



GAUTENG PROVINCE

SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR FUNDING IN TERMS OF THE POLICY ON FINANCIAL AWARDS (PROVINCIAL BUSINESS PLAN)

PERIOD : 20...../ 20

INSTRUCTIONS

- * *This application is divided into SIX parts e.g. Section A, B etc*
- * *Please provide the information required in this format. Respond to all questions accordingly and use additional paper if necessary.*
- * *The format applies to all categories of services and can be adapted accordingly, where necessary.*
- * *Organisations may request assistance or support from the department to complete their business plans.*
- * *Programme herein refers to project or service provided.*
- * *The service provider refers to the organisation or applicant requesting financial assistance.*
- * *The NPO Certificate and the Constitution must be attached to the application.*

SECTION A (Administrative details of the organisation)

- A1. Name of organisation
- NPO Number
- Postal address
- Postal code
- Tel No.
- Cell No.
- Fax:
- Email
- A2. Street address

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A3. Type of application *(Please tick one box)*

Tick ✓ applicable box

New Application	
Existing Application	

A.4. Category and Registration

CATEGORY	REGISTRATION	DATE OF REGISTRATION <i>(Please attach a copy of your registration certificate)</i>
	Type of Registration <i>(Tick ✓ applicable box or choose one)</i>	
1. NPO		
○ NGO		
○ CBO		
○ FBO		
2. Trust		
3. Section 21		
4. In process of applying for registration / awaiting registration certificate		
5. Affiliation with Provincial or National Bodies (Tick relevant)		
○ ASHA		
○ SANGOCO		
○ Child Welfare		
○ Other (Specify)		

A.6 Type of Programme and Target Area

(Specify the type of programme for which funds are sought) e.g. Early Childhood Development centre

TYPE OF PROGRAMME		TARGET AREA		
		Region/ Municipality District	Townships	Informal settlements
ECD/ Crèche				

A.7. History of the programme

(Briefly explain the background of the program, when and why it was initiated, how the service provider determined that there is a need for a service of this nature and when was the need identified e.g. three months, or a year etc)

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A.8. Target Groups

(Provide the number of people who will benefit or be part of the programme)

TARGET GROUPS	Beneficiaries	Total Number								Total No.
	Age group, e.g. 0 -6 years or all	African		Coloured		Asian		White		
		M	F	M	F	M	F	M	F	
1. Babies										
2. Toddlers										
3. Children with disabilities										
Grand Total										

A.8. Describe how the parents of the beneficiaries (children) participate in the planning, implementation, monitoring and evaluation of the programme:

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A.9 Purpose of the programme

(Describe what the programme wants to achieve in broad terms).

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A.10 Are the poor and vulnerable involved? *(tick applicable box)*

Yes	No
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A.11 If no, describe how you will reach out to poor and vulnerable.

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A.12. GOVERNANCE AND MANAGEMENT

Structure and management of the programme (Provide details each management committee member of the programme including race, gender, and disability, if any. Also attach an organogram or schematic representation of the organisational structure as **Annexure D**).

NAME	POSITION	CONTACT DETAILS	ID NUMBER	GENDER		RACE	NATURE OF DISABILITY (Where applicable)	EXPERIENCE AND SPECIFIC EXPERTISE IN AREA OF SERVICE
				M	F			
1.	Chairperson	Home No.:						
		Tel No.:						
		Cell No.:						
2.	Vice Chairperson	Home No.:						
		Tel No.:						
		Cell No.:						
3.	Secretary	Home No.:						
		Tel No.:						
		Cell No.:						
4.	Vice Secretary	Home No.:						
		Tel No.:						
		Cell No.:						
5	Treasurer	Home No.:						
		Tel No.:						
		Cell No.:						
6	Additional member	Home No.:						
		Tel No.:						
		Cell No.:						
7	Additional member	Home No.:						
		Tel No.:						
		Cell No.:						

A.13 Profile of staff members

(Provide position of key staff members involved in the programme eg teacher, cleaner etc)

Categories of Staff Members	Number of staff with disabilities	REPRESENTIVITY (State number)							
		AFRICAN		ASIAN		COLOURED		WHITE	
		No. of M	No. of F	No of M	No. of F	No. of M	No. of F	No. of M	No. of F
1. Principal									
2. Teachers									
3. Cook									
4. Gardner									
5. Cleaner									
6. Other (Specify: e.g. driver, security etc.)									
TOTAL									

A.14. Give the numbers of voluntary workers presently in your organization

Position	No. of full-time volunteers	No. of part time volunteers

SECTION B

SUSTAINABILITY PLAN

B1. Describe how the organization will sustain itself in the future to ensure continued service provision, after termination of funds from the department, in the event that there are budget cuts or in the event that the programme is no longer a priority from the funding perspective

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SECTION C (Transformation plan)

C1. TRANSFORMATION PLAN

(Indicate the plan of the organization to transform its structures as well as services and/or attach a transformation plan indicating the transformation issue, time frames, and target group or add a separate page if there is more information to be provided, if necessary)

Transformation issue	Expected outcome	Target to be reached	Timeframe	Challenges	Responsible person
<i>Specify the area of transformation e.g. accessibility of the programme etc.</i>	<i>How will you achieve this transformation issue e.g. indicate the distance of the organization from the community or target group.</i>	<i>Who will benefit from this process?</i>	<i>How long will it take to achieve this transformation plan?</i>	<i>What challenges/problems/concerns do you foresee?</i>	<i>Indicate the person who will be responsible for the transformation plan.</i>
1. Equitable distribution of services between rural and urban areas	Shifting from over resourced areas to high priority areas where the needs are greatest (urban, peri-urban and rural)	Local communities and marginalized ones	Six monthly monitoring in 2007/08	Provincial representatives unable to identify influential leaders	Programme Director or National Executive Director
2. Structures which reflect the demographic profile of the region and province that it serves.					

<p>3. Ensuring a transfer of skills from an established organization to emerging organization.</p>					
<p>4. Moving away from a competitive individualistic service to corporative and collective approaches that facilitates service integration</p>					
<p>5. Accessibility of services</p>					
<p>6. Improving the infrastructure and resource base of the historically marginalized, NGOs and communities</p>					

SECTION D (Networking)

Networking with other service providers (List all the service providers that your organization is networking with)

D1. Similar Services

Name of service provider	Nature of relationships (if any)	Type of agreement (written/verbal agreement) please specify
1.		
2.		
3.		
4.		

D2. Other Services

Name of service provider	Nature of relationships (if any)	Type of agreement (written/verbal agreement) please specify
1.		
2.		
3.		
4.		

SECTION E (Financial matters)

Bank Details

Name of Bank	
Name of Account	
Type of Account	
Account Number	
Branch Code	

E1. Previous funding (refer to Schedule 2: page 23-25)

Source of funding	Purpose for funding	Amount of funds
1. Department of Social Development		
2. Department of Education		
3. Department of Health		
4. National Lottery		
5. Retails Stores (Specify) ○ ○ ○		
6. Others (Specify) ○ ○ ○		
7.		
Total Amount		R

E2. Previous Donations

Source (Specify source)	Type of donation	Purpose of Donation
1.	1. Cash (Specify amount and Source)	
2.	2. Kind <ul style="list-style-type: none"> ○ Furniture ○ Equipment ○ Toys ○ Food ○ Other (Specify) 	

E3. COSTING OF CURRENT OBJECTIVES

(Give information on the current request for funding from the department. List and cost each objective in column 1 and 2, specify the targeted beneficiaries as well as their numbers)

OBJECTIVES	COSTS	Number of targeted beneficiaries
1. To provide a safe, healthy and secure place of care to children which will ensure that the physical , medical, educational, spiritual, psychological and recreational needs of all these children are met between ...(Date: Time Frame) financial year		

2. Facilitating Active Learning to(number of children) children aged (Age Group) for financial year 20.....		
3.		
4.		
5.		
TOTAL COSTS		

E4. Activity Plan

(For each objective listed above, give details of how they will be achieved)

Objective	Activities	<i>Expected Outcome</i>	Time Frame	Personnel and resources needed	Location	Costs
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List the identified objective(s) as in E3 above.	What does the service provider need to do to achieve the objective(s)? e.g.	Report on the expected results of the objective(s) stated	<i>How long will it take to implement this objective (s)?</i>	Provide human I and physical resources needed E.g. cook, toys etc	Indicate for each activity the area where it will be implemented.	What are the financial implications?

Objective 1

To provide a safe, healthy and secure place of care to children, which will ensure that their physical , medical, educational, spiritual, psychological and recreational needs are met between for financial year 20.....

ACTIVITIES	EXPECTED OUTCOME	TIME FRAME	PERSONNEL AND RESOURCES	LOCATION	TOTAL COSTS
1. Prepare and provide two balanced meals and two midmorning and afternoon snacks.	All children fed 2 balanced meals daily				
2. Provide a safe and secure environment	<ul style="list-style-type: none"> ○ Babies and toddlers bathed and changed regularly. ○ 				
3. Provide and monitor children's general and personal hygiene	<ul style="list-style-type: none"> ○ Toilet training ○ Provided Babies and toddlers bathed and changed regularly 				
4. Refer children for immunization during national days e.g. Polio campaign etc.	All children immunized				
5. Provide stimulation to babies and toddlers	Babies and toddlers productively engaged in effective stimulating activities				

Objective 2

Facilitating Active Learning to (Number of children) children aged (Age Group) for financial year 20.....

ACTIVITIES	EXPECTED OUTCOME	TIME FRAME	PERSONNEL AND RESOURCES	LOCATION	TOTAL COSTS
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<p>1. To provide a variety of developmentally appropriate learning activities:</p> <ul style="list-style-type: none"> ○ Exploration of the natural world ○ Early literacy ○ Early numerical mathematics ○ Drawing ○ Speaking, listening and communication 	<ul style="list-style-type: none"> ○ Basic understanding of child development including opportunities for creative activities. 				
<p>2. Observe and assess children's learning development and response to the learning environment</p>	<ul style="list-style-type: none"> ○ Individual children's strengths, weaknesses and milestones are identified through observation ○ Observations are analyze in light of basic understanding of child development ○ Written observation notes are kept on all children ○ Observation of children's to the learning environment in order to inform planning 				
<p>3. Communicating effectively through role playing</p>	<ul style="list-style-type: none"> ○ Improved communication skills 				

4. Group interaction	<ul style="list-style-type: none"> ○ Learners will realized they need each other to be successful in their task (positive interdependence) ○ Learners will learn to be accountable to the group 				
5. Learning different cultures and languages through literature and cultural activities e.g. Music, dance etc.	<ul style="list-style-type: none"> ○ Respect and understanding of other cultures ○ Mater the language spoken at home as well as trying other languages ○ The environment should provide learners opportunities to practice skills both in their home language and English 				

E5. Summary of cost implications

(Referring to the previous activity table, cluster the items and cost implications using the following specified items as a guide. Refer to attached Schedule 2 and use explanatory notes where necessary)

ITEM	1. Personnel	2. Project costs	3. Capital costs	4. Administrative costs	5. Other (specify)	TOTAL
TOTAL						

E6.

Bookkeeper

Name of the person or firm responsible for book keeping/Financial management

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What training has this person undergone? i.e. Qualifications

Name of the firm responsible for auditing your financial records

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E7. Firm registration number (Practice number)

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E8. Contact details

(An accounting company or auditor/chartered accountant)

Physical Address

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Postal Address

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Postal Code

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Tel No :

Cell No :

Fax No :

Email :

SECTION F (Monitoring and Evaluation)

(How will the organization monitor or measure their performance against set goals and objectives)

F1. Financial Perspective

(How will you monitor your finances? E.g. Through monthly reports, monthly expenditure reports etc.)

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F2. Customer Perspective

How will you ensure that customers (parents) are satisfied with the services provided e.g. parents' meetings, customer satisfaction surveys etc.

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F3. Organizational (internal business perspective)

What will you do to make your organization work e.g. What internal organizational policies, legislations, procedures and guidelines has the service provider adhered to thus ensuring excellence in provision of services eg Policy on Financial Awards etc

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F2. Innovation and learning perspective

How will you ensure that your organization learns new things e.g. in-service and capacity building training programs, sharing with colleagues, Forums etc.

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SECTION G (Checklist)

Check if the following documents have been submitted. Please tick applicable box.

G1. Business Plan _____

G2. Constitution _____

G3. NPO Registration Certificate _____

G4. Any other (Department's registration) _____

G5. Proof that the service provider is in process of registering _____

G6. Confirmation of Banking Details (Entity Maintenance form) _____

F8. Others (Specify) - _____

Any Other Remarks

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DECLARATION:

I confirm on behalf of(**The name of organisation**) that I am authorized to sign this declaration, and that to the best of my knowledge all answers to the questions on this form are accurate.

Principal:.....

Chairperson:

Vice Chairperson:

Date

SCHEDULE 1

Category	Required Human Resources
Assistant personnel	<ul style="list-style-type: none">◆ ECD care givers/ teachers◆ Home and community based care givers◆ Sign language interpreters
Administrative support personnel	<ul style="list-style-type: none">◆ Typists◆ Drivers◆ Cleaners◆ General assistants (Cook, gardener etc)◆ Security Personnel
Other	<ul style="list-style-type: none">◆ Volunteers

- It should be noted that this list may not be exhaustive.

SCHEDULE 2

PROPOSED FRAMEWORK OF INCOME AND EXPENDITURE ITEMS WITH EXPLANATION

EXPLANATION OF BUDGET ITEMS

FINANCIAL MATTERS

Source of funding may be from:

Includes

- Fees for services
- Membership fees
- Affiliation fees paid by branches/ affiliates
- Products sold
- Rental income
- Interest

Donors:

- International
- Corporate Business

Government departments:

- Grants
- Subsidies/ Financial Award

Fund-raising activities such as fetes, street collections, book sales, etc.

COST IMPLICATIONS

PERSONNEL COSTS

All costs that are directly linked to obtaining & maintaining the necessary human resources, whether they are employed personnel, on an outsourced/ contract/ session basis.

Includes

- Salaries & wages
- Overtime
- Bonuses
- Honorariums (volunteers, etc)
- Allowances
- Contributions – medical aid, pension, etc
- Personnel recruitment (adverts)
- Staff meals, clothing & accommodation

PROJECT COSTS

Includes

- training workshops/sessions for staff, management, volunteers, etc
- organisations 's contribution towards personnel study fees

This can be used for any other specific service/project expenditure such as:

- Social relief (food parcels, rent, etc.)
- awareness campaigns
- holiday programmes
- recreational activities
- fund-raising
- marketing

ADMINISTRATION COSTS

Includes Communication (telephone, fax, E Mail, post etc)

Printed material and stationery

Administration - affiliation fees, levies, registration, etc.

Books and journals

Rental of equipment

Affiliation fees

Marketing

Auditing

Bank fees

Interest on overdrafts & loans

Insurance –furniture, equipment, professional indemnity

TRANSPORT COSTS such as :

Fuel

Vehicle allowances

Vehicle rental

Lease agreements

Public transport

Vehicle maintenance & depreciation

Insurance of vehicles

Incidentals such as licences, toll road costs, parking, etc.

CAPITAL COSTS

Refers to the erection, renovation, extension, purchase & upgrading of land & buildings
Purchase of equipment
Purchase of vehicles.
Maintenance
Insurance

It is important to use this explanation when compiling the budget, cost per objective and financial reports and also to specify the each item under the various categories.