



THE LEVY ON TECHNICAL DEVICES FUND

2023 OPEN CALL GUIDELINES

1. BACKGROUND AND PURPOSE

Section 35G of the Copyright and Neighboring Rights Act provides for the establishment of the Levy on Technical Devices Fund (LTDF). The LTDF was established through Statutory Instrument (Fund Order) No. 94 of 2008. This was repealed by Statutory Instrument No. 33 of 2022. Section 4 of the Fund Order provides that the levy collected shall be used for the *development of the authors, publishers of works and the copyright industries*.

In the context of the Copyright and Neighboring Rights Act, author refers to the creator of a literary or artistic work. This includes photographer, writer, music composer, visual artist, etc, while publisher means anyone who makes a work available to third party i.e., producer, broadcaster etc.

As per the *Policy on Application for Grants and Monitoring Projects under the LTDF*, Botswana citizens (natural and legal persons) are invited to apply for grants to fund projects that meet objectives of the LTDF.

2. OBJECTIVES OF THE FUND

Projects proposed for funding under the LTDF, should be in line with objectives of the Fund which are to:

- a) Promote creation and production of literary and artistic works;
- b) Support enforcement of copyright and neighbouring rights;
- c) Support information dissemination on any matter that promotes creative industries;
- d) Support initiatives that enhance skills of rights holders;
- e) Promote production of quality literary and artistic works;
- f) Promote effectiveness of rights-holders' organisations;
- g) Promote collaborations within the creative industries; and
- h) Support any other projects and programmes that promote the development and growth of the creative industries.

3. ELIGIBILITY

3.1 As per Rule 2 of the *Policy for Eligibility for Funding under the LTDF*, to be eligible for funding, an applicant must meet any one of the following criteria:

- a) Citizens of Botswana with a minimum age of 18 years (applicants below the age of 21, should submit a guardian's consent);

- b) Businesses registered under the Business Names Registration Act that are 100% owned by Botswana citizens.
- c) Companies registered under the Companies Act with 100% citizen ownership, and the company must be up to date with its annual returns.
- d) Voluntary and self-governing organisations (e.g., foundations, association, charities, societies, trusts) registered in Botswana with 100% citizen members/Beneficiaries/Founders.

3.2 Refer to Rule 3 of the *Policy on Eligibility for Funding under the LTDF*, for non-eligible persons.

4. PROJECT DURATION AND BUDGET

Grants shall be awarded to projects whose:

4.1 Project Duration

Duration of projects does not exceed 36 months;

4.2 Grant Amount

- i) Minimum grant requested is P10, 000.00 and Maximum grant request is one million Pula (P1, 000, 000.00).

4.3 Non-Eligible Budget Items

The following will not be funded through the LTDF:

- i) Vehicles;
- ii) Projects that are exclusively capacity building or travel;
- iii) Second-hand equipment;
- iv) Purchase of undeveloped pieces of land, whether or not intended activities are linked to the creative sector;
- v) Any other expenses as the Management Committee may determine shouldn't be funded for reasons it may advance.

NB: The LTDF Management Committee may request the applicant to adjust its proposed budget.

5. APPLICATION PROCESS

- a) Application forms can be accessed as follows:
 - i. Collected from CIPA offices in Gaborone, Francistown, Maun and Serowe;
 - ii. Downloaded from the CIPA website at www.cipa.co.bw;
 - iii. Downloaded from the CIPA Facebook page: **Companies and Intellectual Property Authority – Botswana**;
 - iv. Requested by email: ltdf@cipa.co.bw ;

- b) CIPA will accept both handwritten and word-processed application forms. Handwritten applications should be legible.
- c) Each application should adopt one language: either Setswana or English.
- d) The application form must be completed in triplicate (3 copies must be submitted) and submitted in a single sealed envelope.
- e) Applications should **NOT** be submitted by email or Fax.

6. REQUIRED DOCUMENTS AND ATTACHMENTS

6.1 Applicants should include the following documents and attachments:

- a) Completed Application Form;
- b) A certified copy of identity/ Omang, in the case of individual applicants;
- c) A Curriculum Vitae of the project leader;
- d) If applicant is a company, company extract, valid tax clearance certificate;
- e) If applicant is an entity, attach an official proof that the person signing the declaration of the application is the legal representative of the applicant and is legally authorized to represent the applicant, or letter of authorization for groups;
- f) In the case of associations/societies/non-governmental organizations, provide certified copies of registration certificates, constitution for societies, and a list of Board of Directors/Trustees;
- g) In the case of government departments, attach a covering letter from the parent Ministry;
- h) In the case of parastatal organizations, provide a copy of the establishing instrument and the list of Board of Directors.
- i) Endorsement and recommendation letters (*if any*).
- j) Reference letters from previous sponsors (*where applicable*).
- k) Economic Diversification Drive certificate (*if available*).
- l) Any other information that may support your application.

6.2 The Management Committee will not entertain the following:

- i) Submission of additional information after the deadline.
- ii) Returning any documents to applicants.

7. SUBMISSION OF THE APPLICATION

7.1 The application should be addressed as follows:

SECRETARIAT
The Levy on Technical Devices Fund Management Committee
Companies and Intellectual Property Authority
P.O Box 102, GABORONE

7.2 Applications may be submitted through any of the following:

- i) Postal address, to the postal address; P O Box 102, Gaborone.
- ii) Courier to Plot 54358, Block A, Prime Plaza, CBD.
- iii) Physically/Hand delivered to the following addresses:

GABORONE	Copyright Department Plot 54358, Block A Prime Plaza, CBD Tel: 3673726
FRANCISTOWN	Plot No: 903, Unit18/19/20, Tati River Mall Tel: 241 6808
SEROWE	Plot No: 16148 Main Mall CAS Centre building Tel: 463 0322
MAUN	Lot 28049 Chobe Ward, Old DAMSAC Building Tel: 680 0912

NB: Any application submitted through any other means, other than the above listed shall not be considered.

8. EVALUATION PROCESS

Applications will be subjected to the evaluation stages outlined below. An application should meet requirements of a stage for it to proceed to the next stage. Failure to meet requirements of any stage renders an application unsuccessful.

8.1 Stage1: The Screening Stage/ Administrative Compliance

- i) At this stage, proposals are screened for administrative compliance. Please refer to the Required Documents and Attachments in Section 6.
- ii) This stage is carried out by the Secretariat
- iii) Non-compliant applications shall not proceed to the next stage.

8.2 Stage 2: The Selection Stage/ Technical Stage

- i) This is a technical evaluation stage, where applications are assessed according to marks allocated in the Application Form.
- ii) An application must obtain a 75% pass mark, in accordance with the marks allocated for in the Application Form.

- iii) This stage is carried out by the Management Committee. Independent assessors may be engaged as it may be deemed necessary.
- iv) Any application that fails to reach the 75% pass mark shall not proceed to the next stage.

8.3 Stage 3: Interview Stage

- i) Applications that pass the selection stage will undergo an interview with the Management Committee.
- ii) This is the final evaluation stage. Mainly the objective of this stage is for the Management Committee to assess the project ownership, capability and capacity to execute.
- iii) An application must obtain a 75% pass mark.

9. DEADLINE

- i) Applications should be received **NOT** later than **17:00hrs** on the **16th February 2024**.
- ii) For postal and courier submission, the date of submission shall be the date stamp and time as provided by the service provider (postal and courier).

NB: APPLICATIONS SUBMITTED LATE, BY FAX OR EMAIL WILL BE AUTOMATICALLY DISQUALIFIED.

10. CONTACT DETAILS

For further enquiries, please contact the CIPA Copyright Office on the following:

- i) Tel: 3673726/ 3910 /3720
- ii) Email: ltdf@cipa.co.bw
(NB: the email address is for enquiries only, but not submission)
- iii) You may visit CIPA offices as indicated above.

NB: All consultations on this open call shall be closed on 09th February 2024.