



## NATIONAL LOTTERIES COMMISSION Miscellaneous Sector

### PROJECT BUSINESS PLAN, PROJECT BUDGET AND MOTIVATION

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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 <sup>1</sup> )	
1.2	Name of organisation	
1.3	Physical address of organisation including Province ( <b>not a Postal address</b> )	
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 area<sup>2</sup>
☐ Township
 ☐ Informal settlement

## 3 FOCUS AREA

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

	Funding Focus Area	Applying for
3.1	Projects that address emergencies, disasters, and catastrophic events.	<input type="checkbox"/>
3.2	Programmes that fall outside the Arts, Culture and National Heritage and/or Sports and Recreation.	<input type="checkbox"/>

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

<sup>2</sup> E.g. land under tribal authority or farm

#### 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		
<b>TOTAL</b>		

#### 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: Project that address emergencies, disasters and catastrophic events	
Activities / Inputs	
1	Replacements of school roof that was destroyed by storm.
2	
3	
4	
5	
Programme Outcome 1	
Activities / Inputs (maximum 5)	
1	
2	
3	

4	
5	
<b>Programme Outcome 2</b>	
<b>Activities / Inputs (maximum 5)</b>	
1	
2	
3	
4	
5	
<b>Programme Outcome 3</b>	
<b>Activities / Inputs (maximum 5)</b>	
1	
2	
3	
4	
5	
<b>Programme Outcome 4</b>	
<b>Activities / Inputs (maximum 5)</b>	
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)
Purchase of Building Material	15,000	Yes
Project Manager Fees	5,000	Yes
Designs and Approval of Plans	10,000	Yes
<b>TOTAL</b>	<b>30,000</b>	

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

<b>TOTAL PROJECT/PROGRAMME SPECIFIC COST</b>		

## 6.2 Project/ Programme Capital budget

Please cost the capital expenses required to achieve programme outcomes in (5) above e.g., for the outcome “Project that address emergencies, disasters and catastrophic events”, list big items to be purchased / renovations etc. Please attach quotations.

<b>Capital Cost</b>	<b>Amount Requested</b>	<b>Quotation (Yes/ No)</b>
<b>TOTAL CAPITAL COST</b>		

## 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.

<b>Admin Costs</b>	<b>Amount requested</b>
Accounting / Bookkeeping fees	
Audit fees	
Bank Charges	

Admin Costs	Amount requested
<b>TOTAL OPERATIONAL COST</b>	<b>R</b>

## 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	
<b>TOTAL AMOUNT<sup>3</sup></b>	

## 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	

<sup>3</sup> **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 <sup>4</sup>		
Other grants you have applied for from other donors		
Approved (already secured)		
Requested (awaiting response)		
Other income		
<b>TOTAL PROJECTED INCOME</b>		

## 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				
<b>TOTAL</b>				

<sup>4</sup> 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

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

## 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***)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**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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