



**NATIONAL LOTTERIES COMMISSION**  
**Sports and Recreation 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 **Sports and Recreation** Sector are you applying for?

	Funding Focus Area	Funding Outcomes	Applying for
3.1	Schools Sports	<ul style="list-style-type: none"> <li>• Increase in sporting activities / programmes in rural and poor schools.</li> <li>• Increase in learners participating in sport / recreation activities including indigenous sport.</li> <li>• Increase in club league / competition participation by designated schools.</li> </ul>	<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

		<ul style="list-style-type: none"> <li>• Increase in schools’ leagues in various sporting codes.</li> <li>• Improved performance and increased participation of learners (designated groups) in schools’ leagues.</li> </ul>	
3.2	Local / Provincial / Regional / District Federations	<ul style="list-style-type: none"> <li>• Progressive attainment of transformation targets in selected sporting codes NB Transformation Plan (baseline and targets) must be submitted with the application.</li> </ul>	<input type="checkbox"/>
3.3	Natural Federations	<ul style="list-style-type: none"> <li>• Progressive attainment of transformation targets in selected sporting codes NB Transformation Plan (baseline and targets) must be submitted with the application.</li> </ul>	<input type="checkbox"/>

#### 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)	
<b>Example:</b> Increase in sporting activities / programmes in rural and poor schools	
Activities / Inputs	
1	Development and Maintenance of School Sports Infrastructure
2	Equipment and Apparel for Athletes

3	
4	
5	
<b>Programme Outcome 1</b>	
<b>Activities / Inputs (maximum 5)</b>	
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 material and equipment, Refreshments for participant, stipend for trainers. Please attach quotations where applicable.

Activity / Input (Example)	Amount requested (R)	Quotation (Yes/ No)
Equipment and Apparel	2,000	Yes
League Registration Fees	3,000	Yes
Transport	5,000	Yes
<b>TOTAL</b>	<b>10,000</b>	

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



NLC branding of building / vehicle (Lotto funded)		
<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	
Refreshments	
Transport	
Printing for Sports Apparel	
Coaching Salaries	
Stipends	
Stationery and Printing	
Security (e.g. security system: Security guard)	
Stationery	
Administration fee –/ / conduits applications	
<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)

<b>Budget</b>	<b>Amount requested (R)</b>
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

	<b>Motivation question</b>	<b>Response</b>
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.

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



**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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