



NATIONAL LOTTERIES COMMISSION Miscellaneous Purposes Sector

PROJECT BUSINESS PLAN, PROJECT BUDGET AND MOTIVATION

This template consists of the following contents which must all be completed:

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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	
1.4	Email addresses	1.
		2.
1.5	Province(s) where project will be implemented	
1.6	Municipal area(s) where project will be implemented	

¹ Only organisations 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 area of funding under the **Miscellaneous Purposes** sector are you applying for?

	Funding Area	Project Description	Applying for
1	Emergency situations, disasters and catastrophic events.		<input type="checkbox"/>
2	Project that fall outside the focus areas of the Arts Culture and National Heritage, Charities and Sport and Recreation Distributing Agencies		<input type="checkbox"/>

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:		

² E.g. land under tribal authority or farm

PROGRAMME ACTIVITIES ALIGNED TO THE FOCUS AREA SELECTED	PROGRAMME ACTIVITIES	BUDGET (R)
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 Cost

Admin Costs	Amount requested (R)
Accounting / Bookkeeping fees	
Audit fees	
Bank Charges	
Personnel Salaries	
Stipends	
Personal Protective Equipment (PPE)	
Marketing and Communication / NLC logo	
Administration fee – only agents/representatives/conduits applications	
TOTAL OPERATIONAL COST	R

5.2 Project/Programme specific costs

Project/Programme specific costs aligned to your Activities on Section 4 above		
Activity	Resources required	Amount requested (R)

Activity	Resources required	Amount requested (R)
TOTAL PROJECT / PROGRAMME SPECIFIC COST		

5.3 Capital cost

Capital Cost	Amount requested (R)
Equipment / machinery (describe)	
TOTAL CAPITAL COST	

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 COST	
PROJECT / PROGRAMME SPECIFIC COST	
CAPITAL COST	
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 request?

	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		

7 Job creation

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

Yes No

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

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

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

8 Capacity to implement the project

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

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

8.3 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				
2				
3				
4				
5				
6				

9 Sustainability

9.1 Does the organisation have a sustainability plan? Yes No

If yes, please attach it with your application.

9.2 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?

11 Authority to apply for a grant:

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

Organisation stamp (if applicable)