



## National Development Agency

### Application Form

# VOLUNTEER PROGRAMME – PRESIDENTIAL EMPLOYMENT STIMULUS PROGRAMME

Name of the applying organization	
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Funding No.	
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(for internal use only)

## ANNEX A

*Please fill in this form and answer all the points below.*

### GRANT FUNDING COVER SHEET

<b>Name of CSO:</b>										
<b>Type of CSOs (Please Tick)</b>	NPO		CBO		FBO		CO OPERATIVE		Other Specify	
<b>Project title</b>										
<b>Legal Status</b>										
<b>Registration number</b>										
<b>Sector:</b>										
<b>Location:</b>	Province				District			Local Municipality		Ward
<b>Physical Address</b>										
<b>Contact Person:</b>					Position					
<b>Contact Number</b>					Email					

## THE PROJECT

### 1. Description

1.1. Title of the project:

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1.2 Location of the project:

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1.6 Justification

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*Maximum 3 pages, follow the numeric order of the heading. Provide the following information:*

1.6 (a) Needs and constraints in the project location

1.6 (b) The reasons for the selection of the target group(s).

1.6 (c) The anticipated number of direct and indirect beneficiaries in the target group(s).

1.6 (d) The relevance of the project activities to the target group(s).

1.7 Methodology:

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(a) Methods of implementation

(b) Reasons for the proposed methodology

(c) Involvement and activity of other organisations (partners or others) in the project (where applicable)

(d) Human resources proposed for implementation of the project (*by function: there is no need to include the names of individuals here*)

## **2. Expected results**

### 2.1 Estimated impact on target groups

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*Include information on how the project will improve the situation of the target group and that of the beneficiaries*

# THE APPLICANT

## 4. Description of the applicant (maximum 3 pages)

5.1. When was your organisation founded and when did it start its activities?

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5.2. What are the main activities of your organisation at present?

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5.3. List of the management board / committee of your organisation.

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Name	Profession	Gender	Function	Years on the board
		F / M		
		F / M		

## 5. Capacity to manage and implement projects

### 6.1. Experience with similar projects

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Brief description of experience in working in public employment programmes or managing volunteers

### 6.2 Resources

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Detailed description of the various resources at the disposal of your organisation including:

- (a) The annual income over the past three years, mentioning where applicable for each year the names of the main financial contributors and the proportions of annual income contributed by them
- (b) The number of full-time and part-time staff by category (*e.g. number of project managers, accountants, etc*).
- (c) Equipment and offices
- (d) Other relevant resources

**6. Applications submitted to other donor agencies.**

7.1 Grants, contracts or loans obtained during the last 3 years

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Name of the project	Name of donor/funder	Amount (Rand)	Date of award

**7. Declaration by the applicant**

I, the undersigned, being the person responsible in the applicant organisation for the project, certify that:

- (a) The information given in this application is correct; and
- (b) The Applicant organisation is eligible for funding

<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date and Place:</b>	

## **Checklist**

Before sending your proposal, please check that your application is complete:

### **The application form:**

- The proposal is complete and filled out in accordance with the application form
- The proposal is typed and is in English
- The declaration by the applicant is signed

### **Compulsory Documents to be attached to the Application:**

- Constitution and/or Articles of Association of the applicant organisation is included
- Copy of Section 21 registration and/or Social Development Registration (NPO registration) and/or Trust Deed are included.
- Most recent Annual Financial report (for organisations older than 3 years)
- Bank Account confirmation included.
- CVs of the Team Leader and one additional Team Member
- Proof of Address of the Organisation