

**2018 OPEN CALL FOR APPLICATIONS**  
**MISCELLANEOUS PURPOSES SECTOR**  
**BUDGET TEMPLATE**

**PLEASE NOTE:**

- Usage of this budget template is compulsory.
- Conduits applying on behalf of beneficiary organisations/communities (maximum of 1) must submit a separate budget for each organisation/community. The conduit may include the administration fee in the budget of each beneficiary organisation/community.
- Conduits must submit a budget for their own operations separately with their own separate application.
- Complete all sections with motivation in full and attach the relevant documents (Please refer to section 4 of the budget).

**NAME OF ORGANISATION:** \_\_\_\_\_

Please complete the information below in full:

**1. BUDGET OF PROJECT INCOME (From whom or where does your organisation plan to receive project funding)**

<b>Sources of Income</b>		<b>Amount in Rand</b>
Request from National Lottery Distribution Trust Fund		R
Grant from Government Department/s (Please include proof of support)	1	R
	2	R
	3	R
Donations		R
Fees for Services paid by beneficiaries		R
Fundraising and/or Events Income		R
<b>Other Income</b> e.g. Corporate Contributions (please specify)		
1.		R
2.		R
3.		R
4.		R
<b>TOTAL INCOME FOR PROJECT</b>		<b>R</b>

**2. BUDGET OF EXPENDITURE AND AMOUNT REQUESTED FROM THE NLC FOR OPERATIONAL COSTS**

**PLEASE NOTE:** Each line item requested must be motivated for in detail in the column provided. ( If the space is not enough, use a separate sheet showing which item you are motivating for). Example of items includes, Audit fees, Bank Charges.

*Please note that the NLC may fund up to 20% of all operational expenses.*

Item	Quantity	Unit Cost	Amount	Motivation for Budget Items
<b>TOTAL OPERATION COSTS</b>			<b>R</b>	

*\* The NLC reserves the right to determine the total amount of the Grant and as such, the Administration Fees*

**3. REQUESTED FOR PROJECTS**

Please make sure that the project is broken down into finest details required below. ( If the space is not enough, use a separate sheet showing which item you are motivating for).

*Please note that the NLC may fund up to 40% of all operational expenses.*

Items	Quantity	Cost per Unit	Total Cost	Amount requested from NLDTF	Motivation
<b>TOTAL</b>			<b>R</b>	<b>R</b>	

#### 4. REQUEST FOR CAPITAL EXPENDITURE

If you are requesting a grant for capital expenditure, please give details below.

**NOTE:**

- a) **QUOTATIONS must** be attached for all items (preferably from at least three credible local suppliers)
- b) **If ground and buildings** are requested, please submit the following:
  - **Proof of Ownership, Offer to Purchase, Lease Agreement, or Permission to Occupy** in the name of the organisation, (not an individual)
  - **Proof of Registration of the preferred builder** with the relevant body
  - **Approved Building Plans**
  - **Quotations (three** quotations for material must be submitted from credible suppliers. Two separate quotations must also be submitted for labour costs.) Example of items to be included in this section includes, acquisition and renovation of capital assets like buildings, etc.
- c) **Please note that the NLC may fund up to 40% of all operational expenses.**

Items	Quantity	Cost per Unit	Total Cost	Amount requested from NLDTF	Motivation

Items	Quantity	Cost per Unit	Total Cost	Amount requested from NLDTF	Motivation
<b>TOTAL</b>			<b>R</b>	<b>R</b>	

What is the total amount requested from the NLTFD (This must be the same as the total amount indicated in form B2) .....

**SIGNED BY:** Full Name: ..... Position: .....

Signature: ..... Date: .....