

# PAN SOUTH AFRICAN LANGUAGE BOARD

## REVISED GRANT TYPES INFORMATION BOOKLET

### **1. INTRODUCTION**

The Pan South African Language Board (PANSALB) was established through an Act of Parliament (Act 59 of 1995, amended by Act 10 of 1999) mainly to promote multilingualism in South Africa and to develop the 11 official South African languages, i.e. Sepedi, Sesotho, Setswana, isiNdebele, siSwati, isiZulu, isiXhosa, Xitsonga, Tshivenda, English and Afrikaans. The Act further mandates PANSALB to initiate studies and research aimed at promoting and creating conditions for the development of all 11 official languages, as well as the Khoe and San languages and South African Sign Language(s).

In carrying out this mandate, PANSALB facilitates, finances and encourages relevant research and development projects to solve language questions and further develop all the official languages with special preference to the nine previously marginalised African languages. In order to do this, PANSALB has identified various grant types: standardisation of the official languages, terminology, lexicography, status language planning, language in education, translation, interpreting, development of literature and the previously marginalised languages, and language rights and mediation. This booklet provides information on the funding opportunities available for research and development projects for these grant types.

#### **1.1 Mission and Objectives of PANSALB**

PANSALB's mission is to promote multilingualism in South Africa by:

- creating conditions for the development of, and the equal use of all official languages;
- fostering respect for and encouraging the use of other languages in the country; and
- encouraging the best use of the country's linguistic resources

in order to enable South Africans to free themselves from all forms of linguistic discrimination, domination and division, and to enable them to exercise appropriate linguistic choices for their own well-being as well as for the sake of national development.

PANSALB aspires to provide for the recognition, implementation and promotion of multilingualism in the Republic of South Africa giving special preference to the nine (official) previously marginalised African languages. Emanating from this

background, PANSALB seeks to support research and development projects that:

- promote and support the development of the previously marginalised languages;
- promote and support the promotion of multilingualism as a national resource;
- promote and support the use of previously marginalised languages in high-level domains such as education, the economy, health and the judiciary; and
- promote observance of language rights as part of human rights.

## **2. ADMINISTRATIVE CONTEXT**

The funds allocated by PANSALB for research and development projects are administered by the National Research Foundation's, Division for Social Sciences and Humanities (NRF: DSSH) on behalf of PANSALB. PANSALB and NRF have entered into a partnership agreement in this regard with a view to ensuring that there is stimulation of quality project proposals for PANSALB, fair review of PANSALB applications, disbursement of PANSALB grants and evaluation of PANSALB projects.

### **2.1 How to apply**

PANSALB will advertise its research and development project needs annually through the NRF: DSSH. These needs will indicate clearly what kind of projects can be funded by the PANSALB within a particular financial year.

Applications must be submitted to the NRF: DSSH via the research office/head of the organisation to which the applicants are attached. Applicants not attached to any organisation may submit their applications directly to the NRF: DSSH. Such an application is to be recommended by a community leader who knows the applicant.

### **2.2 Application and evaluation procedure**

The application procedure starts at the applicant's institution. Research committees at the institutions have the responsibility of screening research and development project proposals for quality, completeness and correctness.

The project leader must ensure the completeness of the application.

Grants are awarded on the basis of the recommendations of advisory panels comprising of language specialists. Their recommendations are based on the information presented in the application.

### **2.3 Administrative procedures**

PANSALB (via the NRF: DSSH) will address all correspondence regarding a research and development grant to the research office or head of the research organisation to which a grant holder is attached. Grant holders must address all correspondence/enquiries to the NRF: DSSH through the research office of the organisation or head of the research organisation to which they are attached.

An organisation that recommends an application shall, in the event of an award being made, ensure that the work is completed to the satisfaction of the PANSALB. If this condition is not met, the organisation shall assist the NRF: DSSH to recover the grant on behalf of the PANSALB.

Should the grant become repayable, the grant holder will be responsible for the interest as published in the Government Gazette, and for all legal costs incurred.

Should the grant holder transfer his/her project from one organisation to another, the organisation that recommended the grant shall remain responsible for the supervision of the research, unless the second organisation confirms in writing that it is prepared to assume this responsibility.

A grant will be withdrawn if not taken up by the date indicated in the letter of award.

A grant may only be used in accordance with the approved budget. Prior written approval for any envisaged change in the aim, execution and administration of the research and development project must be obtained from PANSALB (via the NRF: DSSH).

A grant may be withheld or a refund requested if the grant holder's work is unsatisfactory (in the view of PANSALB/the NRF: DSSH) or if the research and development project is not successfully completed by the prescribed date.

### **2.4 Values of grants**

A grant holder may accumulate other awards/funds without forfeiting the PANSALB award, provided it is proven that the funds obtained from other sources will supplement the grant obtained from the PANSALB and will not be used for the same project expenditure. If this application is successful, the grant holder must disclose these amounts to PANSALB and submit a detailed budget of the expenditure of the additional funds.

## **2.5 Reports**

### **2.5.1 Monitoring and evaluation of programme impact and outputs**

PANSALB complies with the requirements of the Public Finance Management Act (Act 1 of 1999) by monitoring the progress and outputs of all grant holders during the duration of the project. In addition, a thorough evaluation of the completed project is done at the end of the support cycle to assess the impact and dissemination of the project.

PANSALB reserves the right to stage on-site visits for project monitoring purposes as it may deem necessary. The purpose of these visits is, among others, to monitor the progress of the research and development project and offer advice where a need arises.

### **2.5.2 Progress reports**

The grant holder must submit an annual progress report (at the end of each year) to PANSALB (via the NRF: DSSH). The annual progress report must include both the narrative report detailing the project activities undertaken within that particular reporting period as well as an expenditure report outlining the expenses incurred in the execution of the project activities.

PANSALB reserves the right to request the grant holder to submit a progress report on a semi-annual basis (after every six months) to PANSALB via the NRF: DSSH. The semi-annual progress report must include both the narrative report detailing the project activities undertaken within that particular reporting period, as well as an expenditure report outlining the expenses incurred in the execution of the project activities.

Applications for the continuation of grants are to be accompanied by a satisfactory progress report on the previous year's activities.

### **2.5.3 Final reports**

Upon completion of a research and development project (within a prescribed period) a final report and summary (500-750 words) of the most important outputs achieved and an audited statement (university-endorsed statement, where applicable) detailing the expenditure of the grant must be submitted to the NRF: DSSH for approval.

The final report must be structured according to the following headings:

- initial objectives, deviations and findings
- outputs of the project
- impact

- financial report: detailing expenditure of funds per line item according to approved budget

The chairperson of the research committee/director of research (where applicable) must inform PANSALB (via the NRF: DSSH) that the report has been accepted. A summary of the report and the audited or university endorsed financial statement should be submitted to the NRF: DSSH. The NRF: DSSH will inform the grant holder timeously of the final dates for the submission of the final reports.

If a report is not submitted by the final date or is found not to be acceptable, the grant shall be recovered by NRF: DSSH on behalf of the PANSALB.

Only upon receipt of the above will the obligations of the grant holder with regard to the award in question be fulfilled.

## **2.5. Acknowledgement of financial assistance**

The financial assistance received from PANSALB must be acknowledged in the following (or similar) terms in the grant holder's work and all publications that emanate from research project or development project irrespective of the form in which it is presented:

**The financial assistance of the Pan South African Language Board (South Africa), towards this project is hereby acknowledged. Opinions expressed and conclusions arrived at are those of the author and are not necessarily to be attributed to the Pan South African Language Board.**

If statements concerning the research and development project are made to the media, it should be stated explicitly that the research was initiated by the grant holder and that it should under no circumstances be regarded as project undertaken on behalf of or commissioned by the PANSALB.

## **2.6 Project Ethics**

If the type of research and development project so requires, the Ethics Committee of the candidate's organisation (where applicable) should screen the project and confirm that it conforms to ethical research procedures.

Ethical clearance of the research and development project is the responsibility of the **organisation**, or the **project leader** in the case of independent applicants.

## **2.7 Refunding of grants**

A grant holder will be responsible for refunding any amount paid to him/her plus interest as published in the Government Gazette if he/she:

- does not comply with the regulations applicable to the award; and/or
- discontinues the research and development project for reasons which are not acceptable to PANSALB; and/or
- does not complete the research and development project within the prescribed period.

## **3. PERMISSIBLE EXPENDITURE**

In evaluating the appropriateness of the budget, advisory panels take the following into account:

- whether items budgeted for are actually necessary in order to undertake the project;
- whether items budgeted for are accepted as permissible expenditure by PANSALB. For example, no salaries or consulting fees, except labour costs for field workers, interpreters and/or project assistants may be budgeted for;
- whether the cost of individual items in the budget does not exceed what PANSALB allows for that particular item; and
- whether the organisation the applicant is attached to (where applicable) is in a position to fund some of the project costs, especially capital items and basic project infrastructure. In case of capital items, it is the applicant's responsibility to convincingly motivate why PANSALB and not the institution should pay for such items.

### **3.1 Capital items and budgeting**

Approval for the purchase of capital items may be obtained in highly exceptional cases if the applicant is prepared to declare that:

- the organisation is not in a position to provide the necessary equipment;
- the organisation is prepared to include the equipment in its existing stock and to assume responsibility for the insurance thereof; and
- in the event of capital items being purchased by an independent applicant, he/she has to declare that he/she will assume full responsibility for such equipment.

Once the project has been completed capital items purchased from funds made available by PANSALB must be returned to the Board. The items are neither the property of the institution or of the individuals within the institution.

Since funds applied for consistently exceed available funding, financial discipline is required in order to assist as many projects as possible. Only essential operating costs are considered justifiable. It is therefore accepted that, although project expenditure should not place an undue financial burden on the project leader, he/she should also not gain financially from the project sponsored from this source. This principle further implies that all other sponsorships for a project must be declared in an application to demonstrate that, in the event of multiple sponsorships, the funds obtained from other sources will supplement the grant obtained from PANSALB, but will not duplicate it.

Project budgets must correlate with the project proposal accompanying the application. This means, *inter alia*, that expenditure already incurred cannot be considered.

Understandably, the above guidelines cannot be applied rigidly to all applications, since a wide spectrum of projects is covered. The guidelines have always been applied with a measure of latitude to accommodate exceptional cases. Since the advisory panels base their evaluation solely on the content of the applications, reasons should be provided for any requests made in respect of the inclusion of exceptional budget items or rates.

In the drawing up and evaluation of a project budget, financial realism should always prevail. Advisory panels therefore consistently consider whether projected expenditure correlates with current rates and prices. To assist applicants herein, the following guidelines have been compiled.

## **3.2 Guidelines on permissible expenditure**

### **3.2.1 Travel**

Local travel using vehicle smaller than 1600 cm<sup>3</sup> is R1. 021 per km  
Local travel using 1600 cm<sup>3</sup> vehicle (and over) is R1. 50 per km

### **3.2.2 Subsistence**

R350 for overnight accommodation within South African borders (field work may be budgeted for)  
R750 abroad (including the rest of Africa).  
No additional expenses may be budgeted for.  
Maximum 120 days.

### **3.2.3 Tariffs for the remuneration of (research) assistants**

According to completed study\* in R per day.

Pro rata: 8 working hours per day

Pro rata: 22 working days per month

Pro rata: 11 working months per year

Matric

B degree/B-Tech/National Diploma

Hons degree/National Higher Diploma

Master's degree/M-Tech

R12, 50/hr or R100/day

R15, 00/hr or R120/day

R17,50/hr or R140/day

R20, 00/hr or R160/day

PhD	R25, 00/hr or R200/day
Admin assistant (duties to be spelt out)	R25, 00/hr

\*No distinction is made between three and four year courses. Furthermore, previous work experience after the completion of the relevant study is not taken into consideration since this is rarely applicable to the work of the research assistant.

### **3.2.4 Fieldworker remuneration:**

Not exceeding an average of R15 per interview of ½ to ¾ hour for field workers holding a school-leaver's certificate.

### **3.2.5 Photocopies**

20c per A4 size copy

### **3.2.6 Translation**

R30, 00 per 100 words

### **3.2.7 Editing**

R10, 00 per page

### **3.2.8 Interpreting**

R100 per hour

### **3.2.9 Typing**

R5. 00 per A4 page (if no admin assistant has been budgeted for)

### **3.2.10 Catering**

Budgets for day-long workshops/seminars. May include catering costs of planned project-related meetings at the following rates:

Tea:	R6. 50 per person
Lunch:	R30 per person

Note: If the workshop lasts longer than a day, use subsistence allowance.

### **3.2.11 Consumables**

- ◆ Stationery
- ◆ Tapes
- ◆ Batteries

### **3.2.12 Computer expenses**

- ◆ Computer time: actual cost (only statistical data processing).
- ◆ Computerised literature searches: actual cost.
- ◆ Computer software/hardware: purchase of computer software/hardware will be considered if such software/hardware is a necessary part of the project without which the project cannot be

done, and if valid reasons are provided as to why the institution the applicant is attached to cannot afford to provide such items.

#### **4. PANSALB Research and Development Project Grants**

PANSALB has categorised its grants into nine types. General regulations are applicable to all grant types. The grant types are as follows:

- Standardisation of the official languages
- Translation
- Interpreting
- Terminology
- Lexicography
- Language in Education
- Status Language Planning
- Development of Literature and the previously marginalised languages
- Language rights and mediation

##### **4.1 General conditions applicable to all grant types**

###### **4.1.1 Who can participate?**

Language researchers from universities, technikons, Non-Governmental Organisations (NGOs), Community Based Organisations (CBOs) and independent researchers, who have special knowledge in language research and development project management, may apply for grants.

###### **4.1.2 On offer**

Budgets up to a maximum of R250 000 formulated according to existing PANSALB permissible expenditure guidelines, as set out in section 3 of this booklet will be considered.

###### **4.1.3 Conditions for research and development projects**

**The project leader may not undertake this project to obtain further qualifications.**

- The team must consist of language researchers who may be located at historically advantaged and historically disadvantaged higher education institutions, NGOs, and CBOs. Applications from independent researchers will also be considered.
- Regionally based research teams are encouraged.
- The research and development project shall have a clear language development component including the participation of the target community.
- The research and development project should preferably involve historically disadvantaged individuals such as post-graduates students, women, the disabled, and the youth.
- Grant holders already benefiting from PANSALB funding are not eligible to apply until all existing obligations have been satisfactorily discharged.
- No salaries or institutional costs will be considered.

- Projects will be approved in principle for the full period of the project. Awards will be made for one financial year only. An application for the continuation of a project must be submitted for each year of the project.
- A research and development project is to be completed within a maximum period of three years of receipt of the grant.
- Upon completion of the research and development project, PANSALB (via the NRF:DSSH) must receive:
  - ✓ an audited statement detailing expenditure of the award;
  - ✓ a report on the findings specifying the exact outcomes of the research project; as well as
  - ✓ the manner of dissemination of the findings.

#### **4.1.4 Application for a continuation**

An application for the continuation of a project will be considered if the progress and quality of the work are satisfactory. The following should be submitted for each year of the project on the prescribed application form PAN 5(a) before the closing date for applications:

- ◆ An application for an award for the continuation of the project on the prescribed application form PAN 5(a);
- ◆ a detailed budget for the following year;
- ◆ a financial statement detailing the expenditure of the grant for the previous completed year of the project; and
- ◆ a recommendation by the referee/ chairperson of the research committee of the organisation in question on the progress of the project during the current year.

#### **4.1.5 Financial accountability**

The proposal should indicate the project leader who would assume responsibility for the financial management of the award.

#### **4.1.6 Closing dates**

Proposals or applications on PANSALB's application form PAN 5 should reach the NRF: DSSH not later than 15 September. Forms are available from the research offices at universities, technikons, via e-mail from the NRF: DSSH and from the PANSALB Office (see contact details on the cover of this booklet).

## **4.2 PANSALB Grant Types**

### **4.2.1 Standardisation of the official languages**

PANSALB considers the standardisation of the languages, particularly the nine official previously marginalised African languages a major prerequisite for the development of the official languages. Proposals are invited in all areas pertinent to this grant, and especially for:

- ◆ Projects that investigate the status of the standard and other varieties (social and regional dialects) of each of the official languages and its resultant effects on the standardisation of the official languages.

#### **4.2.2 Terminology**

PANSALB considers terminology to be an important building block in the development of language and the promotion of multilingualism. Proposals are invited in all areas pertinent to this grant, and especially for:

- Projects that seek to develop terminology independently or in collaboration with the lexicography units and other bodies in fields such as science, mathematics, technology, the law and the economy.

#### **4.2.3 Lexicography**

PANSALB considers lexicography an important building block in language development and the promotion of multilingualism. Proposals are invited in all areas pertinent to this grant, and especially for:

- Projects (independently or in collaboration with national lexicography units) on the training of lexicographers in the management and implementation of lexicography plans, lexicography technology, computerisation systems, collaborative lexicography and database creation and maintenance.

#### **4.2.4 Status Language Planning**

For this focus area and grant type, PANSALB seeks to promote language research and development projects relating to issues that provide guidance and advice on all language policy and language planning processes at national, provincial and local levels of government. Proposals are invited in all areas pertinent to this grant, and especially for:

- projects on the evaluation of existing language policies of national government departments and parastatals in terms of the applicable language legislation and other relevant documents;
- projects on the evaluation of existing language policies for electronic media in South Africa and other multilingual countries, with recommendations for South Africa;
- projects that demonstrate through practice that the development of the previously marginalised languages can function at all levels of communication, i.e. the role of African language/s in local and regional economies of South Africa, with recommendations on how to preserve and enhance this role;
- projects that monitor all processes that can influence the status of official South African languages, particularly previously marginalised languages; and

- projects that demonstrate the successful use of African languages in indigenous as well as international knowledge systems, literature, economy, and communication between the public and state.

#### **4.2.5 Language in Education**

PANSALB regards education as a crucial domain for the promotion and development of South African languages, in particular the previously marginalised languages. Proposals are invited in all areas pertinent to this grant , and especially for:

- projects that support mother tongue instruction to the highest levels – a right to be available to speakers of all official languages;
- an evaluation of the existing Language in Education Policy (LiEP) of the national department of education, with recommendations on implementation at each level;
- projects that support the training of teachers in historically marginalised languages in order to raise the status of these languages;
- projects that support the development of Outcomes Based Education (OBE) relevant instructional materials and curricula in mother tongue, particularly using the historically marginalised languages; and
- an overview of existing learner and teacher support materials written in all nine African languages for the learning area of Language, Literacy and Communication from Foundation Phase to Further Education and Training Phase, as well as a prioritised list of materials needed in this regard.

#### **4.2.6 Translation**

PANSALB considers the provision of translation a major component of language development. Proposals are invited in all areas pertinent to this grant, and especially for:

- projects that strive for the promotion and use of translation services in all domains of importance, e.g. education, the economy, health and the judiciary; and
- the training of professional translators.

#### **4.2.7 Interpreting**

PANSALB considers the provision of interpreting a major component of language development. Proposals are invited in all areas pertinent to this grant, and especially for:

- a survey of language services in a representative sample of South African courts, government departments and legislatures, with recommendations;

- projects that strive for the promotion and use of interpreting services in all domains of importance, e.g. government departments, parliament, provincial legislatures and local government; and
- the training of professional interpreters.

#### **4.2.8 Development of Literature, especially the previously marginalised languages**

PANSALB actively supports the development of creative literature in all official languages, especially the previously marginalised languages. Proposals are invited in all areas pertinent to this grant, and especially for:

- projects that strive to promote the availability of literature in all official languages by supporting efforts that create accessibility to such works;
- projects that strive to promote the market for creative literature and magazines in African languages;
- projects that support the initiatives that encourage the culture of reading in African languages;
- projects that strive to translate the best works of South African literature into and across all official languages; and
- projects on the suitable systems to be adopted for the translation, publishing and advertising of translations in a number of African languages of the highest recommended South African classics.

#### **4.2.9 Language Rights and Mediation**

PANSALB considers language practice and policy that will free South Africans from all forms of linguistic discrimination, domination and division an essential tool in the promotion of multilingualism in South Africa. Proposals are invited in all areas pertinent to this grant, and especially for:

- projects that support the democratic right of South Africans to exercise democratic and sociolinguistic choices, with the necessary infrastructure;
- projects that monitor the observance of constitutional provisions regarding the use of language; and
- projects that monitor the contents and observance of any existing and new legislation or practices dealing directly or indirectly with language matters at any level of government.