

**NATIONAL LOTTERIES COMMISSION
PROJECT BUSINESS PLAN AND BUDGET**

NB - Kindly refer to the Guidelines when completing this form.

- This form consists of two parts: ***PART 'A': Project Business Plan*** and ***PART 'B': Project Budget***
- Both PARTS must be completed in full by all applicants
- The information in PART 'A' and PART 'B' must be aligned
- Attach relevant documents as indicated
- Not **ALL** budget line items need to be requested, the budget template is only a **guideline** on the possible line items that can be considered for funding
- Agents/ representatives / conduits applying on behalf of organisations / communities (up to a maximum of 2) must submit a separate budget for each organisation / community. The agent / representative/ conduit may include a 5% administration fee in the budget of each organisation / community.
- Agents/ representatives / conduits must submit a separate application for their own projects
- Please refer to the Guidelines document for assistance in completing this form; you may also request assistance from any of the Provincial Offices listed in the Advertisement.

PART A: PROJECT BUSINESS PLAN

1 IDENTIFYING PARTICULARS

Name of Organisation					
Physical Address of organisation				Postal Code	
Province			Implementing Province		
Local Municipality					
Main contact person	Name and surname		Contact number and e-mail		
Second contact person	Name and surname		Contact number and e-mail		

2 ALIGNMENT OF PROJECT / PROGRAMME OBJECTIVES

What particular need / concern / opportunity does the project / programme aim to address overall?							
How will the project / programme address the above?							
How will the community benefit from the project / programme implemented by your organisation?							
Where will the project / programme be implemented? (e.g. rural, informal settlement, urban etc.)	RURAL	TOWNSHIP	URBAN	SEMI - URBAN	SEMI-RURAL	INFORMAL SETTLEMENT	INNER CITY

2.1 Target Group: Please indicate your target group as well as the number of people targeted as per below table (NB: do not populate where not applicable)

Target Group/s						
Women	Children	Men	Youth	People with disabilities	Older Persons	Total

2.2 Racial Profile of Beneficiaries: Give the percentage of people who will benefit from this project / programme / service in the table below.

Race	Tick	%
African		
Coloured		
Indian/Asian		
White		

2.3 Focus areas: Please indicate NLC focus area/s you are aligned with and list the objectives of your organisation as well the objectives of the project/ programme you are applying for.

NLC FOCUS AREAS	OBJECTIVES OF THE ORGANISATION	PROJECT/ PROGRAMME OBJECTIVES

3 IMPLEMENTATION PLAN

What are the sub-objectives of each project? How will the project(s) be implemented and how much will it cost?

NB If you are only implementing one project, complete the table for Project 1.

NB: Ensure that the total amounts correspond with the amounts in Part 'B' Project Budget.

OBJECTIVES	MAIN ACTIVITIES	TIME FRAME FOR IMPLEMENTATION	BUDGET ¹
PROJECT ONE OBJECTIVE:			
PROJECT TWO OBJECTIVE:			
PROJECT THREE OBJECTIVE:			

4 CAPACITY TO IMPLEMENT THE PROJECT

List the main staff / volunteers that will work on the project / programme as well as their qualifications.
Please complete the Table below.

No	NAME / SURNAME	JOB TITLE	QUALIFICATION	RELEVANT SKILLS / EXPERIENCE
1				
2				
3				
4				
5				
6				

5 JOB CREATION

If you intend to hire new staff, list them in the table below. Indicate if the position is permanent or temporary and the duration of the contract.

No	JOB TITLE	QUALIFICATION	RELEVANT SKILLS / EXPERIENCE	TYPE OF EMPLOYMENT (permanent / temporary and contract duration)
1				
2				
3				
4				
5				
6				

6 MONITORING AND EVALUATION OF THE PROJECT / PROGRAMME

For the main objective(s) **listed in (3) above**, how will you know that you have succeeded, and how will you measure this?

NB: Please select indicators and evidence used (Means of Verification) from the annexed Compendium

OBJECTIVES	INDICATOR(S) OF SUCCESS	FREQUENCY OF DATA COLLECTION (weekly, monthly etc.)	EVIDENCE USED (MEANS OF VERIFICATION)
OBJECTIVE 1:			
OBJECTIVE 2:			
OBJECTIVE 3:			

7 ORGANISATIONAL AND STAFF DEVELOPMENT

Do you have any development / training needs? E.g. Project Management, Financial Management, Report writing, Monitoring and Evaluation, Programme Design, Strategic Planning etc. Complete the Table below.

No	Development need	Who needs it?	How much will it cost?
1			
2			
3			
4			

8 SUSTAINABILITY OF THE PROJECT / PROGRAMME / ORGANISATION

How will you sustain the project / programme / organisation into the future and once the NLC grant has ended?
Please complete table below (NB: you may attach a sustainability plan if you have one)

Sustainability Factor	Plan
a) Funding Stability (How do you plan to sustain the funds received)	
b) Partnerships (Current/ prospective partnerships, formal and informal including letters of support from stakeholders)	
c) Project adaptation (How do you plan to mitigate should there be any threats to the project/s)	
d) Any other information that may assist you to sustain your project/s	

CHARITIES SECTOR

PART B: PROJECT BUDGET**1 TOTAL GRANT REQUEST**

What is the total amount requested from the NLC?

ITEM	TOTAL BUDGET	NLC REQUEST
Operational budget (Section 4)	R	R
Capital budget (Section 5)	R	R
TOTAL	R	R

2 INCOME BUDGET

From where does your organisation plan to receive funding or other income in 2019/20?

Source	Amount
National Lotteries Commission (NLC – this application)	R
Subsidy and /or grant from Other Sources	e.g. Dept. of Social Development R
	R
Donations / Grants	R
Fees for services paid by beneficiaries / Membership fees	R
Fundraising	R
Interest from investments	R
Other Income (please specify by providing a detailed list, if required attach a separate page):	

1.	R
2.	R
3.	R
4.	R
TOTAL INCOME FOR THE YEAR <i>(NB projected income should equal or exceed the total projected expenditure)</i>	R

3 EXPENDITURE BUDGET AND AMOUNT REQUESTED FROM THE NLC

Please give a breakdown of your budgeted expenditure for 2019 / 20 (**Column B**) and how much of your budget is requested from the NLC (**Column C**). Each line item requested must be motivated for (**Column D**). NB If Column D is not completed, the line item may not be funded. If the space is not enough, use a separate sheet showing which item you are motivating for.

A: Item	B: Total amount budgeted for 2019/2020 Financial Year (How much will you spend in total?)	C: Amount requested from NLC (How much of this total do you request from the NLC?)	D: Motivation (Why do you need this item?)
Accounting / Bookkeeping fees			
Audit fees			
Bank Charges			
Cleaning and Laundry			
Clothing (for beneficiaries only)			
Domestic Fuel (Paraffin or gas			
Food			
Honoraria for emerging organisations: Board members (only for travel, accommodation and catering expenses for category 3 applicants)			
Personnel Salaries			
Stipends			
Personnel Training and Development			
Post and telecommunications			

A: Item	B: Total amount budgeted for 2019/2020 Financial Year (How much will you spend in total?)	C: Amount requested from NLC (How much of this total do you request from the NLC?)	D: Motivation (Why do you need this item?)
Rent			
Security (e.g. security system: Security guard)			
Stationery and Printing			
Maintenance and repairs to vehicle/s and equipment			
Water, electricity and rates			
Administration fee – only agents/representatives/conduits applications			
Programmes / Projects / Services			
1			
2			
3			
TOTAL:	R	R	

4 CAPITAL EXPENDITURE

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

Capital item	Amount according to attached quotation	Amount requested from NLC	Motivation for each item (Why do you need this item?)
Equipment			
	R	R	
	R	R	
	R	R	
Vehicle (new)			
	R	R	
Ground & Buildings (purchase / erection / additions / repairs / renovations)			
	R	R	
	R	R	
Publicity for NLC (LOTTO FUNDED logo)			
	R	R	
TOTAL	R	R	

NOTE:

- **Quotations must** be attached for all capital items (from at least two credible local suppliers)
- 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.
 - **Proof of registration** of the preferred builder with the relevant professional body
 - **Building plans** (approved)
 - **Quotations** (two quotations for material and labour costs (listed separately) must be submitted from credible local suppliers

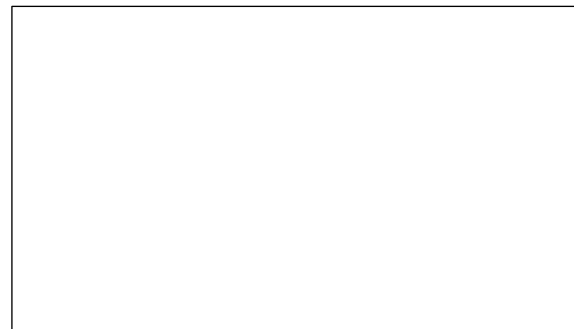
5 VERIFICATION OF SUBMISSION

This form was completed by (name) _____ in her/his capacity as _____ of the applying organisation.

Signature: _____

Date: _____

Organisation stamp (if applicable)



ANNEXURE 1: COMPENDIUM OF INDICATORS

CHARITIES SECTOR		
MONITORING INDICATORS FOR PROGRESS REPORTING	METHODS/ SOURCES OF VERIFICATION	EVALUATION INDICATORS FOR IMPACT REPORTING
<ul style="list-style-type: none"> ✓ No of staff trained ✓ No of staff with accredited training ✓ No of staff with non – accredited training 	<ul style="list-style-type: none"> ✓ Training Registers ✓ Certificates ✓ Training Manuals 	<ul style="list-style-type: none"> ✓ Percentage of facilities reporting improved service delivery
<ul style="list-style-type: none"> ✓ Progress on compliance issues 	<ul style="list-style-type: none"> ✓ Letters of support ✓ Actual licences/ Compliance certificates 	<ul style="list-style-type: none"> ✓ Percentage of facilities compliant with specific norms and standards post funding ✓ Attendance rate ✓ Enrolment rate
<ul style="list-style-type: none"> ✓ Availability of a record keeping system 	<ul style="list-style-type: none"> ✓ Files (Manual or Electronic) ✓ Periodic Reports 	<ul style="list-style-type: none"> ✓ Percentage of funded organisations compliant with grant requirements
<ul style="list-style-type: none"> ✓ No of vulnerable people reached with services ✓ No of animals reached with services 	<ul style="list-style-type: none"> ✓ Beneficiary Registers 	<ul style="list-style-type: none"> ✓ Percentage increase of reported and resolved cases ✓ Percentage of people accessing specific service in the area ✓ Cost of service provided/ person
<ul style="list-style-type: none"> ✓ No of awareness campaigns conducted ✓ No of areas reached with campaigns 	<ul style="list-style-type: none"> ✓ Pictures ✓ Testimonials by participants 	<ul style="list-style-type: none"> ✓ Percentage of target group able to articulate at least 3 key principles of awareness issues
<ul style="list-style-type: none"> ✓ No of males, females and PwD staff employed on a < 6 months contract pre/ post funding 	<ul style="list-style-type: none"> ✓ Staff Records – with amount & signed by staff 	<ul style="list-style-type: none"> ✓ Percentage of jobs created ✓ Percentage of jobs retained
<ul style="list-style-type: none"> ✓ No of males, females and PwD staff employed on a > 6 months contract pre/ post funding 	<ul style="list-style-type: none"> ✓ Staff Records - with amount & signed by staff 	<ul style="list-style-type: none"> ✓ Percentage of jobs created ✓ Percentage of jobs retained