

2018/19 OPEN CALL

MISCELLANEOUS PURPOSES SECTOR

APPLICATION GUIDELINES

The Miscellaneous Purposes Sector's Call for applications consists of the following documents that make up the Application Pack:

- FORM 2010/1 (for applications greater than R500,000.00)
- FORM 2010/2 (for applications up to R500,000.00)
- Application Guidelines
- Project Business Plan Template - Medium and Large Grants (Annexure A)
- Project Business Plan Template - Small Grants (Annexure A1)
- Supplementary Form in support of agent/ representative/ conduit application (Annexure B1)
- Budget & Motivation Template (Annexure C)
- Capacity Building Template for Assisting Organisations

Please familiarise yourself with all the documents as they will help you to complete the application.

Please read the guidelines carefully before you complete the Application Form and the required templates.

Refer to the **documents checklist** at the end of these Guidelines for the list of **Mandatory Documents** that must be submitted with the application.

PLEASE NOTE:

Applications without all Mandatory Documents will not be accepted. However, applicants may re-submit applications once they meet all Mandatory Requirements.

A. APPLICATIONS

1. All applications must be completed on the relevant **prescribed** Application Forms. Please see table below.

Important note:

Applications for larger events will only be considered if there is evidence of larger community attendance, high geographic spread and if the events are associated with National Days, and/or important cultural activities. These events must be supported by Government Departments.

Category of Grant	Amount
Small grants (use FORM 2010/2)	Up to R500,000.00
Medium grants (use FORM 2010/1)	R500,001.00 - R5 000 000.00
Large grants (use FORM 2010/1)	R5 00 001.00 – R10 000 000.00

Clearly identify the **Sector** to which you are applying, in the list provided at the top of the prescribed Application Form – **Miscellaneous Purposes**.

All **five (5) pages** of the prescribed Application Form must be **fully** completed and the **Declaration** on the last page **must** have the **full name and South African Identity Number of the person signing the application** on behalf of the Organisation.

The application form must be **signed by any one of the two (2) Main Contact persons** indicated in the Application Form, who must hold a **valid South African Identity Document**. Contact persons must be from the Organisation and not outside consultants.

The **name of the applicant organisation** (as per the registration certificate) must be clearly indicated and the form must be **signed and dated**.

Applications that do not comply with this requirement will not be accepted.

2. **Do not change** or re-type the format of the prescribed FORM 2010/1 or FORM 2010/2 as they are legal documents that have been gazetted.
3. The **total amount** requested for projects must be in line with the amounts and categories reflected in **Section A of the Guidelines**. Should this requirement not be adhered to, the Miscellaneous Purposes Distributing Agency reserves the right to apply its discretion during adjudication of the application. The registered **name of the Organisation must be the same** on the Application Form and **all** of the following supporting documents:
 - a) **Prescribed Application Form** (FORM 2010/1 or FORM 2010/2, as applicable);
 - b) **Proof of Registration** as NPO, NPC (formerly Section-21 Company), Public Benefit Trust;
 - c) **Founding documents** - Constitution, Trust Deed or Memorandum and Articles of Association;
 - d) The name of the **Bank Account** (see section C1 on FORM 2010/1 or FORM 2010/2);
 - e) **Annual Financial Statements** and/or financial records of the Organisation (where applicable)

PLEASE NOTE:

If the names on any of the above mandatory documents differ, it will not be accepted.

Where there has been a **change of name**, please supply **proof** in the form of a signed and approved copy of the Special Resolution, amended Constitution, and Minutes of the Meeting or a Change of Name certificate detailing the name change.

5. Requirements for different categories of grants

5.1 Small Grants - up to R500, 000.00

This category is for smaller individual, emerging or newly-formed Organisations and/or Organisations that have not previously received NLDTF grants.

The following **Mandatory Documents must be submitted** together with the fully completed prescribed application form, **FORM 2010/2**.

- a) The Organisations **Founding Documents**:
- Constitution, Articles and Memorandum of Association
 - Educational Institutions established by an Act of Parliament must only cite the enabling Act.

The Founding Documents must clearly identify:

- Objectives of the Organisation, in line with the project/programme for which funding is applied for;
- Financial year end of the Organisation;
- Dissolution clause, in line with Non-Profit Organisations.

- b) **Proof of registration:**
 - Proof of registration as a Non-Profit Organisation, Non-Profit Company, Public Benefit Trust;
- c) **Detailed Project Business Plan (Annexure A1)**
- d) **Detailed Project Budget and Motivation (Annexure C)**
- e) Mandatory requirements for a Conduit/ Agent/ Representative applying on behalf of Organisations are detailed in Section C below;
- f) **Financial Records**
 - Most recent bank statements in the name of the Organisation
- g) Applicants in this category may also apply for infrastructure development, within the maximum amount applicable.
 - h) Only applications from Organisations whose mandate and **primary** objectives are outside the field of Arts, Culture, Environment and National Heritage; Charities; and Sport & Recreation will be considered.

5.2. Medium Grants: from R500, 001.00 – R5 000 000.00

The following **Mandatory Documents must be submitted** together with the fully completed application form, **FORM 2010/1**.

- a) The organisations **founding documents**.
 - Constitution/ Articles and Memorandum of Understanding/ Trust Deed;
 - Educational Institutions must cite the enabling Act.
- b) **Proof of registration** as a Non-profit Organisation (NPO), Non-profit Company (NPC) and Non-profit Trust.

- c) Detailed **Project Business Plan (Annexure A1)**.
- d) Detailed **Project Budget & Motivation (Annexure C)**.
- e) Most recent, complete set/s **Annual Financial Statements** of the Organisation:
 - For the most recent financial year for Organisations that have been previously received funded by the NLDTF; and
 - For the two most recent, consecutive financial years in the case of Organisations that have not been previously funded by the NLDTF.

Please note: Annual Financial Statements must be drawn up within six (6) months of the financial year end.

With the Annual Financial Statements, the following documents are required:

- Signed and dated Auditor's or Accounting Officer's report on the letterhead of the firm.
- Signed and dated Directors/Board report.
- Proof of registration of the Auditor or Accounting Officer with one of Professional Bodies accepted by the NLC.
- Written letter from Auditor or Accounting Officer confirming the financial statements submitted.

Details on Annual Financial Statements can be viewed under Section 6 below.

5.3. Large Grants: R5 000 001.00 – R 10 000 000.00

This category is **only for events** that have a high patronage, high geographic spread, and high economic development potential and/or are associated with National Days. These events **must** be supported by Government Departments. Organisations must demonstrate the internal capacity and experience to deliver on such projects.

The following **MANDATORY Documents must be submitted** together with the fully completed prescribed application form, **FORM 2010/1**.

- a) The organisations **founding documents**:
 - Constitution/ Articles and Memorandum of Understanding / Trust Deed;
- b) Proof of registration as a Non-profit Organisation (NPO), Non-profit Company (NPC) or Non-profit Trust. Educational Institutions must cite the enabling Act.
- c) Detailed **Project Business Plan** (Annexure A).
- d) Detailed **Project Budget & Motivation** (Annexure C).
- e) Most recent **Annual Financial Statements** of the Organisation:
 - For the most recent financial year for Organisations that have previously received funding from the NLC;
 - For the two (2) most recent, consecutive financial years in the case of Organisations that have not been previously funded by the NLDTF.

Please note: Annual Financial Statements must be drawn up within six (6) months of the financial year end.

- With the Annual Financial Statements, the following documents are required:
 - Signed and dated Auditor's or Accounting Officer's report on the letterhead of the firm.
 - Signed and dated Directors/Board Report.
 - Proof of registration of the Auditor or Accounting Officer with one of Professional Bodies accepted by the NLC.
 - Written letter from Auditor or Accounting Officer confirming the Annual Financial Statements submitted.

Details on Annual Financial Statements can be viewed under Section 6 below.

Please note: Applications without all Mandatory Documents will not be accepted. However, applicants may re-submit applications once they meet all mandatory requirements.

6. Important information on Annual Financial Statements for Medium & Large Grants

6.1. Organisations that have received funding from the NLC must attach the **most recent complete set of Annual Financial Statements.**

6.2 Organisations that have never been funded by the NLC must attach **the two (2) most recent completed sets of Annual Financial Statements.** These Annual Financial Statements must be **for two (2) consecutive years** (e.g. 2016/2017 and 2017/2018) for two (2) financial years, following each other and without interruption).

Annual Financial Statements must include **comparatives figures for the previous financial year.**

Please note: Annual Financial Statements must be approved **within six (6) months of the financial year end**, as identified in the founding document/constitution.

The financial year end on the Financial Statements must **be aligned with the period stated in the founding documents.**

Furthermore, the Annual Financial Statements **must be signed** and dated by a **registered, independent Accounting Officer or Auditor** on the firm's letterhead and prepared in line with the requirements of his/her professional body. Please refer to the recognised Professional Accounting and Auditing Bodies below.

PLEASE NOTE:

Annual Financial Statements must be complete and **must** include the following:

- A detailed Income and Expenditure Statement;
- A Balance sheet
- Notes on the Financial Statements
- Comparative figures for the previous financial year
- A signed and dated Auditor or Accounting Officer's report on the firm's letterhead;
- A signed and dated Directors/Board report
- Incomplete Annual Financial Statements will render the application non-compliant and therefore not eligible for consideration.

6.3.The Annual Financial Statements **must not** be submitted as part of an **Annual Report**. Annual Reports are not required and, if submitted, will not be considered. Please make sure that you submit **only** the required, fully completed Financial Statements.

6.4.The Auditor or Accounting Officer must be registered and in good standing with one of the Auditing or Accounting Bodies below.

6.5.Organisations **must** request proof of registration with one of the recognised professional bodies from their Auditor or Accounting Officer before they appoint the Accounting Officer or Auditor to prepare their Annual Financial Statements.

6.6.Annual Financial Statements compiled by a Student Accounting Officer or employees of Accounting firms not authorised to compile and sign financial statements will **not** be considered.

6.7. Recognised Professional Bodies:

- South African Institute of Chartered Accountants (SAICA)
- Auditors registered with the Independent Regulators Board for Auditors (IRBA)
- Chartered Secretaries of Southern Africa (CSSA)
- Chartered Institute of Management Accountants (CIMA)
- South African Institute of Professional Accountants (SAIPA)
- Institute of Accounting & Commerce (IAC)
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Business Management (CIBM)
- The South African Institute of Business Accountants (SAIBA)
- The South African Institute of Government Auditors (SAIGA)

Please note: Only an Auditor, registered with Independent Regulators Board for Auditors (IRBA), is in a position to give an opinion in Annual Financial Statements.

- 6.8.** With your application, please submit proof of registration of your Accounting Officer or Auditor as well as a letter from your Auditor or Accounting Officer confirming that he/she prepared and signed the Annual Financial Statements submitted with the application.
- 6.9.** Please note that the NLC will, as part of the adjudication process, verify the registration of the Auditor or Accounting Officer with the relevant professional bodies listed above. In addition, the NLC will verify with the Auditor or Accounting Officer that he/she has actually prepared the Annual Financial Statements submitted.
- 6.10** The NLC has noted with concern that fraudulent and fabricated Annual Financial Statements have been submitted in the past and will take measures against the applicant and Auditor or Accounting Officer should this be the case with your application.
- 6.11** Please note that the following will not be accepted:
- a) Draft Annual Financial Statements;
 - b) Unsigned and Undated Annual Financial Statements;
 - c) Management Accounts;
 - d) Compilation reports.
- 7.** Please note that the names and positions of no less than **3 bank signatories, who are Office Bearers or Officials who are not related**, must be provided on the prescribed Application Form (Section C2 of FORM 2010/1 or FORM 2010/2).
- 8.** The **referees** identified in **Section D** of FORM 2010/1 or FORM 2010/2 **must be independent** of the Organisation and may be a Municipal Councillor, a Traditional Leader, a Minister of any Church, an official of a Government Department e.g., a Social Worker or a Development Practitioner.

Referees must **NOT** be any of the following:

- Employees of the Organisation;
- Members of the Board and Management Committee or their family members, relatives or friends;
- Volunteers involved with the Organisation;
- Any person who provides/supplies services to the Organisation.

B. BUDGET & BUSINESS PLAN

9.1 The Distributing Agency for Miscellaneous Purposes reserves the right to decide on the amount and the portion of the operations and/or project costs to be funded. Furthermore, the capping principle will also be used to ensure fair and equitable distribution.

9.2 Please use the format in the attached template (**Annexure C**). **Do not** submit a Project Budget in any another format because it will delay the adjudication of your application.

9.3 Please complete **all** sections of the Budget Template. Separate budgets must be submitted for the project/ programme/ office applied for, together with one consolidated budget.

9.4 **Other sources of funding** for the same project that the Organisation is applying for must be clearly reflected as Income on the Budget Template. This will show other contributions that will then ensure the carrying out of the project.

The NLC encourages Organisations to show other sources of funding, rather than relying on one funder for the project and operations.

- 9.5 The amount for each item requested from the NLDTF must include a clear **Motivation** for that specific item. **Do not** use any other format and please motivate line items rather than the whole project/ programme/ office. Failure to submit a motivation with the Application Form will render your application non-compliant.
- 9.6 The total amount requested in the **Budget** must be equal to the amount reflected on B2 of the prescribed Application Form (FORM 2010/1 or FORM 2010/2).
- 9.7 Where services and items are procured from outside the Organisation, this must be supported with quotations and motivation for those items. Quotations must be obtained following good business practice and each quotation must clearly state the period for which that quotation is valid.
- 9.8 **Please note** that where the Distributing Agency requests a revised budget, this requested budget is for further consideration and should not create any undue expectation.
- 9.9 In the **Business Plan**, the Organisation must show that it is duly representative of the community it serves – for the beneficiaries, Board and Management Committee. Where this is not possible, the Organisation must show reason why this is not possible. The Organisation must also show plans and efforts for becoming representative of the community it serves.
- 9.10 The Organisation must give details of its sustainability plans in order to avoid reliance on one source of funding. If the Organisation has been previously funded, it must show how the proceeds of the previous project, if any, are being used for any future project.

C. CONDUIT/ AGENT/ REPRESENTATIVE APPLICATIONS

10. The National Lotteries Commission shall consider applications for funding from Organisations that apply through an Agent / Representative / Conduit only if:
- The Organisation has been in existence for **less than six (6) months** on the date of submission of the application; or
 - There is a **clear need** for a project in a community and that community is not yet formalised as a recognised legal entity, in which case this must be thoroughly motivated for and supported by that community.
11. The application must be submitted by an Agent / Representative / Conduit and must be accompanied by a **statement by the Assisted Organisation** providing reasons why it requires assistance.
12. The Agent / Representative / Conduit must outline the **nature of assistance** it will provide to the Organisations / Communities it assists.
13. Agents / Representatives / Conduits may apply for not more than **one (1) Organisation** per Call.
14. The administration fee that may be charged by the Agent / Representative / Conduit for services rendered by it to the Organization / Community **may not exceed five percent (5%)** of the amount of the Grant, provided that the maximum amount charged **shall not exceed one hundred and fifty thousand rand (R150, 000.00)**.

The administration fee included in the application must be accompanied by a detailed breakdown and motivation, inclusive of the mentoring & coaching element, monitoring of project implementation, travel, as well as the compilation of Progress Reports.

Please note that administration fees mentioned in this section does not refer to fees paid to consultants / individuals to assist beneficiaries to fill in application forms.

15. An Agent / Representative / Conduit must have the experience, knowledge, competence, skills and capacity to assist applicant Organisations or Communities.
16. Skills transfer, mentoring and capacity building will form the basis for considering an application from an Agent / Representative / Conduit application.
17. An Agent / Representative / Conduit must submit a detailed plan setting out how it will transfer the requisite skills to build the capacity of the Assisted Organisation or Community.
18. An Agent / Representative / Conduit must furnish a report to the NLC on the actual execution of the plan referred to above, within six (6) months of the first tranche payment or such periods as has been determined in the terms and conditions of the Grant.
19. Agents / Representatives / Conduits may apply separately for their own project and operations. This separate application must include all the relevant Mandatory Documents and other required templates.
20. Previously funded NPOs that are registered and meet all funding requirements may act as Agents / Representatives / Conduits, provided that the Sector to which they are applying is in line with the objectives of the Organisation.

21. The Assisted Organisation must have a valid Constitution or other form of founding documentation (NPO certificate, Trust Deed, Memorandum of Incorporation or Articles of Association), a properly constituted Management Committee, and its own bank account.
23. Only Organisations that can demonstrate the capacity to facilitate skills transfer and mentoring of Assisted Organisations or Communities shall be considered.
24. Objectives of the Agent / Representative / Conduit and Assisted Organisation or Community should be similar and/or in the same NLDTF Sector. Only Organisations whose objectives fall outside Arts, Culture, and National Heritage; Charities; and Sport and Recreation can apply to the Miscellaneous Purposes Sector for funding.
25. Both the Agent / Representative / Conduit and Assisted Organisation or Community should be located in the same Province or geographical area to ensure that the former is able to render the required support to the latter. Exceptions may be considered where there are insufficient registered organisations in a province or due to geographic factors.
26. The maximum number of organisations or communities to be assisted by an agent/ representative/ conduit at any one time is one (1).
27. Assisted Organisations or Communities may only apply with one Agent / Representative / Conduit at any given time.

D. IN ADDITION TO THE AFOREMENTIONED, APPLICANTS ARE ALSO REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTATION / INFORMATION:

28. Applications for a new **building**, extensions or renovations to existing buildings **must** include the following:

- **Proof of ownership** of land and/or buildings e.g. Permission to Occupy (PTO), **issued in the name of the Organisation** (not an individual). If there is a Lease Arrangement, details thereof must be provided, including the duration of the lease;
- **Approved Building Plans;**
- **Quotations (Two (2) quotations for materials** must be submitted from credible suppliers. **Two (2) separate quotations** must also be submitted **for labour costs;**
- **Proof of registration and grading of the builder** with the relevant body (e.g. CIBD, NHBRC, etc.)

29. **Offer to purchase**, if the Organisation applies for funding to purchase a property.

30. Applications that include requests for **capital equipment** must include at least **three (3) quotations** from credible local suppliers. Brochures are not accepted as quotations.

31. **Do not include any other documents** that are not requested in the prescribed Application Form and these Guidelines. Adjudication is based **only** on the information contained in the required documents.

32. **Certified copies of the Identity Documents** of the two (2) Contact persons, and all Members of the Management Committee listed on Page 2 of Application FORM 2010/1 and FORM 2010/2 must be submitted. Please note that the NLC will only liaise with the two (2) identified contact persons. The Contact Persons must be from the Management or Board of the Organisation and not consultants.

E. Applications that will not be considered

33. Organisations that have received funding previously and have not submitted all **outstanding Progress and Final Reports** (both narrative and Financial) in accordance with the Grant Agreement will not be considered.

34. Applications from Organisations whose previous projects were declined, cancelled or withdrawn as a result of **fraud, corruption and other maladministration** will not be considered.

35. Organisations whose mandate, primary objectives, expertise and track record is in the Arts, Culture, & National Heritage; Charities; and Sport & Recreation Sectors will not be considered for funding.

36. **Faxed or e-mailed applications**, as well as **applications on CD or USB Flash Drive** will not be considered.

37. The following clause in the new Regulations will be applicable in this Call for Applications;

“No applicant to whom a grant was made by the National Lotteries Commission shall be eligible to apply for another grant within a period of twelve (12) months from the date of receipt of that grant, irrespective of whether the project is different from the one previously applied for.”

This means that no applicant to whom a grant was made by the NLC is eligible to apply for another grant within a period of twelve (12) months from the date of receipt of payment of that grant, irrespective of whether the project is different from the one previously funded.

The twelve (12) month “cooling-off” period will be counted from the date of the last final payment to the applicant by the NLC. Please refer to Clause 11 of the grant agreement signed with the NLC..

E. GENERAL GUIDELINES

38. Every Organisation that receives a grant from the NLC shall, in procuring goods and services paid for by funds so acquired, follow a transparent and competitive process as set out in the Treasury Regulations.

39. When submitting budgets, applicants should clearly unpack their budget items e.g. budget items like Administration / Contingency Fee. This item will not be considered if not unpacked and itemised.

40. Requests for vehicles will not be considered.

41. Only one application per Organisation will be accepted. Organisations whose application comprises of multiple projects must ensure that only **one** application is submitted clearly identifying and motivating for all the different projects.
42. **Proof of registration** for services that require registration in terms of any law, where applicable, must be submitted. Where such registration is not available at the time of submitting the application a letter of support from the relevant Department / Authority must be provided.
43. Founding Documents - Constitution, Articles and Memorandum of Association / Incorporation, Trust Deed - must be signed and dated. The documents must also be the most recent.
44. The National Lotteries Commission **does not sell** Applications Forms, Guidelines and any other Application Documents. Applicants should not pay for these documents from any other person or Organisation.
45. Applicants are advised **not to pay** for assistance in completing Applications Forms. Payment for such services from the allocated Grant will constitute a breach of Grant Agreement.

PLEASE NOTE:

These Guidelines provide the key criteria that will serve as the basis for the adjudication of applications. Non-compliance in terms of the Lotteries Act, 2013 (No. 32 of 2013, as amended), the Regulations for the Act and these Guidelines will render the application non-compliant.

Should you need any further clarification on the application form and related documents, please visit your **NLC Provincial Office** or contact the **NLC Information Call Centre on 08600 65383**

<p>Postal Address NLC Grant Funding Office Private Bag X101 Brooklyn Square 0075 Tel: 08600 65383</p>	<p>Eastern Cape Office Phase 4A, Waverly Office Park Phillip Frame Road, Chislehurst East London 5200 Tel: 043 813 3510</p>
<p>Free State Office 321 Corner Ryk & Stateway Welkom 9459 Tel: 057 815 3010</p>	<p>Gauteng Office: Block D, Hatfield Gardens 333 Grosvenor Street Hatfield 0083 Tel: 08600 65383</p>
<p>KwaZulu Natal Office Office 22, Smartxchange Building 5 Walnut Road Durban 4001 Tel: 031 817 4410</p>	<p>Limpopo Office 5 Landross Mare Street Polokwane 0699 Tel: 015 299 4660</p>
<p>Mpumalanga Office 25 Rood Street Sonheuwel Dorp Nelspruit 1200 Tel: 013 813 4810</p>	<p>Northern Cape Office 9 Roper Street, Suite D Kimberly 8300 Tel: 053 813 4310</p>
<p>North West Office 16 Aerodrome Crescent Industrial Side Mahikeng 2745 Tel: 018 815 3010</p>	<p>Western Cape Office Manhattan Place 130 Bree Street Cape Town 8000 Tel: 021 816 1810</p>

DOCUMENTS CHECKLIST

SMALL GRANTS CHECKLIST

• Were you funded previously by the NLC?	YES	NO
• Have you submitted all your outstanding Progress Reports & Final Report?	YES	NO
• Is FORM 2010/2 fully completed, signed and dated?	YES	NO
• Proof of Registration as NPO, Non-Profit Company (formerly Section- 21 Company), Public Benefit Trust.	YES	NO
• Have you cited the enabling Act – Tertiary Institutions, Public Schools and Institutions established by an Act of Parliament	YES	NO
• Founding Documents - Constitution, Trust Deed, Memorandum & Articles of Association	YES	NO
• Budget & Project Motivation	YES	NO
• Project Business Plan	YES	NO
• Certified copies of the IDs of the two (2) Contact persons and the Members of the Management Committee listed on Page 2 of application FORM 2010/2	YES	NO
• Financial Records: (Applicable to first time applications) • Most recent bank statements in the name of the organisation	YES	NO
Where applicable:	YES	NO
• Proof of registration for services that requires registration in terms of any law, where applicable.	YES	NO
• Quotations for all goods and services	YES	NO

MEDIUM AND LARGE GRANTS CHECKLIST

• Were you previously funded by the NLC?	YES	NO
• Have you submitted all your outstanding Progress Reports & Final Report?	YES	NO
• Is FORM 2010/1 duly completed, signed and dated?	YES	NO
• Proof of Registration as NPO, Non-Profit Company (formerly Section 21 Company), Public Benefit Trust.	YES	NO
• Have you cited the enabling Act (Public Schools, Tertiary Institutions and organisations established by an Act of Parliament)?		
• Founding documents - Constitution, Trust Deed, and Memorandum & Articles of Association	YES	NO
• Project Budget & Motivation	YES	NO
• Project Business Plan	YES	NO
• Certified copies of the IDs of the 2 Contact persons and the Members of the Management Committee listed on page 2 of application FORM 2010/1	YES	NO
• Financial Records: <ul style="list-style-type: none"> • Annual Financial Statements • One complete set with comparative figures, if you have been funded before • Two complete sets with comparative figures for the two most recent consecutive years, if you have not been funded before. 	YES	NO
• Signed & dated Auditor's/ Accounting Officer's report on the firms letterhead	YES	NO
• Signed & dated Board/Directors report	YES	NO
• Letter confirming registration of Accounting Officer/ Auditor	YES	NO
• Written letter from Accounting Officer/ Auditor confirming signing the Annual Financial Statements submitted	YES	NO
Where applicable:		

• Proof of registration for services that requires registration in terms of any law, where applicable	YES	NO
• Quotations for all goods and services.	YES	NO

For Conduits/ Representatives/ Agents:		
• Form 2010/1 or Form 2010/2 for each organisation/community that will be assisted	YES	NO
• Form 2010/1 or Form 2010/2 for each organisation/community that will be assisted		
• Skills Transfer and Capacity Building Plan	YES	NO
• Relevant mandatory documents as indicated above	YES	NO
• Statement by the applicant providing reasons why it requires assistance.	YES	NO
• Statement by the agent, representative or conduit on the nature of assistance it will provide to the applicant.	YES	NO
Other Conduit Documents:		
• Supplementary Form for agent/ representative/ conduit applying on behalf of beneficiary organisation/ community.	YES	NO