



CHARITIES SECTOR
2023 / 2024 CALL FOR APPLICATIONS
GUIDELINES FOR APPLICANTS

The application pack consists of the following documents:

- FORM 2010/1 (for applications greater than R 500,000.00)
- FORM 2010/2 (for applications less than R 500,000.00)
- Funding Guidelines
- Project Business Plan, Budget and Project Motivation (Annexure A)
- Supplementary Form in support of conduit application (Annexure B1)
- Capacity Building Plan Template for conduit (Annexure B2)
- Grant Application Disclosure Form (Annexure C)
- NLC Consent form (Annexure D)

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 (NLC) 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. Assistance from NLC offices is offered at no cost to the applicant.
- Applications from profit making organisations, political parties, or organs of state (excluding educational and welfare institutions) will not be accepted.
- It is the responsibility of the Applicant to provide clear contact details and keep them active.
- Should your application be successful, the **same banking details** submitted at the time of application will be used for the grant.

*Applications that do not meet the **MANDATORY** requirements will not be accepted.*

NLC Reserves the right to decline or fund applications and close applications due to budget depletion.

APPLICATION GUIDELINES

SECTION A MANDATORY REQUIREMENTS

NB All mandatory documents must be in the name of the applicant.

Small Grant < R 500 000	Medium Grant R 500 001 – R 5 000 000	Large Grant R 5 000 001 – R10 000 000	Previously funded by NLC
			Must be fully compliant with the terms of the grant agreement, including final progress reports
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)
<ul style="list-style-type: none"> • Proof of Registration as Non-Profit Organisation (NPO) and Constitution • Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI) • Trust Deed (Public Benefit Trust) and Letter of Authority 	<ul style="list-style-type: none"> • Proof of Registration as Non-Profit Organisation (NPO) and Constitution • Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI) • Trust Deed (Public Benefit Trust) and Letter of Authority 	<ul style="list-style-type: none"> • Proof of Registration as Non-Profit Organisation (NPO) and Constitution • Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI) • Trust Deed (Public Benefit Trust) and Letter of Authority 	<ul style="list-style-type: none"> • Proof of Registration as Non-Profit Organisation (NPO) and Constitution • Proof of Registration as Non-Profit Company (NPC) and Memorandum of Incorporation (MOI) • Trust Deed (Public Benefit Trust) and Letter of Authority
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
Financial Records as defined by the relevant enabling Act as outlined in Section 3 of this document (Application Guidelines)	Recent two consecutive years (sets) of independently reviewed or audited financial statements	Recent two consecutive years (sets) of independently reviewed or audited financial statements	Most recent independently reviewed or audited financial statements for a year
	Signed and dated auditor's or independent reviewer's report.	Signed and dated auditor's or independent reviewer's report	Signed and dated auditor's or independent reviewer's report
Certified ID Copies of the Members of the Management Committee	Certified ID Copies of the Members of the Management Committee	Certified ID Copies of the Members of the Management Committee	Certified ID Copies of the Members of the Management Committee

No applicant to whom the National Lotteries Commission made a grant shall be eligible to apply for another grant within 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 first payment date to the Grant holder by the NLC.

The Distributing Agency reserves the right to (i) decide on the amount to be allocated, which may be less than the amount requested, (ii) decline to award a grant if the application does not meet the NLC’s strategic funding objectives.

An aggrieved applicant may not lodge a review based on the amount of the grant approved.

1 APPLICATION FORM

- 1.1 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.
- 1.2 An organisation can only make one application to **one sector**.
- 1.3 Identify the SECTOR you are applying in the list provided at the top of the Application Form.
- 1.4 All five pages of the prescribed application form must be fully completed, and the declaration on the last page must be signed and dated.
- 1.5 The application form must be signed by any of the two main contact persons indicated in the application form.
- 1.6 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.
- 1.7 Signatories to the application form must hold a valid South African Identity Document.
- 1.8 The bank signatories must be part of the organisation’s management committee or Directors.
- 1.9 Three (3) bank signatories must be listed in section C2.

2 BUSINESS PLAN, BUDGET AND MOTIVATION

- 2.1 Applicants must submit a detailed business plan, budget and motivation using the provided templates.
- 2.2 Please complete **all** sections of the budget and business plan template aligned to the programme plan. (The programme budget template is **ONLY** a guideline on the possible line items that can be considered for funding).
- 2.3 Select **ONLY** one programme area.
- 2.4 Please provide a motivation for the programme applied for on the template provided.
- 2.5 The total amount requested in the budget must equal the amount reflected on B2 of the prescribed application form (FORM 2010/1 or FORM 2010/2).

3. FINANCIAL RECORDS as per relevant enabling Act

If the applicant is required to submit audited financial statement by any other law e.g., NPO / Companies Act. The said applicant must submit to the NLC audited financial statement irrespective of the size of the grant applied for.

The age of the organisation will be determined by the date of registration as a legal entity.

Applicant Group	Financial Records
Organisations less than 6 months old on the date of submission	Apply through a Conduit
Organisations more than 6 months old and less the 18 months on the date of submission	<ul style="list-style-type: none"> Management accounts (<i>balance sheet, cash flow, and income statement</i>), and and 3 months

	<p>bank statements.</p> <p>OR</p> <ul style="list-style-type: none"> Statement of Income and expenditure, and 3 months bank statement
Organisations more than 18 months old	Annual Financial Statements as prescribed by enabling Act.

4. ANNUAL FINANCIAL STATEMENTS

- 4.1. Organisations that have received funding from the NLC must submit one complete set of the most recent year's Annual Financial Statements (AFS) with comparative figures. **These must be independently reviewed or audited financial statements.**
- 4.2. Organisations that have never been funded by the NLC must submit the two most recent complete sets of independently reviewed or audited annual Financial Statements. The AFS must be for two consecutive financial years, i.e., following each other and without interruption (e.g. FY 2021/2022 and FY 2022/2023)
- 4.3. Independently reviewed or Audited Financial Statements must include comparative figures for the previous financial year.
- 4.4. The financial year-end on the Financial Statements must be the same as the period stated in the founding documents.
- 4.5. Furthermore, the independently reviewed or Audited Financial Statements must be signed and dated by a registered, independent Accounting Officer or Auditor on 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.
- 4.6. The Accounting Officer / Auditor must be registered and in good

standing with one of the Accounting or Auditing Bodies listed.

- 4.7. Organisations must request proof of such registration with these Bodies from their Accounting Officer / Auditor before appointing the Accounting Officer / Auditor to prepare their Annual Financial Statements.
- 4.8. The NLC will, as part of the assessment process, verify the registration of the Accounting Officer / Auditor with the Professional Bodies listed. In addition, the NLC will verify that an Accounting Officer has prepared the Financial Statements submitted and whether the Accounting Officer is **licensed** to issue independently reviewed financial statements.
- 4.9. 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.
- 4.10. The following will not be accepted:
 - Draft Annual Financial Statements
 - Unsigned and undated independently reviewed Accounting Officer / Auditor's Report
 - Management Accounts
 - A Compilation Report
 - Financial Statements compiled by a Student Accounting Officer and employees of Accounting Firms not authorised to compile and sign Financial Statements will not be considered,
 - Incomplete Financial Statements
- 4.11. Independently Reviewed/Audited Financial Statements must be complete and must include the following:
 - Detailed income and expenditure (profit or loss) statements,

- Balance sheet (statement of financial position),
- Notes on the financial statements,
- Comparative figures for the previous financial year,
- A signed and dated Independently Reviewed Accounting Officer's or Auditor's report on a letterhead, and
- A signed and dated Board Member's / Director's report.

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

4.12. Recognised Professional Bodies:

- South African Institute of Chartered Accountants (SAICA)
- South African Institute of Professional Accountants (SAIPA)
- Chartered Institute for Business Accountants (CIBA, formerly 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)

4.13. Audited Annual Financial Statements

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

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

5. CONDUIT APPLICATIONS

- 5.1. The NLC may accept and consider applications for funding from organisations that apply through a 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 the community is not registered as a recognised legal entity.
- 5.2. The application must be submitted by the conduit and must include a statement by the assisted organisation providing reasons why it requires assistance from the conduit (**Annexure B1**).
- 5.3. A statement by the conduit outlining the nature of the assistance it will provide to the assisted organisation (**Annexure C2**) e.g., monitoring of project implementation, compilation of progress reports, mentoring & coaching.
- 5.4. A conduit must **ONLY** apply for one (1) organisation and must not apply for their own programme/s.
- 5.5. The conduit must be a registered Non-Profit entity and fully compliant with all mandatory requirements.
- 5.6. **The objectives of the assisting organisation (conduit) must be aligned with the objective of the assisted organisation.**
- 5.7. Both the assisting and assisted organisation should be located within the same province and within a radius of 100 kilometres to ensure that the conduit can provide the necessary support to the assisted entity.
- 5.8. The total amount that the conduit may charge for services rendered may not exceed five percent (5%) of the grant amount, provided that the maximum amount charged shall not exceed R150 000.00.
- 5.9. The implementation of the plan will be subject to monitoring by the NLC.
- 5.10. Conduits are accountable for the grant, failure to account for the grant

will result in the grantee being subject to the NLC's policies regarding breach of the grant agreement including but not limited to grant recovery procedures, delinquency status, and referral to law enforcement agencies.

- 5.11. If the conduit is in their **Cooling off** period, it will not be allowed to apply on behalf of another organisation.
- 5.12. The assisted organisation that has received funding from the NLC will be subjected to the **cooling off period** and will not be allowed to apply as a conduit or assisted organisation and on their own.

6. APPLICATIONS FOR RENOVATIONS/UPGRADES/CAPITAL PROJECTS

Applications for renovations to existing facilities must include the following:

- 6.2. Proof of Ownership of land and/or buildings, e.g., Permission to Occupy (PTO) issued in the applicant's name.
- 6.3. Quotations for professional fees, labour, and materials from credible service providers.
- 6.4. Approved Building Plans where applicable.
- 6.5. Request for Capital items must be accompanied by three (3) quotations from credible suppliers.

7. APPLICANT REQUIREMENTS (REGULATION R345, (3) – (6))

- 7.1. Applicants / conduits are required to demonstrate that:
 - The programme applied for will enable the community and other stakeholders to participate in activities that improve the quality of life of the community (i.e., through networks, partnerships, and collaborations)
 - The programme is for the public good and that there is a clear demand

thereof.

- The programme will produce significant improvements or new developments which would not otherwise take place.
- The programme is financially viable and capable of being implemented.
- The applicant has adequate administration capabilities including suitably qualified and experienced staff, adequate measures and procedures for sound economic and financial management of the grant and can ensure that proper accounting records are kept.
- The applicant can produce reports detailing the programme's financial status, activities, and outputs.

7.2 Programme/activities applied for must be aligned, detailed and specific to the objective of the Applicant as stated in the **Founding documents**.

8. CHARITIES SECTOR-SPECIFIC REQUIREMENTS

Please note that Expired service certificate will not be accepted.

8.1. Service Registration and Certification for NPOs

Applications to **the Charities Sector** must submit Proof of Registration as an NPO (NPO certificate) and a Service Registration Certificate concerning services provided by the organisation as required by law, where applicable.

In provinces where Service Registration Certificates for specific services are not yet issued when applying, a Letter of Support from the relevant Department / Authority signed by the Senior Official must be submitted (**see details below**).

PROGRAMS	Service Registration / Certification Requirements
SERVICES TO CHILDREN (including children with disabilities) Early Childhood Development Centres, Children's Homes, Child & Youth Care Centre and Drop-in Centres	<ul style="list-style-type: none"> NPO Certificate Place of Care / Partial Care Registration (Regulation 15 Section 82 of the Children's Act no. 38 of 2005) / Service Certificate from DSD, i.e. After Care Services Certificate or Drop-in Centre Certificate / A letter of support from DBE/ DSD (see two below for guidance)
VICTIM EMPOWERMENT Gender-Based Violence, Safehouses / Victim Empowerment Centres	<ul style="list-style-type: none"> NPO Registration Certificate Service Certificate from DSD / A letter of support (see two below for guidance)
SERVICES TO OLDER PERSONS Old Age Homes, Luncheon Clubs and Community Based Centres	<ul style="list-style-type: none"> NPO Registration Certificate For residential facilities – Registration as a Residential Facility in terms of the Older Person's Act, 2006. (Act no. 13 of 2006) Community Based Care and Support Service in terms of the Older Person's Act Service Certificate from DSD / A letter of support (see two below for guidance) If dispensing medication – Department of Health Licence to dispense medication must be submitted
ANTI-SUBSTANCE ABUSE	<ul style="list-style-type: none"> NPO Registration Certificate For residential facilities – Registration as a Residential Facility Prevention of / and Treatment for Substance Abuse Act, 2008 (Act no. 70 of 2008) Registration certificate for a Community Based Service (Regulation 15) Service Certificate from DSD / A letter of support (see two below for guidance) If dispensing medication – Department of Health Licence to dispense medication must be submitted

PROGRAMS	Service Registration / Certification Requirements
SERVICES TO PERSONS WITH DISABILITIES - Homes for the Disabled, Protective Workshops	<ul style="list-style-type: none"> • NPO Registration Certificate • For residential facilities – Registration as a Residential Facility • Service Certificate from DSD / A letter of support (see two below for guidance) • Mental Health Certificate if caring for mentally disabled / A letter of support from Department of Health (see two below for guidance) • If dispensing medication – Department of Health Licence to dispense medication must be submitted
CHRONIC ILLNESS MANAGEMENT SERVICES - HOSPICES	<ul style="list-style-type: none"> • NPO/ NPC Registration Certificate • For HOSPICES – Affiliation with Hospice Palliative Care Association of South Africa (HPCA) • For residential facilities – Registration as a Residential Facility • Service Certificate from DSD / A letter of support (see two below for guidance) • If dispensing medication – Department of Health Licence to dispense medication must be submitted
HIV and AIDS, COMMUNITY HOME BASED CARE	<ul style="list-style-type: none"> • NPO/ NPC Registration Certificate • For residential facilities – Registration as a Residential Facility • Service Certificate from DSD / A letter of support (see two below for guidance) • If dispensing medication – Department of Health Licence to administer medication must be submitted.
SOCIAL CRIME PREVENTION SERVICES	<ul style="list-style-type: none"> • NPO/ NPC Registration Certificate • Accreditation Certificate for Diversion service providers and Programmes – from the Department of Social Development or Correctional Services / A letter of support from either Correctional Services or SAPS (see two below for guidance)

PROGRAMS	Service Registration / Certification Requirements
	<ul style="list-style-type: none"> For residential facilities – Registration as a Residential Facility Service Certificate from DSD <p>If dispensing medication – Department of Health Licence to administer medication must be submitted.</p>

8.2. Letter of support / confirmation

The content of the Letter should:

- Confirm the existence of the organisation, including the area of operation.
- Confirm services rendered by the organisation.
- Confirm if the DBE / DSD / DOH funds programmes or items.
- Be signed by a Senior Official, e.g., Chief Social Worker
- Indicate the expected duration of the processing and issuing the relevant certificate.

8.3. Charities Sector Call for Applications 2023-24: Definitions of vulnerability

A detailed description of the vulnerable groups to be considered for funding.

	Category	Included	Excluded
1	OVCs	Orphans and Vulnerable Children (OVCs) refers to children who have lost their parents / caregivers and child-headed households, or who have been removed from their households due to parental incapacity. This further includes street and homeless children who have been left destitute, abandoned, abused and without any stable accommodation.	Children that have not been orphaned or vulnerable.

	Category	Included	Excluded
2	Older persons	People of pensionable age in a residential facility or day-care programme/luncheon club; home-based care programme; or chronic illness facility/programme	Older persons not of pensionable age and not participating in any of the programmes/projects for older persons.
3	People with disabilities	People with different disabilities in residential facilities, day-care programmes, stimulation programmes or work placement and support programmes; also inclusive of self-help centres or protective workshops	Individual people living with disabilities but not part of an organisation.

The following programmes will be considered:

- **Programmes that focus on** addiction, including drug and substance abuse; HIV and AIDS; chronic illness management; therapeutic and stimulation projects, psycho-social and counselling.

9. SUBMISSION AND FURTHER ASSISTANCE

Applications can be submitted at our provincial offices or by courier.

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

The NLC reserves the right to request applicants of the medium and large grants to register as NPC's irrespective of their legal status as NPOs or Public Benefit Trusts

Postal Address Grant Funding Office, Private Bag X101 Brooklyn Square 0075 <i>Tel: 08600 65383</i>	Eastern Cape Office 7 Rochester Road, Vincent, East London 5200 <i>Tel: 08600 65383</i>
Free State Office 282 Stateway, Welkom 9459 <i>Tel: 08600 65383</i>	Gauteng Office: Block D, Hatfield Gardens 333 Grosvenor Street, Hatfield 0083 <i>Tel: 08600 65383</i>
KwaZulu-Natal Office Office 22, Smartxchange Building 5 Walnut Road, Durban 4001 <i>Tel: 08600 65383</i>	Limpopo Office 5 Landros Mare Street Polokwane 0699 <i>Tel: 08600 65383</i>
Mpumalanga Office 29 Roodt Street, Sonheuwel Dorp, Nelspruit 1200 <i>Tel: 08600 65383</i>	Northern Cape Office 11 A Schmidtsdrift Road, Kimberley, 8301 <i>Tel: 08600 65383</i>
North-West Office 12 Visser Street, Golf View Mahikeng, 2745 <i>Tel: 08600 65383</i>	Western Cape Office Manhattan Place, 130 Bree Street, Cape Town 8000 <i>Tel: 08600 65383</i>

DOCUMENTS CHECKLIST

Have you submitted all your outstanding Progress Reports?	YES	NO
Grant Application Disclosure Form	YES	NO
Consent Form (POPIA)	YES	NO
FORM 2010/1 (Medium/Large grant) or 2010/2 (Small grant)	YES	NO
Proof of Registration <ul style="list-style-type: none"> • NPO and Constitution or • Non-Profit Company and Memorandum of Incorporation or • Public Benefit Trust and Trust Deed 	YES	NO
Business Plan, Budget and Motivation	YES	NO
Certified copies of the Identity Documents, not older than three months, of the 2 Contact persons and the Members of the Management Committee listed on page 2 of the application form.	YES	NO
Small Grants As per the guidelines (e.g., management accounts / annual financial statements bank statement for three months, in the applicant's name, stamped by the bank).	YES	NO
Medium and Large Grants Financial statements As per the guidelines	YES	NO
WHERE APPLICABLE		
Service certificate / letter of support as per guidelines		
Quotations for all goods and services	YES	NO

Proof of Land / Building Ownership / Permission to Occupy (PTO) / Property valuation from an Independent Property Valuator	YES	NO
Approved Building Plan	YES	NO

Note that completion of the above checklist does not equate to a compliant application, as the NLC will verify and assess the documents submitted.

CONDUIT APPLICATIONS		
Form 2010/1 or Form 2010/2 for main applicant (assisting organisation)	YES	NO
Form 2010/2 for the assisted organisation	YES	NO
Supplementary Form (Annexure B1 for conduit applying on behalf of organisation / community)	YES	NO
Skills Transfer and Capacity Building Plan (Annexure B2)	YES	NO
Relevant mandatory documents as indicated above	YES	NO