



NATIONAL LOTTERY DISTRIBUTION TRUST FUND (NLDTF) CHARITIES SECTOR

PROJECT BUSINESS PLAN FOR GRANTS NOT EXCEEDING R500,000.00

1. IDENTIFYING PARTICULARS

a) Name of Organisation: _____

b) Physical Address of Organisation: _____

c) Province: _____

d) Municipal Area: _____

2. AREA OF IMPLEMENTATION OF PROJECT/PROGRAMME/SERVICES

a) Where will the project/programme/services you are applying for be implemented?

Rural area	<input type="checkbox"/>	Township	<input type="checkbox"/>	Urban	<input type="checkbox"/>
Semi-urban	<input type="checkbox"/>	Semi-rural	<input type="checkbox"/>	Informal settlement	<input type="checkbox"/>
Inner-city	<input type="checkbox"/>				

3. WHAT WILL BE THE IMPACT OF THIS PROJECT/PROGRAMME/SERVICE ON THE COMMUNITY?

4. WILL THE PROJECT OUTCOME CONTRIBUTE TO GOVERNMENT PRIORITIES?

5. PROFILE OF BENEFICIARIES:

a) Give the number of beneficiaries in your project who are:

Women

Youth

People with Disabilities,

b) Give the number of people who will benefit from this project/programme/service in the table below.

Racial Profile	Tick	Number	Percentage (%)
African			
Coloured			
Indian/Asian			
White			

4. PERSONNEL/STAFF DEVELOPMENTAL NEEDS

a) Profile of Staff

No.	Name/Surname	Qualifications	Skills/Knowledge	Work experience
1.				
2.				
3.				
4.				
5.				

b) Do you have any staff development needs? YES NO

If yes, please indicate the area/s for development:

1. Project Management	
2. Financial Management	
3. Bookkeeping/ Record Keeping	
4. Report Writing	
5. Other	

Please ensure that the skills development needs are covered in the budget

5. JOB CREATION OPPORTUNITY:

a) Will there be any new jobs created through this project/programme/service?

YES NO

b) If yes, how many new jobs will be created:

c) If yes, what would be the nature of the employment and number of jobs to be created?
Please tick the appropriate box.

Nature of Employment	Tick	Category (i.e. educator, nurse, driver etc)	Number of job opportunities to be created through this application.
Full-time			
Part-time			
Volunteers			

d) Indicate the number of jobs that will be retained through this application per category:

Employment Category (i.e. educator, nurse, driver etc)	Number of jobs

6. REPRESENTIVITY OF THE ORGANISATION

a) Is/are your project/programme/services meant for a specific racial group or faith community?

If YES, give details and explain why?: _____

b) Do the founding documents of your organisation require you to provide services only to a particular

Group? If YES, give details and explain why?

- c) If your Management Committee is not representative of the race of your beneficiaries, explain why and explain what steps you have taken to rectify this:

7. ORGANISATIONAL SUSTAINABILITY:

- a) Is there an Organisational Sustainability Plan in place, if yes, please attach?

- b) Does the Organisation work with other Development partners to deliver a basket of related services?

- c) Can you tell us how your organisation plans to ensure that your programme/project/service continues beyond funding from the NLDTF?

Form completed by:

Full Name: _____

Signature: _____

Date: _____