



K-CAP | EKHAYA MULTI-ARTS CENTRE

THEATRE FESTIVAL APPLICATION FORM

K-CAP • B25 Giya Road, Emgidweni, KwaMashu, Durban • Tel: 031 504 6970 • Email: admin@kcap.co.za

RULES AND REGULATIONS

All applicants must read and agree to the following rules before submitting an application.

1. Insika Festival of Men: Only men may compete.
2. Ishashalazi Women's Theatre Festival: Only women may compete.
3. Isigcawu Theatre Festival: All genders may compete.
4. An entry fee of **R100** is required
5. A maximum of **five (5)** performers may be on stage during the production.
6. Each production must not exceed **twenty (20) minutes**.
7. Productions may be performed in isiZulu, English or a combination of languages.
8. Productions containing vulgar language are not permitted.
9. Productions of different theatrical genres are welcome, including drama, comedy, musical theatre, dance-drama, storytelling and experimental theatre.
10. The festival is intended to provide a platform for theatre groups, particularly emerging, student, semi-professional and community performers, subject to the specific festival requirements.
11. Professional directors and scriptwriters may mentor community theatre groups.
12. Applicants must submit completed application forms before the announced closing date.
13. Where an entry fee is required, proof of payment must accompany the application.
14. If the production is not original, the applicant must provide written permission from the copyright owner or relevant rights holder where required.
15. K-CAP reserves the right to select productions based on artistic merit, suitability, eligibility and the requirements of the respective festival.
16. Any prizes or monetary awards will be determined and administered according to the official festival rules and K-CAP's applicable terms.
17. K-CAP may use appropriate festival photographs and footage for documentation, reporting and promotional purposes, subject to applicable consent requirements.
18. Adjudicators will be selected by K-CAP and must be independent of the competing groups.
19. Submit the completed application form by hand delivery or email it to admin@kcap.co.za, together with proof of payment.
20. Submission of an application does not guarantee selection.
21. By signing this application, the applicant agrees to comply with the applicable festival rules and regulations.





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SECTION 1: FESTIVAL AND COMPETITION

Please tick ONE festival/competition for which this production is being submitted:

☐ INSIKA FESTIVAL Men's Theatre Competition	☐ ISHASHALAZI FESTIVAL Women's Theatre Competition	☐ ISIGCAWU FESTIVAL Theatre Competition
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Festival year: _____ Application date: ____ / ____ / ____ Closing date (as announced): ____ / ____ / ____

Entry fee (as specified in the selected festival call): R _____ Proof of payment attached: ☐ Yes ☐ No

SECTION 2: THEATRE GROUP / APPLICANT DETAILS

Name of theatre group / company										
Name of group representative										
Role / position in the group										
Physical address										
Township / town / municipality										
Primary contact number										
Alternative contact number										
Email address										
Group / organisation registration number (if applicable)										

SECTION 3: PRODUCTION DETAILS

Title of production										
Production genre (e.g. drama, comedy, musical, dance-drama)										
Estimated running time	_____ minutes									
Number of performers on stage										
Language(s) used										
Is this an original work?	☐ Yes ☐ No									
If adapted / previously published, name the original creator										
Written permission / rights clearance attached, where required?	☐ Yes ☐ No ☐ Not applicable									
Director										
Playwright / scriptwriter / creator										
Producer / production contact (if different)										

Important: Production duration, cast limits, eligibility and other requirements differ by festival. Please check and comply with the official call and rules for the festival selected above.

SECTION 4: CAST AND CREATIVE TEAM

No.	Character / role	Performer's full name	Other role / notes
1			
2			
3			



4			
5			

Additional crew list attached (if needed): ☐ Yes ☐ No

SECTION 5: PRODUCTION SYNOPSIS

Provide a clear summary of the story, main characters, central conflict and ending where appropriate. Explain the key themes and intended audience.

SECTION 6: MOTIVATION AND ARTISTIC APPROACH

Why should this production be selected? Describe its artistic strengths, relevance to the selected festival, cultural or community significance, and what audiences can expect.

SECTION 8: SUPPORTING DOCUMENTS CHECKLIST

- ☐ Completed and signed application form
- ☐ Proof of entry-fee payment, where applicable
- ☐ Synopsis and production motivation completed
- ☐ Cast and creative-team details completed
- ☐ Written permission / copyright or production rights clearance, where applicable

SECTION 9: DECLARATION AND CONSENT

I/We _____ declare that the information supplied in this application is true and complete. I/We confirm that the group has the necessary rights or permissions to present the production where required, and agree to comply with the rules, eligibility requirements, deadlines and decisions applicable to the selected K-CAP festival. I/We understand that submitting an application does not guarantee selection, and that K-CAP reserves the right to make final selection decisions in accordance with the published festival rules. I/We consent to K-CAP capturing and using festival



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photographs and/or footage for documentation, reporting and promotional purposes, subject to applicable law and any specific consent requirements.

Full name of authorised representative	
Position in group	
Signature	
Date	___ / ___ / ___

SECTION 10: PAYMENT DETAILS (COMPLETE AS APPLICABLE)

Use the payment instructions announced for the selected festival. Do not assume that fees or payment conditions are identical across festivals.

Amount paid	R100.00
Payment date	___ / ___ / ___
Payment reference used	_____
Proof of payment attached	☐ Yes ☐ No

Where the official festival notice directs applicants to use K-CAP's published banking details, use the details in that notice and use the theatre group's name as the payment reference. Do not send cash unless the official notice expressly permits it.





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SECTION 11: FOR K-CAP OFFICIAL USE ONLY

Application received by	
Date received	___ / ___ / ___
Selected festival	☐ Insika ☐ Ishashalazi ☐ Isigcawu
Application complete	☐ Yes ☐ No
Proof of payment verified (if applicable)	☐ Yes ☐ No
Eligibility / requirements checked	☐ Yes ☐ No
Selection decision	☐ Accepted ☐ Not accepted
Comments / conditions	
Authorised K-CAP representative	
Signature and date	

PAYMENT INSTRUCTIONS

BANKING DETAILS	
Account Holder	KwaMashu Community Advancement Projects
Bank Name	Standard Bank
Account Number	250484196
Branch Code	040826
PAYMENT REQUIREMENTS	
• Please use your Group Name as the payment reference. • Submit proof of payment via email to finance@kcap.co.za. • Cash payments are not accepted. All payments must be made via bank transfer or deposit.	

K-CAP — Discover, Develop, Expose, Contribute

Submit the completed form and supporting documents to admin@kcap.co.za, or follow the submission instructions in the official festival announcement.

