



NATIONAL LOTTERIES COMMISSION

GUIDELINES FOR SUBMISSION OF MISCELLANEOUS APPLICATIONS

Funding for miscellaneous purposes is appropriated by the Board of Directors of the NLC (Board).

1. AREAS OF FUNDING CONSIDERED UNDER MISCELLANEOUS FUND

- Projects that falls within the scope of the priority areas identified by the Minister of Trade and Industry in the Regulations on “Direction for Distribution Agencies in determining the distribution of funds from the National Lottery Distribution Trust Fund”.
- Projects that aim to address emergency situations, disasters and catastrophic events
- Special projects/events that are occurring outside the various sectors’ normal call for applications.
- Projects that fall outside the scope of Arts, Culture, Environment and National Heritage, Charities and Sports and Recreations sectors or straddles across the three sectors. In the case of the latter the project proposal will need to clearly demonstrate an integration of the different sector components into a holistic project outcome/deliverables. .
- The potential applicant must show that it aims to improve the quality of life of people and communities who are disadvantaged by poverty or social exclusion;
- They need to indicate that projects undertaken or to be undertaken will promote social inclusion and encourage community involvement

2. WHAT DOES THE MISCELLANEOUS FUND NOT COVER?

- The miscellaneous fund is not a replacement or augmentation of the normal sector allocations.
- The miscellaneous fund will not consider an application if declined by one of the sector distributing agencies because the funding criteria were not adhered to. The miscellaneous fund will not consider an application which attempts to augment an allocation received from a sector distributing agency, where the funding received is less than the amount applied for.



3. WHO IS RESPONSIBLE FOR THE ASSESSMENT OF THE MISCELLANEOUS APPLICATIONS?

All applications are received by the Grant Funding Division of the National Lotteries Commission, who provides administrative support to the Board. The Board assesses the merits of each application in terms of the relevant legislation, policies and prescribed guidelines. Successful applicants will be awarded a grant after adjudication.

4. WHEN DO YOU APPLY FOR MISCELLANEOUS FUNDING?

Applications for miscellaneous purposes are submitted and adjudicated periodically on a needs basis, with no special window for applications. The Board may however publish a call for applications for proposals to address certain priorities identified. In this case applications will be restricted to the scope of the call for applications.

No applicant to whom a grant was made by the NLC 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.



GUIDELINES AND INFORMATION FOR ORGANISATIONS APPLYING UNDER MISCELLANEOUS SECTOR

A. APPLICATIONS

1. All applications must be completed on the **prescribed** application forms as follows:

Categories of Grant	Amount	Application Form
Small Grants	Not more than R500 000.00	FORM 2010/2
Medium	R500 001.00 to R5million	FORM 2010/1
Large Grants	More than R5million to R10million	FORM 2010/1

Clearly identify the **SECTOR** which you are applying to by ticking the **Miscellaneous** option at the top of the Application Form. Applications from other sectors will not be considered.

All five (5) pages of the prescribed application form (as applicable for the category you are applying for) must be **fully** completed and the **Declaration** on the last page **MUST** have the **full name of the person submitting the application** on behalf of the organisation. The **name of the applicant organisation MUST** be clearly indicated and the form must be **signed and dated**. Applications which do not comply with this requirement will be declined.

The application form must be signed by any one of the two (2) main contact persons indicated in the application form. Signatories to the application form must hold a valid South African identity document.



2. **Do not** change or re-type the format of FORM 2010/1 and FORM 2010/2 as they are legal documents that have been gazetted.
3. The total amount requested for projects must be in **in line with the amounts and categories reflected in Section A of the Guidelines.**
4. The registered name of the organisation must be the same on the application form and all the following supporting documents. :
 - Prescribed application form (FORM 2010/1 or FORM 2010/2 as applicable)
 - Proof of Registration as NPO, NPC, Section 21 Company, Public Benefit Trust;
 - Founding documents (Constitution, Trust Deed or Memorandum and Articles of Association);
 - The name of the bank account
 - Annual Financial Statements and Financial Records of the organisation (as applicable).

PLEASE NOTE:

If the names on any of the above mandatory documents differ, it could have a negative impact on the adjudication of your application.

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

5. REQUIREMENTS FOR DIFFERENT CATEGORIES OF GRANTS

5.1. SMALL GRANTS: R0 – R500 000.00

The following **MANDATORY** documents **must be submitted** together with the full completed application form, **FORM 2010/2** when applying for Small Grants.

- Organisational **founding documents** (this requirement is applicable to organisations that have not previously been funded by the NLC or if the objectives of the organization have since changed.)

- Constitution/ Trust Deed
 - Institutions established by an Act of Parliament must only cite the enabling Act
 - Proof of registration for non-profit organisations, non-profit company, public benefit trusts and schools registered with the Department of Education (except private schools)
 - Tertiary Institutions are excluded from this requirement but they must cite the enabling Act
- **Detailed Project Business Plan**
 - **Detailed Project Budget**
 - **Project Motivation**
 - Applications for declared heritage site development/renovations must be accompanied by letter of support from the Municipality or Tribal Authority for the projects.
 - Mandatory requirements for a Conduit/Agents/Representative in the case of such applying on behalf of organisations as indicated in Section B below;
 - Financial Records for a minimum period of 3 months made up of the following;
 - Statement of Assets (Land, Buildings, Vehicles, Cash) & Statement of Liabilities (Loans, Bank Overdraft, Creditors, etc.) for minimum of 3 months; and
 - Statement of Income & Statement of Expense for minimum of 3 months; and
 - Bank Statements for minimum of 3 months

PLEASE NOTE:

Applications that do not meet mandatory requirements will be declined.

5.2. MEDIUM GRANTS: (R500 001.00 - R5000 000.00) and LARGE GRANTS: (R5 000 001.00 – R 10 000 000.00)

The following **MANDATORY** documents **must be submitted** together with the fully completed application form, **FORM 2010/1** when applying for Medium and Large Grants.

- Organisational founding documents (this requirement is applicable to organisations that have not previously been funded by the NLC or if the objectives of the organization have since changed.)
 - Constitution/ Articles and Memorandum of / Trust Deed
 - Institutions established by an Act of Parliament must only cite the enabling Act
 - Proof of registration for non-profit organisations, section 21 companies, public benefit trusts and schools registered with the Department of Education (except private schools)
 - Tertiary Institutions are excluded from this requirement but they must cite the enabling Act
- **Detailed Project Business Plan**
- **Detailed Project Budget (specific line items with unit cost, quantities, total cost per item)**
- **Project Motivation**
- Applications for declared heritage site development/renovations must be accompanied by approval from the relevant provincial or national authority.
- Most recent annual financial statements of the organisation: -
 - For a year for organisations that have previously received funding from the NLC
 - For two consecutive years signed and dated by a registered and independent Accounting Officer or an Auditor in the case of organisations that have not been previously funded by the NLC.
- Signed Auditor's or Accounting Officer's Report

PLEASE NOTE:

Applications that do not meet the mandatory requirements will not be considered.

6. IMPORTANT ANNUAL FINANCIAL STATEMENTS INFORMATION FOR MEDIUM AND LARGE GRANTS

6.1. Organisations that have received funding from the NLC must attach **one complete set of the most recent year's ANNUAL FINANCIAL STATEMENTS with comparatives figures.**

6.2. Organisations that have never been funded by the NLC must attach **complete sets of the two most recent ANNUAL FINANCIAL STATEMENTS. These financial years must be for consecutive years** (e.g. 2013/2014 and 2014/2015). Two sets of consecutive financial statements means separate sets of financial statements for two financial years, following each other without interruption. Furthermore, the Annual Financial Statements **MUST** be signed and dated by a **registered, independent Accounting Officer or Auditor in line** with his/her professional qualifications. – **see list of 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 statement;
- ❖ a **signed** and dated report from the accounting officer/auditor on a letterhead

Incomplete 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 it a point that you submit **only** the required financial statements.

6.4. The Accounting Officer/Auditor **must be registered and in good standing with** one of the Accounting or Auditing bodies listed in 6.7 below.

6.5. Organisations **must** request proof of such registration with these bodies from their Accounting Officers/Auditors before they appoint the accounting officer/auditor to prepare their annual financial statements.

6.6. Annual Financial statements compiled by a student accounting officer, as well as 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)

6.8. Please note that the NLC will, as part of the adjudication process, verify the registration of the Accountant Officer/Auditor with the professional bodies listed above. In addition, the NLC will verify that an Accounting Officer has actually prepared the financial statements submitted.

6.9. The NLC has noted with concern that fraudulent and fabricated statements have been submitted in the past and will take measures against the applicant and Accounting Officer/ Auditor should this be the case with your application.

6.10. Please note that the following will not be accepted:

- Draft annual financial statements
- Unsigned and undated Annual Financial Statements
- Management Accounts

7. Please note that the names and positions of no less than **3 bank signatories, who are office bearers or officials who are not be related**, must be given in the prescribed 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.

For more information please see [Annexure A: Additional Information to the Miscellaneous Guidelines](#). Should you need any further clarification on the application form and related documents please contact our provincial offices (listed under Annexure A) and website at www.nlcsa.org.za