



**KWAZULU-NATAL**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## **INVITATION FOR SUBMISSION OF EVENTS PROPOSALS FOR MAY 2024 TO MARCH 2025**

The KwaZulu-Natal Provincial Government invites submission of proposals for funding from events' 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 **May 2024 to March 2025**. Your proposal **must as a minimum** include the following:

- Demonstration on how the event will contribute towards the achievement of the provincial government priorities;
- Specify potential benefits for the host location and the Province of KwaZulu-Natal;
- Indicate the socio-economic benefits arising from the event (e.g. number of temporary jobs, SMMEs beneficiation, hotel bed nights, consumer spending) etc.
- Indicate the marketing value of exposure for the province;
- A Detailed project plan;
- A detailed event marketing plan which should indicate the implementation or a roll-out time frame of at least three months prior to the staging of the event;
- A detailed budget including other sources of funding (including letters of commitment), partnerships and own contribution; including ticket sales;
- The project team demonstrating the capacity to delivery on the events based on the expertise and experience of the team;
- At least three (3) reference letters from previous events held indicating the nature of the event and the outcome thereof; and
- Indication of strategic local or international event partnerships.

You would need to indicate which category your event falls into as defined below:

Categories of Events:

- **Major/Mega Event** - event which attracts not less 10 000 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.

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. Detailed proposal as indicated above
9. Bank stamped confirmation of account letter

**Note:**

The province will no longer be receiving individual applications to departments or public entities outside of this process. This is to ensure that there is coordination amongst public sector institutions and that maximum value is derived from the sponsorship for the province and its people. Further note that the quantum of proposals that can be supported will be limited to budget availability. In order to ensure that all districts host various events during the year, selection will also cater for spatial equity.

The application proposal will be subjected to assessment and evaluation by a Provincial Government Committee who will review all applications. The criteria are set out in Annexure A.

Kindly submit your proposals in a sealed envelope directly to 300 Langalibalele Street, Pietermaritzburg, 3201, Office of the Premier, Moses Mabhida Building by 19 April 2024 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](http://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 – [eventproposals@kznpremier.gov.za](mailto:eventproposals@kznpremier.gov.za);
- Ms Sinenhlanhla Shoji - [eventproposals@kznpremier.gov.za](mailto:eventproposals@kznpremier.gov.za);

**Only KZN based organisations may apply.**

PLEASE NOTE THAT THERE WILL BE NO BRIEFING