



NATIONAL LOTTERIES COMMISSION
Charities Sector

PROJECT BUSINESS PLAN, PROJECT BUDGET, AND MOTIVATION

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1 Identifying particulars

1.1	NLC “Number for Life” (if applicable ¹)	
1.2	Name of organisation	
1.3	Physical address of organisation including Province	
	Email addresses	1. 2.
1.4	Province(s) where project will be implemented	
1.5	Municipal area(s) where project will be implemented	

¹ Only organisations that applied after May 2018 will have a ‘number for life’

2 Area of implementation of project / programme

Where will the project / programme / service you are requesting a grant for be implemented?

Urban area Peri-Urban Rural area² Township Informal settlement

3 Focus Area

Which of the focus areas under **Charities** Sector are you applying for?

	Funding Focus Area	Funding Outcome	Applying for
1	Early Childhood Development (ECD)	<ul style="list-style-type: none"> Improved quality of learning and teaching in the ECD facilities 	<input type="checkbox"/>
2	Gender- based violence (GBV)	<ul style="list-style-type: none"> Increased access to quality services for survivors of GBV Improved access to quality infrastructure for survivors of GBV 	<input type="checkbox"/>
3	Protection of the vulnerable	<ul style="list-style-type: none"> Increased access to quality facilities for vulnerable groups Increased access to quality services for vulnerable groups 	<input type="checkbox"/>
4	Animal Welfare	<ul style="list-style-type: none"> Improved welfare of domestic animals 	<input type="checkbox"/>

² E.g. land under tribal authority or farm

4 Activity Plan

What are the programme activities that you will implement? How much will it cost? **NB** If you are only implementing one programme, complete the table for Programme 1.

PROGRAMME ACTIVITIES ALIGNED TO THE FOCUS AREA SELECTED	PROGRAMME ACTIVITIES	BUDGET (R)
PROGRAMME ONE:		
PROGRAMME TWO:		
PROGRAMME THREE:		

5 Detailed budget

How much money is required to implement the programme activities described in 4 above? **NB** You may attach more detailed workings to the application if necessary.

5.1 Operational Costs

Admin Costs	Amount requested (R)
Accounting / Bookkeeping fees	
Audit fees	
Bank Charges	
Domestic Fuel (Paraffin or gas)	
Honoraria for emerging organisations: Board members (NB only for travel, accommodation, and catering expenses for category 3 applicants)	
Maintenance, insurance and repairs to vehicle/s and equipment	
Personal Protective Equipment (PPE)	
Personnel Salaries	
Stipends	
Post and telecommunications	
Rent	
Security (e.g., security system: Security guard)	
Stationery and Printing	
Water, electricity, and rates	
Marketing and Communication / NLC logo	
Administration fee – only agents / representatives / conduits applications	
TOTAL OPERATIONAL COSTS	

5.2 Project/Programme specific costs

Project/Programme specific costs aligned to your Activities on Section 4 above			
Activity	Resources / items required	Amount requested (R)	Motivation (why do you need this item)
TOTAL PROJECT/PROGRAMME SPECIFIC COST			

5.3 Capital costs

Capital Costs		
Item	Amount Requested	Motivation (why do you need this item?)
Renovations / Additions		
Equipment / machinery (describe)		
Vehicles		
Other (describe)		
Other (describe)		
NLC branding of building / vehicle (Lotto funded)		
TOTAL CAPITAL COSTS		

5.4 Total

What is the total amount of the grant requested? (Total of 5.1 + 5.2 + 5.3 above)

	Amount requested (R)
OPERATIONAL COSTS	
PROJECT / PROGRAMME SPECIFIC COSTS	
CAPITAL COSTS	
TOTAL AMOUNT³	

³ **Small grants:** Total not to exceed R 500,000.00 **Medium grants:** Total not to exceed R 5,000,000.00

5.5 Income projections

What are your projected income sources for the above budget requested?

	AMOUNT (R)	% OF TOTAL
Amount you are requesting from NLC ⁴		
Other grants you have applied for from other donors		
Approved (already secured)		
Requested (awaiting response)		
Other income		
TOTAL PROJECTED INCOME		

6 Beneficiary profile

How many people in each category will benefit from the proposed project / program?

Category	Number of beneficiaries	%
African		
Coloured		
Indian		
Asian		
White		
TOTAL		

⁴ This should be equal to the amount stated on B2 of the Application Form 2010/1 or 2010/2

7 Job creation

Will any jobs be retained or created as a result of the project / programme / services?

Yes No

If yes, how many jobs will be created /retained?

	Full time	Part-time	Volunteer	Total
Jobs created				
Jobs to be retained				
TOTAL				

8 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			
5			

9 Capacity to implement the project

9.1 Has your organisation implemented the project / programme / service (or a similar service) in the past? Yes No

9.2 If yes, for how many years has the project / programme / service/ been operating? Years

9.3 Please list the KEY staff that will work on the project and indicate their relevant qualification(s) and experiences (NB If a post is currently vacant contingent on the grant being approved, please indicate VACANT under Name and Surname)

No	Name and Surname	Job title	Relevant qualification	Relevant experience
1				

No	Name and Surname	Job title	Relevant qualification	Relevant experience
2				
3				
4				
5				

10 Sustainability

10.1 Does the organisation have a sustainability plan? Yes No

If yes, please attach it with your application.

10.2 Does the organisation work with other stakeholders to implement the project? Yes No

If yes, who do you work with and what is the nature of the collaboration?

Partner / associate organisation	Support provided (e.g. Financial / Technical)	How long have you worked together?

12 Authority to apply for grant:

This application form was completed by (name and surname)	
In his / her capacity as (role in organisation)	
Signature	
Date	

Organisation stamp (if applicable)