

MISCELLANEOUS SECTOR
2020 / 2021 CALL FOR APPLICATIONS
GUIDELINES FOR APPLICANTS

The Miscellaneous 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 less than R500 000.00)
- Funding Guidelines
- Project Business Plan Template and Budget (Annexure A)
- Supplementary Form in support of agent / representative / conduit application (Annexure B)
- Capacity Building Plan Template for Assisting Organisations (Annexure C)

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 your application.

PLEASE NOTE:

- The National Lotteries Commission **does not sell** application forms, guidelines and / or any other application related documentation. Applicants should not pay for these documents from any other person or organisation.
- Applicants are advised **not to pay** for assistance in completing application forms. Payment for such services from the allocated grant will constitute a breach of grant agreement. The NLC does not appoint agents to assist applicants. Assistance from NLC employees is offered at no cost to the applicant.

*Applications that do not meet the **MANDATORY** requirements will not be accepted
NLC Reserves the right to decline applications if available funds are depleted*

APPLICATIONS

1 Mandatory Documents

Small Grant < R 500 000	Medium Grant R 500 001 – R 5 000 000	Large Grant R 5 000 001 – R 10 000 000	Previously funded by NLC
			Must be fully compliant with the terms of the grant agreement, including final progress report and <u>independently reviewed or audited financial statements</u>
Prescribed application form 2010/2	Prescribed application form 2010/1	Prescribed application form 2010/1	Prescribed application form (FORM 2010/1 or FORM 2010/2, as applicable);
Proof of Registration as Non-Profit Organisation (NPO) and Constitution	Proof of Registration as Non-Profit Organisation (NPO) and Constitution	Proof of Registration as Non-Profit Organisation (NPO) and Constitution	Proof of Registration as Non-Profit Organisation (NPO) and Constitution
Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI)	Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI)	Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI)	Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI)
Trust Deed (Public Benefit Trust) and Letter of Authority	Trust Deed (Public Benefit Trust) and Letter of Authority	Trust Deed (Public Benefit Trust) and Letter of Authority	Trust Deed (Public Benefit Trust) and Letter of Authority
Proof of registration as a Public School	Proof of registration as a Public School	Proof of registration as a Public School	Proof of registration as a Public School
Detailed project business plan, budget and motivation	Detailed project business plan, budget and motivation	Detailed project business plan, budget and motivation	Detailed project business plan, budget and motivation
Recent bank statement in the name of the organisation, with a bank stamp	Annual financial statements (most recent, for two consecutive years) signed and dated by a registered independent Auditor or Accounting Officer	Audited Annual financial statements (most recent, for two consecutive years) signed and dated by a registered independent Auditor	Annual financial statements (most recent, for one year) signed and dated by a registered independent Auditor or Accounting Officer
	Signed auditors or accounting officers report	Signed auditors or accounting officers report	Signed auditors or accounting officers report
Certified copies of the ID's of the main contact persons			
<p><i>NB No applicant to whom a grant was made by the National Lotteries Commission is 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. The twelve (12) months "cooling-off" period will be counted from the date of first payment to the applicant by the NLC.</i></p>			

2 Application Form

- 2.1 Do not make any alterations changes / re-type the format of FORM 2010/1 and FORM 2010/2 as they are legal documents that have been gazetted.
- 2.2 An organisation can only make one application to one sector.
- 2.3 The registered name of the organisation must be the same on the application form and all supporting documents.
- 2.4 Clearly identify the SECTOR to which you are applying in the list provided at the top of the Application Form.
- 2.5 All 5 pages of the prescribed application form must be fully completed and the Declaration on the last page must be signed and dated.
- 2.6 The application form must be signed by any one of the 2 main contact persons indicated in the application form. The contact persons must be either (i) in the full time employ of the organisation OR (ii) a duly authorised member of the organisation's governance structure e.g. Board, Management Committee etc. Signatories to the application form must hold a valid South African Identity Document

3 Business Plan, Budget and Motivation

- 3.1 Applicants must submit a detailed business plan, budget and motivation using the provided templates
- 3.2 Please complete **all relevant** sections of the budget and business template which is aligned to the project plan. (Note that not **all** budget line items need to be requested but the project budget template is a guideline on the possible line items that can be considered for funding).
- 3.3 Please provide a motivation for the project/programme applied for on the template provided.
- 3.4 The total amount requested in the Business Plan / budget must be equal to the amount reflected on B2 of the prescribed application form (FORM 2010/1 or FORM 2010/2).

4 Annual Financial Statements

- 4.1 Organisations that have received funding from the NLC must attach one complete set of the most recent year's Annual Financial Statements (AFS) with comparative figures.
- 4.2 Organisations that have never been funded by the NLC must attach the two most recent complete sets of Annual Financial Statements. These AFS must be for two consecutive financial years i.e. following each other and without interruption (e.g. FY 2017/2018 and FY 2018/2019)
- 4.3 Annual Financial Statements must include comparative figures for the previous financial year.
- 4.4 Annual Financial Statements must be approved within six months of the financial year end, as identified in the founding document / constitution
- 4.5 The financial year end on the Financial Statements must be aligned with the period stated in the founding documents.
- 4.6 Furthermore, the Annual Financial Statements must be signed and dated by a registered, independent Accounting Officer or Auditor on a letterhead and prepared in line with the requirements of their professional body. Please refer to the list of recognised Professional Accounting and Auditing bodies below.
- 4.7 The Accounting Officer / Auditor must be registered and in good standing with one of the Accounting or Auditing Bodies listed.
- 4.8 Organisations must request proof of such registration with these Bodies from their Accounting Officer / Auditor before they appoint the Accounting Officer / Auditor to prepare their Annual Financial Statements.
- 4.9 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.
- 4.10 The NLC will, as part of the adjudication process, verify the registration of the Accountant Officer / Auditor with the Professional Bodies listed. In addition, the NLC will verify that an Accounting Officer has prepared the Financial Statements submitted.
- 4.11 The NLC has noted with concern that fraudulent and fabricated statements

have been submitted in the past. The NLC will take measures against the applicant and Accounting Officer / Auditor should this be the case with your application.

4.12 The following will not be accepted:

- Draft Annual Financial Statements;
- Unsigned and undated Accounting Officer/Auditors Report
- Management Accounts; and
- A Compilation Report.

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

- a) Detailed income and expenditure (profit and loss) statement;*
- b) Balance sheet (statement of financial position)*
- c) Notes on the financial statements*
- d) Comparative figures for the previous financial year*
- e) A signed and dated Auditor or Accounting Officer's report on a letterhead;*
- f) A signed and dated Board Members'/ Directors report*

Incomplete Annual Financial Statements will render the application non-compliant and therefore not eligible for consideration

Recognised Professional Bodies:

- South African Institute of Chartered Accountants (SAICA)
- South African Institute of Professional Accountants (SAIPA)
- The South African Institute of Business Accountants (SAIBA)
- Institute of Accounting & Commerce (IAC)
- Chartered Institute of Management Accountants (CIMA)
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Business Management (CIBM)

- The South African Institute of Government Auditors (SAIGA)
- Chartered Secretaries of Southern Africa (CSSA)

Audited Financial Statements

- Auditors registered with the Independent Regulators Board for Auditors (IRBA)

Only an Auditor registered with Independent Regulators Board for Auditors (IRBA) can give an opinion in Annual Financial Statements.

5 Agent / Representative / Conduit Applications

- 5.1 The NLC may accept and consider applications for funding from organisations that apply through an agent / representative / conduit (conduit), if:
- 5.1.1 The organisation has been in existence for less than six (6) months at the time of submission of the application; or**
 - 5.1.2 There is a clear need for a project in a community and that community is not sufficiently registered as a recognised legal entity.**
- 5.2 The application must be submitted by a conduit and must include a statement by the assisted organisation providing reasons why it requires assistance from such conduit.
- 5.3 The conduit must outline the nature of assistance it will provide to the organisation / community.
- 5.4 A conduit may **ONLY** apply for one (1) organisation / community.
- 5.5 The conduit must be a registered NPO / NPC and fully compliant with all mandatory requirements.
- 5.6 Both the assisting (conduit) and assisted organisation / community should be located within the same province and / or within a radius of 400 kilometres to ensure that the conduit is able to provide the necessary support to the assisted entity. Exceptions will be considered where there are insufficient registered and established organisations in a province, or due to geographic factors.

- 5.7 The total amount that may be charged by the conduit for services rendered may not exceed five percent (5%) of the amount of the grant, up to a maximum amount of one hundred and fifty thousand rand (R150 000).
- 5.8 The administration fee must be broken down and be inclusive of the mentoring & coaching, monitoring of project implementation and travel costs, as well as the compilation of progress reports.
- 5.9 A conduit must have the knowledge, competence and skills to assist the applicant organisation / community.
- 5.10 Skills transfer, mentoring and capacity building will form the basis for considering an application from a conduit application.
- 5.11 With the application, the conduit must submit a plan, setting out how the necessary skills and capacity building of the assisted organisation / community will be strengthened (Annexure C). This plan must be attached to the Business Plan.
- 5.12 The conduit may apply separately for their own programmes and operations. This separate application must include all relevant the mandatory documents and other requirements.

6 Applications for infrastructure projects

- 6.1 Applications for a new building, extensions or renovations to existing buildings must include the following:
 - 6.1.1 Proof of Ownership of land and / or buildings e.g. Permission to Occupy (PTO) issued in the name of the applicant (except for public schools)
 - 6.1.2 A minimum of two quotations for professional fees labour and materials
 - 6.1.3 Building Plans where applicable

7 Additional information required

- 7.1 Certified copies of the Identity Documents of the 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 identified contact persons. The Contact Persons must be from the Management or Board of the organisation.

7.2 Applications that include requests for equipment / apparel must include at least two quotations from credible local suppliers

8 Further Assistance

Should you require any further clarification on the application form and related documents, please contact the NLC Contact Centre on 08600 65383 or the **Provincial Office nearest to you (see list below)**.

<p>Postal Address</p> <p>Grant Funding Office, Private Bag X101 Brooklyn Square 0075</p> <p>Tel: 08600 65383</p>	<p>Eastern Cape Office</p> <p>7 Rochester Street, Vincent, East London 5200</p> <p>Tel: 08600 65383</p>
<p>Free State Office</p> <p>282 Stateway, Welkom 9459</p> <p>Tel: 08600 65383</p>	<p>Gauteng Office:</p> <p>Block D, Hatfield Gardens</p> <p>333 Grosvenor Street, Hatfield 0083</p> <p>Tel: 08600 65383</p>
<p>KwaZulu-Natal Office</p> <p>Office 22, Smartxchange Building 5 Walnut Road, Durban 4001</p> <p>Tel: 08600 65383</p>	<p>Limpopo Office</p> <p>5 Landros Mare Street, Polokwane 0699</p> <p>Tel: 08600 65383</p>
<p>Mpumalanga Office</p> <p>25 Rood Street, Sonheuwel Dorp, Nelspruit 1200</p> <p>Tel: 08600 65383</p>	<p>Northern Cape Office</p> <p>11 A Schmidtsdrift Road, Kimberley, 8301</p> <p>Tel: 08600 65383</p>
<p>North-West Office</p> <p>12 Visser Street, Golf View, Mahikeng, 2745</p> <p>Tel: 08600 65383</p>	<p>Western Cape Office</p> <p>Manhattan Place, 130 Bree Street, Cape Town 8000</p> <p><i>From 01 August 2020:</i></p> <p>24 Middle Street, Kemperville, Bellville, Cape Town 7530</p> <p>Tel: 08600 65383</p>

DOCUMENTS CHECKLIST

• Have you submitted all your outstanding Progress Reports?	YES	NO
• FORM 2010/1 or 2010/2 (Small grant)	YES	NO
Proof of Registration	YES	NO
• NPO and Constitution or		
• Non-Profit Company and Memorandum of Incorporation or		
• Public Benefit Trust and Trust Deed		
• Business Plan and Budget, Motivation	YES	NO
• Certified copies of the Identity Documents of the 2 Contact persons and the Members of the Management Committee listed on page 2 of application form	YES	NO
Small Grants	YES	NO
• Recent bank statement in the name of the applicant, stamped by the bank		
Medium and Large Grants	YES	NO
• Annual Financial Statements		
• One Set if you have been funded before		
Where applicable		
• Minimum of two quotations for all goods and services	YES	NO
• Proof of Land / Building Ownership / Permission to Occupy (PTO)	YES	NO
• Building Plan	YES	NO

Conduit Applications		
<ul style="list-style-type: none"> Form 2010/1 or Form 2010/2 for main applicant (assisting organisation) 	YES	NO
<ul style="list-style-type: none"> Form 2010/1 or Form 2010/2 for the assisted organisation / community 	YES	NO
<ul style="list-style-type: none"> Supplementary Form (annexure B1 for agent / representative / conduit applying on behalf of beneficiary organisation/community 	YES	NO
<ul style="list-style-type: none"> Skills Transfer and Capacity Building Plan. 	YES	NO
<ul style="list-style-type: none"> Relevant mandatory documents as indicated above 	YES	NO