

# COMPLIANCE CHECKLIST PER PROGRAMME 2025/2026



**GAUTENG PROVINCE**  
SOCIAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA



**GGT2030**  
GROWING GAUTENG TOGETHER

## Eligibility Criteria For All NPOs

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• The Organization must be <b>registered and Compliant with the NPO Act</b></li> <li>• <b>The Governing Body must comprise of at least five (5) or more people</b> (Chairperson, Deputy Chairperson, Secretary, Deputy Secretary and Treasurer) who are not related to each other.</li> <li>• All its proposals for funding must be <b>within the Social Development mandate</b> and outlined on the departmental application forms (service plan). All sections of the <b>application form must be fully and comprehensively completed and submitted together with all required attachments.</b></li> <li>• Application Form – indicate clear targets, outputs, outcomes and intended impact, which <b>must be aligned to the Annual Performance Plan of the Department</b> (obtainable on Department’s website).</li> <li>• <b>Submission of proposals does not guarantee approval of funding</b>, but same will be assessed and approved in terms of the Business Planning &amp; costing framework of the Department.</li> <li>• <b>It must be registered on the Centralized Supplier Database (CSD)</b>, its status must be active and updated.</li> <li>• <b>Social Workers must be registered with the South African Council for Social Service Professions (SACSSP) and vetted in terms of 29 and 30 of the Children’s Act (for those dealing with Children).</b></li> </ul> | <ul style="list-style-type: none"> <li>• The Organization <b>must provide evidence of programme registration in terms of the relevant program they are rendering which is currently valid.</b></li> <li>• If there is no legislative requirement for the programme, <b>the Organization must demonstrate that it has the necessary capability and history/track record to render the service applied for.</b></li> <li>• <b>The Organization must provide a valid accreditation certificate of both the site and programs rendered.</b></li> <li>• <b>The Organization</b> must demonstrate the necessary capability and understanding to provide services according to specified minimum norms and standards and shall have no history of non-compliance.</li> <li>• It must have a <b>bank account with a registered banking institution in the name of the Organization, the signatories with signing powers i.r.o. the bank account must be part of the Governing Body and evidence of such provided upfront.</b></li> <li>• <b>It must present no previous history of serious financial mismanagement or violations of the Contract</b> (this applies to previously funded Organizations).</li> <li>• <b>NPO must demonstrate capacity to render the service in terms of the infrastructure</b> and other basic resources needed to render the expected service.<br/>Programme specific requirements satisfactory covers the Food security programmes.</li> </ul> |
|--|--|

## Substance Abuse

REQUIREMENTS PER SUB-PROGRAMME	Inpatient Rehab Centre	Outpatient	Comm based Services	Halfway House
Programmes Requirements: ✓ Admission Policy ✓ Means test ✓ Documented Treatment programmes ✓ Daily Programme ✓ Staff Qualifications ✓ House Rules	✓	✓	✓	✓
Business Plan & CSD Registration	✓	✓	✓	✓
Occupancy Certificate	✓			
Health certificate/Permit	✓			
Food Acceptability certificate	✓			
Emergency Plan certificate	✓	✓	✓	✓
Approved Building plans	✓			
Zoning/Rezoning certificates or consent use	✓			
Title Deed /Lease Agreement/ Building Plan	✓		✓	
Fire clearance certificates	✓			
Registration with professional bodies such as SACSSP	✓	✓	✓	✓
Child Protection Register (clearance certificates for all officials)	✓	✓	✓	✓

## Children Programmes

REQUIREMENTS PER SUB-PROGRAMME	Children's Homes/CYCC	Drop-in Centers	Programme CPOs
<b>Programmes Requirements:</b> ✓ Management Board Members ✓ Admission Policy ✓ House rules ✓ Residents lists ✓ Daily Programme	✓	✓	✓
Business Plan & CSD Registration	✓	✓	✓
Occupancy Certificate	✓		
Health certificate/Permit	✓	✓	
Food Acceptability certificate	✓	✓	
Emergency Plan certificate	✓	✓	
Approved Building plans	✓	✓	
Zoning/Rezoning certificates or consent use	✓	✓	
Title Deed /Lease Agreement/ Building Plan	✓	✓	✓
Fire clearance certificates	✓	✓	
Registration with professional bodies such as SACSSP	✓	✓	✓
Child Protection Register (clearance certificates for all officials)	✓	✓	✓

## Older Persons

REQUIREMENTS PER SUB-PROGRAMME	Residential Facilities	Luncheon Clubs and Service Centers
Programmes Requirements: ✓ Admission Policy ✓ House rules ✓ Residents lists	✓	✓
Business Plan & CSD Registration	✓	✓
Occupancy Certificate	✓	
Health certificate/Permit	✓	✓
Food Acceptability certificate	✓	✓
Emergency Plan certificate	✓	✓
Approved Building plans	✓	✓
Zoning/Rezoning certificates or consent use	✓	✓
Title Deed /Lease Agreement/ Building Plan	✓	✓
Fire clearance certificates	✓	
Registration with professional bodies such as SACSSP	✓	✓
Child Protection Register (clearance certificates for all officials)	✓	✓

## Disability Programmes

REQUIREMENTS PER SUB-PROGRAMME	Residential Facilities	Protective Workshop	Prevention & Awareness Programmes
Programmes Requirements: <ul style="list-style-type: none"> <li>✓ Admission Policy</li> <li>✓ House rules</li> <li>✓ Residents lists</li> </ul>	✓	✓	✓
Business Plan & CSD Registration	✓	✓	✓
Occupancy Certificate	✓		
Health certificate/Permit	✓	✓	
Food Acceptability certificate	✓	✓	✓
Emergency Plan certificate	✓		
Approved Building plans	✓	✓	
Zoning/Rezoning certificates or consent use	✓	✓	
Title Deed /Lease Agreement/ Building Plan	✓	✓	
Fire clearance certificates	✓	✓	
Registration with professional bodies such as SACSSP	✓	✓	✓
Child Protection Register (clearance certificates for all officials)	✓	✓	✓

## Homeless

REQUIREMENTS PER SUB-PROGRAMME	Shelter	Outreach Programmes
Programmes Requirements: ✓ Admission Policy ✓ Daily Programme ✓ House Rules	✓	✓
Business Plan & CSD Registration	✓	✓
Occupancy Certificate	✓	✓
Health certificate/Permit	✓	
Food Acceptability certificate	✓	
Emergency Plan certificate	✓	
Approved Building plans	✓	
Zoning/Rezoning certificates or consent use	✓	
Title Deed /Lease Agreement/ Building Plan	✓	
Fire clearance certificates	✓	
Registration with professional bodies such as SACSSP	✓	✓
Child Protection Register (clearance certificates for all officials)	✓	✓

## OVC: HIV & AIDS

REQUIREMENTS PER SUB-PROGRAMME	DIC	CHBC
Programmes Requirements: ✓ Beneficiary List ✓ Disciplinary policy & rules ✓ Staff Composition	✓	✓
Business Plan & CSD Registration	✓	✓
Occupancy Certificate		
Health certificate/Permit	✓	
Food Acceptability certificate	✓	
Emergency Plan certificate	✓	
Approved Building plans	✓	
Zoning/Rezoning certificates or consent use	✓	
Title Deed /Lease Agreement/ Building Plan	✓	
Fire clearance certificates	✓	
Registration with professional bodies such as SACSSP	✓	✓
Child Protection Register (clearance certificates for all officials)	✓	✓



## VEP & Crime Prevention

REQUIREMENTS PER SUB-PROGRAMME	Shelter for GBV
Programmes Requirements: ✓ Admission Policy ✓ House rules ✓ Residents list	✓
Business Plan & CSD Registration	✓
Occupancy Certificate	
Health certificate/Permit	✓
Food Acceptability certificate	✓
Emergency Plan certificate	✓
Approved Building plans	✓
Zoning/Rezoning certificates or consent use	✓
Title Deed /Lease Agreement/ Building Plan	✓
Fire clearance certificates	✓
Registration with professional bodies such as SACSSP	✓
Child Protection Register (clearance certificates for all officials)	✓

## Sustainable Livelihood/Development Programme

REQUIREMENTS PER SUB-PROGRAMME	Welfare to Work Program	Youth Skills Programs	EPWP Work Opportunities	Food Distribution Centre (Food Bank)	Community Nutrition & Development Centers (Warm Meal Provision)	EPWP Social Sector job creation opportunities	Rapid Response Programmes response to disaster	Special Projects programmes focusing on special needs of designated groups
<b>Programmes Requirements:</b> ✓ Business Plan & CSD Registration ✓ NPO registration/Section 21	✓	✓	✓	✓	✓	✓	✓	✓
Food handling certificate/Cosmetics and Disinfectants Act of 1972/(Regulations 638)				✓	✓		✓	
Transition to one or combination of the f.f. skills, learnership, job placement, entrepreneurship	✓	✓	✓	✓	✓	✓		✓
Entrepreneurial & Life skills	✓	✓	✓					
Manufacturing sector to transition to employment	✓	✓						

## Childrens Programme

Requirements Per Sub programme	Partial Care Services
Programmes Requirement : ✓ Management of Board members ✓ Admission Policy ✓ House Rules ✓ Beneficiary List ✓ Daily Programmes	✓
Partial Care Facilities must comply with the Public Finance Management Act (as amended (No. 29 of 1999), Non -Profit Organisation Act (No. 71 of 1997) and the Children’s Act (No. 38 of 2005).	✓
Business Plan and CSD Registration	✓
Occupancy Certificate	✓
Health Certificate / Permit	✓
Food Acceptability Certificate	✓
Emergency Plan Certificate	✓
Approved Building Plans	✓
Zoning / Rezoning Cetificates or Consent of use	✓
Title Deed/ Lease Agreement / Building Plans	✓
Fire Clearance Certificate	✓
Basic First Aid Certificates	✓
Registration with Professional Boards such as SACSSP	✓
Child Protection Register (Form 29 for all staff)	✓
Police Clearance Certificate	✓
Vetted against the Sexual Offences register (Department of Justice	✓
Compliance with national norms and standards relating to Partial Care Facilities.	✓



## **GAUTENG PROVINCE**

SOCIAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

69 Commissioner Street, Thusanong Building,  
Johannesburg 2107

Tel: +27(0)11 355 7600/ +27(0)011 227 0000

[www.gauteng.gov.za](http://www.gauteng.gov.za) | Hotline: 08600 11000

[info-socdev@gauteng.gov.za](mailto:info-socdev@gauteng.gov.za)