



CHARITIES SECTOR
2015 CALL FOR APPLICATIONS
BUDGET TEMPLATE

PLEASE NOTE:

- This budget template must be completed by all applicants.
- Conduits applying on behalf of beneficiary organisations/communities (up to a maximum of 2) must submit a separate budget for each organisation/community. The conduit may include the 5 % 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 INCOME for 2015/2016 financial year (From whom or where does your organisation plan to receive funding in 2015/2016)

Source		Amount in Rand
National Lottery Distribution Trust Fund		
Subsidy and/or grant from Government Department/s:	Dept. of Social Development	
	Dept. of Health	
	Dept. of Education	
Bequests and/or Legacies		
Donations		
Fees for Services paid by beneficiaries		
Fundraising and/or Events		
Income from Investments		
Income from Trading Activities		
Membership Fees		
Source		Amount in Rand
Other Income (please specify)		
1.		
2.		
3.		
4.		
5.		
6.		
7.		

TOTAL	R
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2. BUDGET OF EXPENDITURE AND AMOUNT REQUESTED FROM THE NLDTF FOR OPERATIONAL COSTS

Please give a breakdown of your budgeted expenditure for 2015/2016 (Column 1),

How much of your budget is requested from the NLDTF (Column 2).

PLEASE NOTE: Each line item requested must be motivated for (Column 3). If column 3 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.

Item	Column 1 Total amount budgeted for 2015/16 Financial Year (How much will you spend in total)	Column 2 Amount requested from NLDTF (How much of this total do you request from the NLDTF)	Column 3 Motivation (Why do you need the money)
Accounting/bookkeeping fees			
Audit fees			
Bank charges			
Cleaning and laundry			
Clothing (for beneficiaries)			
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 and benefits			

Item	Column 1 Total amount budgeted for 2015/16 Financial Year (How much will you spend in total)	Column 2 Amount requested from NLDTF (How much of this total do you request from the NLDTF)	Column 3 Motivation (Why do you need the money)
Personnel training and development			
Post and telecommunications			
Rent			
Security - Indicate type (e.g.security system; security guard)			
Stationery & Printing			
Stipends			
Maintenance and repairs to vehicle/s and equipment			
Water, electricity and rates			
Administration fee - only agents/representatives/conduits			
Other (specify each item & motivate)			
1.			
2.			
3.			
4.			
5.			
TOTAL	R	R	

* The NLDTF reserves the right to determine the total amount of the Grant and as such, the 5 % for administration fees

3. **FEES CHARGED FOR SERVICES**

Please give details of the fees charged for services provided, if any:

Type of Service	Amount charged per month	What percentage of your beneficiaries pay the full amount?	If a residential facility, how many beds are subsidised by other departments e.g. the Department of Social Development
1..			
2.			
3.			
4.			

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 (at least two from a credible local supplier)
- 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
 - **BUILDING PLANS**
 - **QUOTATIONS** (two quotations for material must be submitted from credible suppliers. Two separate quotations must also be submitted for labour costs.)

Capital item	Amount according to attached quotation	Amount requested from NLDTF	Motivation for each item (Why do you need this item?)
Equipment (specify)			

