of South Africa (PASA) www.publishsa.co.za
- Writing – Writers Guild of SA <http://www.writersguildsa.org/>

CAN I GET A LETTER OF RECOMMENDATION FOR MY FUNDING APPLICATION?

We only provide letters of recommendation to those we fund currently or those we funded in the last financial year.

THERE'S A MONUMENT, MEMORIAL, PLAQUE OR HISTORICAL BUILDING THAT'S DAMAGED OR BEEN VANDALISED IN MY COMMUNITY. WHO DO I CONTACT?

- For monuments, memorials and plaques contact the [Arts and Culture Department](#),
- For historical buildings contact the [Environmental Heritage Resources Department](#),

WHAT IS THE PROCEDURE IF I WANT TO PAINT A MURAL ON A WALL IN A PUBLIC SPACE?

All murals to be painted in public spaces require a permit issued by the City of Cape Town. To apply for a permit, please contact the [Arts and Culture Department](#), to request an application form.

WHAT IS THE PROCEDURE IF I WANT TO DO ANOTHER KIND OF PUBLIC ART WORK IN A PUBLIC SPACE?

Please contact the [Arts and Culture Department](#),

WHAT IS THE PROCEDURE IF I WANT TO DO BUSK?

Please contact the [Arts and Culture Department](#),

WE ARE LOOKING FOR A VENUE FOR OUR PROGRAMME OR EVENT. CAN YOU PLEASE HELP US?

The Arts and Culture Department has access to two venues with affordable rental tariffs. These include:

- [Guga S'Thebe \(Langa\)](#)
- [City Hall \(Cape Town Central City\)](#)

You may [apply to use these spaces](#) at either a commercial or a non-profit rate or request a reduction of the tariffs.

WHAT OTHER CULTURAL SPACES DOES THE CITY OF CAPE TOWN'S ARTS AND CULTURE DEPARTMENT MANAGE AND WHO DO I CONTACT?

- Pass Office Museum
- Rhodes Cottage Museum – Muizenberg
- Hugo Lamprecht Music Centre – Parow
- ArtB Gallery – Bellville
- Bellville Arts Centre – Bellville
- Rust en Vrede – Durbanville
- Delft Rent Office
- The Lab – Woodstock

WE WANT TO SET UP AN ARTS FACILITY IN OUR AREA – DO YOU HAVE BUILDINGS FOR US/CAN YOU BUILD AN ARTS CENTRE?

There are currently no new spaces available for this end. As our Cultural Spaces programme develops, calls will be made to pitch for specific spaces.

HOW DO I STAY IN TOUCH WITH THE ARTS AND CULTURE DEPARTMENT?

Like us on facebook: <https://www.facebook.com/COCT.ArtsandCulture?ref=ts>

E-mail us at Artsand.Culture@capetown.gov.za

HOW DO I FIND A JOB AT THE ARTS AND CULTURE DEPARTMENT IN THE CITY OF CAPE TOWN?

The Arts and Culture Department occasionally has posts available either as management, project managers, administrators, or cleaners.

Please go to the following website if you wish to work for the City of Cape Town:
<http://www.capetown.gov.za/work%20and%20business/jobs-and-skills-development/work-for-the-city-of-cape-town/find-a-job-or-internship-in-city-connect>

CAN I VOLUNTEER OR DO AN INTERNSHIP PROGRAMME?

The Arts and Culture Department is developing its volunteer and internship programmes. Check with us in August 2015 for opportunities.

HOW DO I GET INFORMATION FROM THE ARTS AND CULTURE DEPARTMENT FOR MEDIA PURPOSES?

Please direct your media queries to the media office of the City of Cape Town at media@capetown.gov.za

Please note that neither the Arts and Culture Department nor its staff will respond directly to the press.

HOW DO I RAISE QUERIES / COMPLAINTS AND SHARE FEEDBACK / COMPLIMENTS RELATING TO CITY ART AND CULTURE MATTERS?

You can send a request attention of the Arts and Culture Manager via Artsand.Culture@capetown.gov.za

For all general public queries and issues, the City has a call centre specifically to track your issues with the Arts and Culture Department.

Telephone: 086 010 3089

Fax: 086 010 3090

E-Mail: contact.us@capetown.gov.za