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**FOR OFFICE USE ONLY**

**Ref. No.**

**Date of Receipt**

**FILM FUND: APPLICATION FOR TRAINING FUNDING**

**A. TITLE OF PROJECT:**

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**B. COMPANY/INSTITUTION:**

Name of Company/Institution:

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Registration Number:

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Name of Representative:

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ID Number:

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Physical and Postal Address:

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Home Telephone:

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Work Telephone:

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Cell phone:

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Facsimile:

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E-mail:

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I declare that the information provided herein and in the **supporting documentation** (see list below) appended to this application is accurate.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please submit the following with the training application form:**

**A. PROJECT MOTIVATION**

- How was the need for the project identified? Provide background and context to problem situation or opportunity that has led to the formulation of the present project. Provide documented research/concrete evidence if it exists.
- How will the training prepare learners for a changing economic and technological environment?

**B. PROJECT DESCRIPTION**

- Define and describe the purpose and objectives of the organisation, including vision and mission
- Define how the training will be organised and how the learning will be assessed
- Include profile of target group and learner beneficiaries.
- How will learners be recruited? Describe selection criteria and how they will be applied.
- What work roles will the proposed programme prepare the learners for or engage the learners in?
- What career pathways would the training open up for the learner? What would be the next steps towards career development?
- What measures will be taken (over and above the training) to facilitate learner access to employment or work?
- State the relationship with other training projects, (list the projects)
- Assumption and risks,
- Sustainability indicator and means of verification
- Budget
- Financial Plan.

**C. Profiles of the applicant's work experience and/or qualifications of personnel involved as trainers;**

**D. Define resources needed for training and how they will be provided**

**E. A credible track record in the area of training is crucial;**

**F. Only institutions/organisations are eligible to apply.**

**PLEASE NOTE:**

- Attach information on other confirmed sources of finance and letters of support

- **Submit four copies of your proposal**
- **Do not fax or e-mail applications**
- NFVF has previously experienced problems with contacting applicants at addresses and contact numbers provided. Should the applicant or recipient not be contactable for 2 months at the given address or contact number from the date of receipt or grant the application or the grant will be cancelled, should there be a change of contacts the onus is on the applicant to notify NFVF.
- No applications shall be returned to the applicant
- Do not submit any extra material, e.g. videos, photographs, etc. (**unless requested**)
- Only the Managing Director or equivalent (supervising producer/coordinator) of the institution/organisation is eligible to apply
- Should the applicant become the recipient, she/he will be the signatory of the contract on behalf of the institution
- Proposals that do not adhere to the above criteria will be disqualified