



NATIONAL LOTTERIES COMMISSION Charities Sector

PROJECT BUSINESS PLAN, PROJECT BUDGET AND MOTIVATION

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

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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 (not a Postal address)	
1.4	Email addresses	
1.5	Province(s) where project will be implemented	
1.6	Municipal area(s) where project will be implemented	
1.7	District(s) where the project will be implemented	

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 Outcomes	Applying for
3.1	Early Childhood Development (ECD)	<ul style="list-style-type: none"> • Increase in the number of children from low-income households accessing quality ECD services. • Job creation / retention in ECD sector • Improved quality of learning, teaching and care in ECD facilities. • Improved school readiness of children 	<input type="checkbox"/>

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

² E.g. land under tribal authority or farm

3.2	Gender- based violence (GBV)	<ul style="list-style-type: none"> Increased access to adequate and relevant support services for survivors of GBV Increased social and economic opportunities for survivors. Increased public awareness and changing attitudes regarding violence against women and children. 	<input type="checkbox"/>
3.3	Protection of the vulnerable	<ul style="list-style-type: none"> Increased access to quality facilities / support services for listed vulnerable groups. Improved social, physical, and economic outcomes for residents e.g., rehabilitation, independent living, improved health status etc. as appropriate. 	<input type="checkbox"/>
3.4	Food Security	<ul style="list-style-type: none"> Improved access to safe and nutritious food (urban and rural contexts) for vulnerable households Improved household nutrition and dietary diversity in vulnerable households Increased individual and community self-reliance, resilience, and agency through the development of sustainable local food production systems. 	<input type="checkbox"/>
3.5	Animal Welfare	<ul style="list-style-type: none"> Increase in number of animals provided with veterinary and general care by shelters / clinics (including vaccinations, sterilization, and paramedic assistance) Increased community outreach promoting animal health, welfare, protection, and safety issues. Positive attitudes and increased knowledge of animal sentience, welfare, behavior, care and zoonotic diseases prevention by targeted communities. Improved welfare and care of domestic animals and livestock in target communities. Reduced uncontrolled reproduction, strays, and unwanted animals in communities. 	<input type="checkbox"/>

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4 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		

5 PROJECT/ PROGRAMME PLAN

What are the programme activities that you will implement? **(Note – only complete the outcomes that are applicable to your project/ programme)**

Programme Outcome (EXAMPLE)	
Example: Increased access to quality facilities / support services for listed vulnerable groups.	
Activities / Inputs	
1	Installation of wheel-chair friendly ramps and rails
2	Procure assistive devices
3	
4	
5	
Programme Outcome 1	
Activities / Inputs (maximum 5)	
1	

2	
3	
4	
5	
Programme Outcome 2	
Activities / Inputs (maximum 5)	
1	
2	
3	
4	
5	
Programme Outcome 3	
Activities / Inputs (maximum 5)	
1	
2	
3	
4	
5	
Programme Outcome 4	
Activities / Inputs (maximum 5)	
1	

2	
3	
4	
5	

6 BUDGET

6.1 Project/ Programme Activity Budget

Please cost the total amount required to implement the activities or inputs listed in (5) above e.g., for training, list course fees, travel and accommodation. Please attach quotations where applicable.

Activity / Input (Example)	Amount requested (R)	Quotation (Yes/ No)
Training of 3 practitioners – course fees	15,000	Yes
Training of 3 practitioners – travel and accommodation	5,000	Yes
Install outdoor jungle gym	10,000	Yes
TOTAL	30,000	

Activity / input	Amount requested (R0.00)	Quotation (Yes/ No)

TOTAL PROJECT/PROGRAMME SPECIFIC COST		

6.2 Project/ Programme Capital budget

Please cost the capital expenses required to achieve programme outcomes in (5) above e.g., for the outcome “Increase in fully registered centres”, list big items to be purchased / renovations etc. Please attach quotations.

Capital Cost	Amount Requested	Quotation (Yes/ No)
Renovations / Additions		
Vehicle		
Equipment / machinery (describe)		
Other (describe)		
NLC branding of building / vehicle (Lotto funded)		
TOTAL CAPITAL COST		

6.3 Operational expenses

How much money is required to run the operations of the organisation / centre? **NB** You may attach more detailed workings to the application if necessary.

Admin Costs	Amount requested
Accounting / Bookkeeping fees	

Admin Costs	Amount requested
Audit fees	
Bank Charges	
Cleaning and Laundry	
Domestic Fuel (Paraffin or gas)	
Honoraria for emerging organisations: Board members (only for travel, accommodation and catering expenses)	
Maintenance and repairs to vehicle/s and equipment	
Personnel Salaries	
Stipends	
Post and telecommunications	
Rent	
Security (e.g., security system: Security guard)	
Stationery and Printing	
Water, electricity, and rates	
Administration fee –/ / conduits applications	
TOTAL OPERATIONAL COST	R

6.4 Budget Total

What is the total amount of the grant requested? (Total of 6.1 + 6.2 + 6.3 above)

Budget	Amount requested (R)
ACTIVITIES COST	
CAPITAL COST	
OPERATIONAL COST	
TOTAL AMOUNT³	

7 PROJECT / PROGRAMME BUDGET MOTIVATION

Kindly provide a detailed motivation for costs requested as per the above budget costs and activities:

7.1 Motivation Questions and Response

	Motivation question	Response
7.1.1	Project Programme specific costs	
7.1.2	Project/ Programme Capital costs	
7.1.3	Operational costs	

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

Medium grants: Total not to exceed R 5,000,000.00

7.1.4	Job Creation	
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7.2 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		

8 JOB CREATION

Will any jobs be created or retained 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				

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

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	Training needs
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

10 SUSTAINABILITY

10.1 Please attach your Sustainability Plan.

10.2 Please list stakeholders or partners that you work with – Where applicable please submit a Letter of Support from each partner or associate organisation

Partner / associate organisation	Nature of collaboration (e.g., Financial / Information sharing/ Technical Support etc)	How long have you worked together?

11 PROJECT / PROGRAMME MOTIVATION

Kindly provide a detailed motivation regarding how your project/programme aligns to the selected funding focus area. What challenges/opportunities does your programme seek to address? What does the project/programme aim to achieve? How will your project benefit your targeted beneficiaries/community? How will you ensure that the project/programme will continue beyond NLC funding? (***Attach additional information on a separate page if necessary***)

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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	

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