



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 Township Urban
Semi-urban Semi-rural Informal settlement
Inner-city

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: _____