



NATIONAL LOTTERIES COMMISSION Sport and Recreation Sector

PROJECT BUSINESS PLAN, PROJECT BUDGET AND MOTIVATION

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

Contents

1	Identifying Particulars	1
2	Area of Implementation of Project / Programme.....	2
3	Programme Areas	2
4	Detailed Budget.....	3
5	Beneficiary Profile	4
6	Job Creation	5
7	Capacity to Implement the Project	5
8	Sustainability	5
9	Project / Programme Motivation.....	6
10	Authority to apply for grant:	7

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 Programme Areas

Which of the programme areas under **Sport and Recreation** sector are you applying for?

	Entity to be funded	Programme areas	Applying for (select all that apply)
1	Quintile 1 and 2 Schools	School sport: <ul style="list-style-type: none"> • Development of school sporting facilities e.g., multipurpose courts, sports fields (soccer, rugby, cricket and athletics, hockey etc.) • Sporting equipment and apparel 	<input type="checkbox"/> <input type="checkbox"/>
2	Sport NPOs and Affiliated Sport Clubs	<ul style="list-style-type: none"> • Upgrade and maintenance of existing sporting / recreational infrastructure • Participation in leagues / competitions • Tournaments linked to National Days e.g., Heritage Day, Youth Day • Apparel and sports equipment 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Provincial / Regional / District Federations	<ul style="list-style-type: none"> • Coordination and / or hosting of tournaments, leagues, and other competitions • Certified training of technical officials, coaches, and administrators 	<input type="checkbox"/> <input type="checkbox"/>
4	National Federations	<ul style="list-style-type: none"> • Preparation for domestic and international competitive participation through high performance programmes and / or pre-departure camps and capacity building • Team South Africa delivery 	<input type="checkbox"/> <input type="checkbox"/>
5	Community Recreation Councils	Active recreation: <ul style="list-style-type: none"> • Co-ordination and / or organising of community active recreational activities including Indigenous Sport • Development of clubs 	<input type="checkbox"/> <input type="checkbox"/>

² E.g. land under tribal authority or farm

4 Detailed Budget

How much money is required to implement the programme area described in 3 above? **NB** You may attach more detailed workings to the application if necessary. **Note that schools and clubs may only apply for PPE and NLC Logo under Operational Costs.**

4.1 Operational Costs

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 COSTS	R

4.2 Activity costs

Note that activity costs should relate to the *programme area* you selected in Table 3 above.

Activity Costs	Amount Requested (R)
Domestic Competition: Air travel for team	
Domestic Competition: Transformation and development	
Existing Infrastructure: Maintenance	
Existing Infrastructure: Upgrading	
International competition: Transformation and development	
International competition: Accommodation and meals for team	
International competition: Air travel for team	
Local competitions and leagues Organising	
Local competitions and leagues: Participation	
Local competitions and leagues: Transport	
New Sport facility (Schools)	
Skills Development Programmes	

Sport apparel	
Sport equipment for players	
TOTAL	R

4.3 Total

What is the total amount of the grant requested? (Total of 4.1 + 4.2 above)

	Amount requested (R)
OPERATIONAL COSTS	
ACTIVITY COSTS	
TOTAL AMOUNT³	R

4.4 Income projections

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

Funding source	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	R	

5 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		

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

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

6 Job Creation

6.1 Will any jobs be retained or created because of the project / programme / service?

Yes No

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

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

7 Capacity to Implement the Project

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

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

7.3 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				

8 Sustainability

8.1 Does the organisation have a sustainability plan? Yes No

If yes, please attach it with your application.

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

10 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)