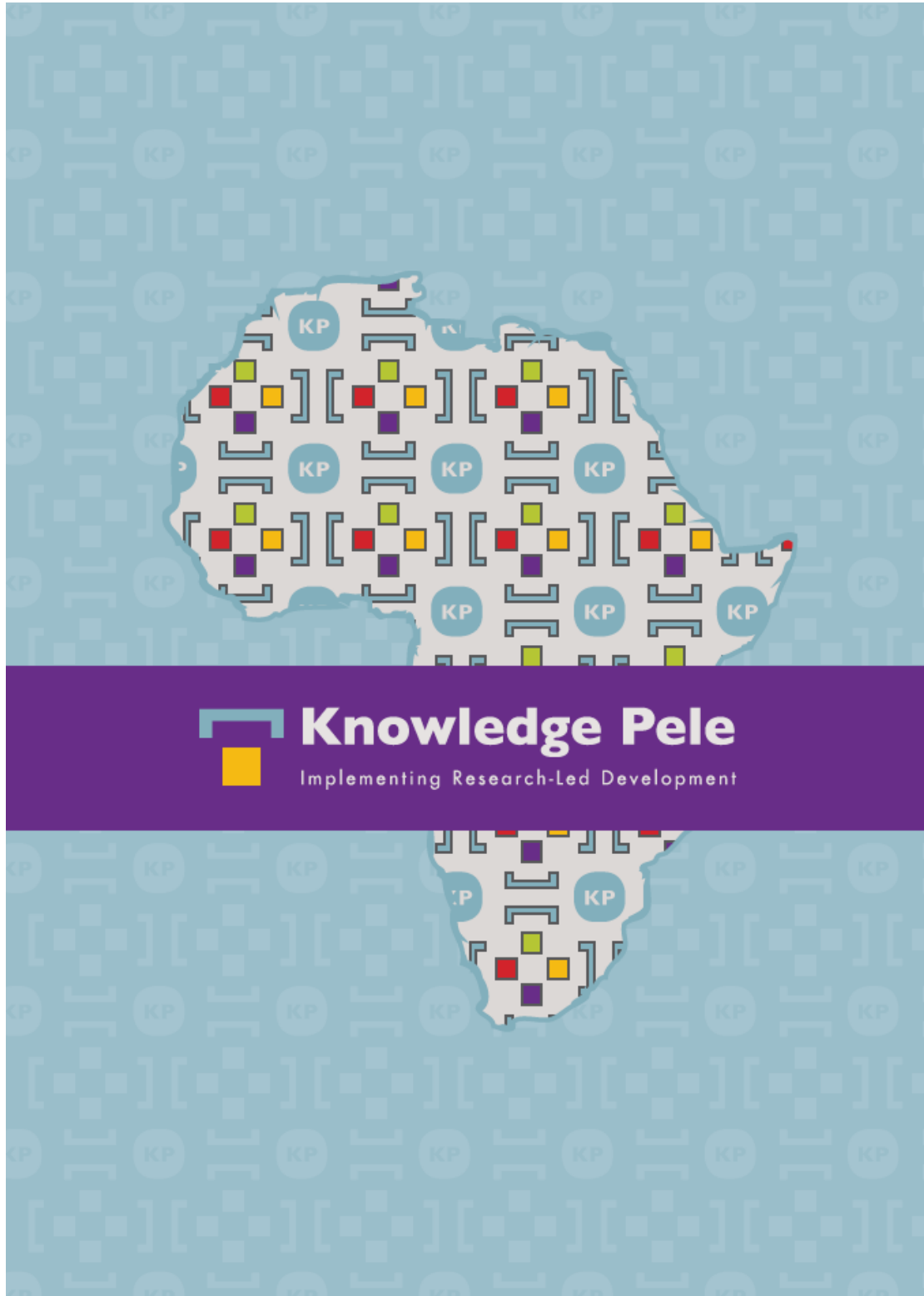


TOUWSRIVIER SE.ED PROGRAMMES

NPO FUNDING APPLICATION FORM



Introduction

The Focus areas of the Touwsrivier SE.ED programmes are:

- Skills Development. Any programmes/projects with the aim of enhancing the employability of the youth of Touwsrivier
- Enterprise Development. Any programmes/projects with the aim of supporting the development and growth of an entrepreneurial landscape for Touwsrivier.
- Areas that support the development of Touwsrivier residents that contributes to their ability to take part in the economy in a more decisive manner.

In general, Touwsrivier SE.ED programmes do not provide funding for:

- Funding the same organisation more than once during a period of 6 months
- Individuals or groups of individuals
- Operating costs of an organisation or project
- Building of structures
- Gala or charity events, seminars, conferences, etc.
- Vehicle purchase or maintenance
- Organisations, projects or beneficiaries outside the boundaries of Touwsrivier, South Africa

It is imperative that organisations wishing to apply for financial support are approved as non-profit organisations and have applied for and received NPO/PBO status from SARS.

Please note: Incomplete application Forms will be declined

Application process

Step 1: Complete Application Form

Please ensure the following documentation is attached to your completed application form:

1. A certified copy of a Valid NPO/PBO/EMIS certificate



2. Letter from the bank verifying bank details for the organisation
3. Copy of your organisation's constitution
4. Annual results/report/audited financial statements for the previous year/period.
5. Business plans (If applicable)
6. Marketing & promotions material (photographs, press releases, brochures etc. of previous work done)

Step 2: Application evaluation

Knowledge Pele will acknowledge receipt of your application within 5 working days. Your application will be assessed and if the application does not meet funding guidelines, or if it is not an area that we support, you will be notified within 10 working days. If the application meets all requirements of the application process, your application will be reviewed for possible approval. You will be notified within 2 months of your initial application of whether your application was successful.

Step 3: Application Contracting and Funding Disbursement

Once your application has been approved, we will contact you to negotiate and agree on specific deliverables and milestones in relation to your project. This will need to be finalised prior to the disbursement of any funds.

Step 4: Monitoring and Reporting on Project process

Post the disbursement, we will require regular feedback (in line with the agreed-upon milestones outlined in Step 3). The organisation will also agree to allow a member of the team to visit the organisation/project to assess progress during implementation.

Organisation Name
Name of Project/programme you are applying to fund
Description of the project/programme
Category of Funding



Skills Development		Enterprise Development				
How much Funding are you requesting?						
R						
What is the project/programme duration?						
Type of Organisation						
Non-Government Organisation (NGO)		Non-Profit Organisation (NPO)		Public Benefit Organisation		
Co-operative		Registered school		Other: Please specify		
Have you previously applied for funding from the Touwsrivier SE.ED programme, and when?						
Have you previously received funding from the Touwsrivier SE.ED programme? If yes, please specify the amount and when you received the funding						
Contact Details						
Registered Name of Organisation						
NPO/PBO Registration number						
Postal address						
Physical address						
Website/facebook/social media address (if available)						
Name of Contact Person						
Position/title						
Telephone						
E-mail address						
Cell-phone						
Organisation Information						



Date of establishment of Organisation			
Details of those who established the organisation			
Reason for establishing organisation (mission/vision of the organisation)			
Describe the different operations (offerings) of your organisation e.g. feeding scheme, after-school care programme, etc.			
What are the organisations main achievements to date?			
What are the organisations goals for the coming year?			
How many staff members and volunteers are involved in the organisation?			
	Permanent	Temporary/part-time	Volunteers
Number of Staff Members			
Does your organisation have any sponsor's currently?			
If yes, please list their names and what the funding is used for			
Sponsor	Funding used for	Estimated amount of funding received	



Please list any other organisations your organisation is affiliated with.					
Organisation name	Nature of relationship				
Project/programme information					
What is the aim of the project/programme you are applying for funding for?					
How will you know when the project is successful (targets/objectives/etc.)					
Who are the beneficiaries of the project/programme?					
Community name					
Province					
Total number of beneficiaries		Black	%	Disabled	%
Number of Males		Black	%	Disabled	%
Number of Females		Black	%	Disabled	%
Number of youth (16 – 35)		Black	%	Disabled	%
How will the beneficiaries benefit from the project					
Please provide an overview for how you plan on implementing the project/programme?					



Please identify what the impact of your programme will be on the beneficiaries and the community.

Please give an overview of how you plan to monitor and measure the progress and outcomes of the project/programme.

Funding Details	
What is the total Cost of the project/programme	R
How much funding are you requesting	R
Please provide an itemised cost breakdown of how the funding will be utilised	
Item	Cost

Declaration
 I hereby declare that the information provided in this document is true and correct and that I have not purposefully withheld any information, which may influence the decision to fund the project. I further agree that the answers provided in this application are legally binding.

Signature:

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Name	
Designation/title	
Date	
Official Stamp of Organisation	
Supporting Documentation Checklist	
Valid NPO/PBO/EMIS certificate	
Letter from bank verifying bank details	
Copy of organisation's constitution	
Annual results/report/audited financial statements for previous year (most recent).	
Business Plan (if applicable)	
Marketing and promotional material (photographs/press releases/brochures, etc.	

