



PERDEKRAAL EAST SED SUSTAINABILITY FUND FUNDING GUIDELINE (Social Economic Development)

This Sustainability Fund has been established to support social and economic development (SED) initiatives that advance the vision and local economy of Ceres, Bella Vista (BV), Nduli and Prince Alfred Hamlet (PAH). Applications are welcome especially from established non-profit organisations and social enterprises. Please complete all sections in detail with necessary attachments. Incomplete applications will not be considered.

1. Who can apply?

Established non-profit organisations¹ and social enterprises² based in Ceres, BV, Nduli and PAH who are registered and have a demonstrated track record can apply for funding, including:

- Non-profit organisations (NPOs);
- Community Based Organisations (CBOs);
- Co-operatives and Social Enterprises;
- Partnerships for Special Events (e.g. festivals/ markets);
- Any other relevant organisations that meet the requirements.

2. Requirements

- The organisation must be located in Ceres, BV, Nduli or PAH and must respond to community priorities;
- It must be active for at least 12 months;
- It must be run by Directors/ Shareholders or an Executive Committee who keeps records;
- It must have a founding document/ constitution and be registered with the Department of Social Development's Non-Profit Organisation (NPO) Directorate or other relevant institution;
- It must have a Bank Account with a recognized banking institution, keep records of all financial transactions and produce financial reports;
- The organisation must have good legal and financial standing;
- It should have strong financial management capacity and track record. It should operate with an annual budget of less than R500 000. Budgets should match organisational size and capacity;
- It must disclose any other funding sources;
- It must demonstrate how assets are mobilised (natural, cultural, social, human, physical, financial);
- It must have a Tax Clearance Certificate; Tax Exemption Affidavit or PBO Certificate;
- It must be willing to co-operate with other stakeholders;
- It must be willing to participate in capacity-development, monitoring, evaluation and learning activities;
- It must be willing to report and account publicly.

3. Types of Grants

Funding can be given as a community grant³; matching grant⁴, material donation⁵, innovation award⁶ or technical support⁷. Organisations can apply for **minimum of R20 001** and **maximum of R100 000** per grant. Organisations may be invited to re-apply if deliverables are met and up to two grants can be awarded to one organisation each year. Projects must be completed in 6 – 12 months.

¹ A developmental organisation that is not for profit registered or seeking registration with DSD's NPO Directorate.

² A profit making organisation (business) that has a social or public benefit purpose;

³ A community grant is a lump sum given in monthly tranches for eligible SED activities.

⁴ A matching grant is identical to the amount of money raised by the group (a ratio of 1:1 - 1 for every R1 raised)

⁵ Direct purchase of goods and services by the Company or other material donation.

⁶ A cash award for innovative activities and organisations bringing new ideas and technologies.

⁷ A grant for training, mentoring, exposure visits and other capacity building.

4. Eligible Activities

Activities must draw on local assets, be community driven with community wide benefit. They should be:

- Asset based – appreciating, using and growing assets in Ceres, BV, Nduli and PAH;
- Community driven – encourage unity (togetherness) and shared responsibility/ co-investment;
- Creative, innovative and beneficial;
- Be impactful with measurable results;
- Sustainable (income generating).

A grant will not be given unless organisations have invested in their own initiatives and social cohesion and mobilization are demonstrated. Projects/ enterprises encouraging partnerships, communication and unity in Ceres, BV, Nduli and PAH are preferred, and those inclusive of people with disability.

Examples of eligible projects are: sport and recreation, Arts and Culture; Gym, Soup kitchen, Education, Greening Groups, After care, Events (eg. light festival, street market, food stalls, stayawakes, Dodefees), Youth and children programmes, Sustainability (recycling, catch water cleanup), Camps, Community Safety; Health awareness; Support Groups; Motivational Meetings; Information Centres; Reading Groups, Action Groups, Training, Heritage activities. and any other activities that support the vision and local economy of Ceres, BV, Nduli and PAH.

5. Ineligible Activities

Ineligible projects/ activities include:

- Activities driven only by self-interest i.e. benefitting just an individual or interest group;
- Projects that have a political agenda;
- Projects that will have a negative social, economic or environmental impact;
- Emergency funds to meet shortfalls, loans or stand surety for loans;
- Running costs only;
- Salaries and stipends;
- Individual studies or studies abroad;
- Religious activities (except for interfaith/ interchurch collaboration);
- Equipment only;
- Payment of accounts in arrears i.e. Eskom, Telkom and other bills.

6. How to apply?

- Applications will be accepted at any time of the year via email or at the Project Company Office. They will however be reviewed as per the schedule below. Please ensure you receive proof of submission;
- Applicants must complete the attached application form giving clear information about their organisation/ enterprise and why it is beneficial. They must also show assets/ co-investments that have already been contributed. Budgets should be detailed;
- The application will be assessed against the above criteria by an Allocations Committee. A site visit will be scheduled to learn more about the organisation.

7. Accountability

- Successful applicants will be informed in writing and a contract will be signed with the Project Company. A copy of the reporting template will also be provided;
- The grant will be disbursed in monthly/quarterly tranches (as agreed) if there is satisfactory accountability and compliance;
- Monthly reports are required with quotes, receipts and photos attached;
- Company staff will avail technical support, mentoring and capacity building to support grantees;
- Grantees will be informed about networking and other opportunities;
- Grantees will be engaged in monitoring, evaluation and learning activities and to share their work in newsletters and on the Project Company website. Grantees will also account and report publicly;
- Grants will be immediately suspended if there is noncompliance.

8. Important Dates

	Deadline for Applications
Cycle 1	22 April 2022, 16h30

For any enquiries regarding the completion of the application please contact Beauty at: Beauty.Theto@mainstreamrp.com OR 083 792 8286

Completed Applications must be submitted to the ABCD Administrator at submissions@ubiqua.co.za



PERDEKRAAL EAST SED SUSTAINABILITY FUND APPLICATION FORM *(Social Economic Development)*

Please read carefully through this application form and provide all information clearly. Please attach additional pages/ information as necessary. Incomplete applications will not be considered. Application forms to be completed by the organisation and not any third party.

SECTION 1. GENERAL INFORMATION

1.1. Name of Organization/ Enterprise for which funding is requested:

.....

Type of Organisation: (Please tick)

- | | |
|---|--|
| Non Profit Organisation (NPO): <input type="checkbox"/> | Community Based Organisation (CBO): <input type="checkbox"/> |
| Co-operative: <input type="checkbox"/> | Forum <input type="checkbox"/> |
| Club: <input type="checkbox"/> | Social Enterprise <input type="checkbox"/> |
| Other <input type="checkbox"/> _____ | Registration # (if applicable): _____ |

1.2. Contact Details:

Address:

Postal Code:

Telephone: E-mail:.....

Name and Cell No: Contact Person 1:

Name and Cell No: Contact Person 2:

1.3. Executive Committee:

Name, Surname & ID Numbers	Position	Contact Details	M	F	Age	When did you join the organisation?

Names of the people who may sign on the account and their position on Committee:-

Name: Position:

Name:..... Position:

1.4. People working on the project/ enterprise:

Name and Surname	Title / Role in the project	M	F	Age	Time contributed per week	Training / Skills

Name of Project / Enterprise Leader:

1.5. Beneficiaries (who will benefit from the project?/ enterprise):

# Direct Beneficiaries	M	F	Youth	People with Disability

1.6. Banking Details

Name of Bank:

Address of Bank:

Type of Account:

Account No:

Branch Code:

Who checks or audits the Books (name/ contact number)?

Signed by:

I, (name and surname)

....., *mandated by the Executive Committee declare the above information to be correct and confirm that the organisation will abide by the terms and conditions of any grant received by the Project Company.*

Two witnesses to sign: Name: Signature:.....

 Name: Signature:.....

 Date:

- Please enclose with the application:*
- *A Constitution or Founding Document and Registration Certificate;*
 - *Copy of the latest bank statement and any financial reports;*
 - *A Tax Clearance or Tax Exemption Certificate / Affidavit;*
 - *Any other information that can assist with the assessment of the proposal.*

For internal use only:

Received by: _____ Date: _____

Area (tick): Ceres Bella Vista Nduli PAH

SECTION 2. DESCRIPTION OF THE PROJECT

2.1. Background (*Who started the project/ enterprise, when and why was it started?*)

2.2. Purpose (*What do you aim to achieve? What change do you want to bring?*)

2.3. Highlights (*What has gone well since the project/ enterprise started? What are you proud of?*)

2.4. Description (*What are the activities – what will you do?*)

2.5. Action Plan (*for the next 6 - 12 months) – please add extra pages if needed*

What will you do (activities)?	Who will be responsible?	By when will it be done?
1.		
2.		
3.		
4.		

5.		
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2.6. Partners/Networks (*Who are your partners? Who do you network / collaborate with? How do they benefit your organisation/ project/ enterprise?*)

2.7. Assets/ Resources (*What assets/ resources are contributed locally?*)

What local assets/ resources are contributed?	No hours	Value/ Cost	Source (From whom?)
Labour and time			
Cash (eg. fundraising events)			
Special skills			
Venues (home, buildings, land)			
Refreshments and catering			
Other support:			

2.8. Budget requested

Total budget request (please note the grant range is R20 000 – R100 000) _____

Item - What do you need money for?	Cost

(Please attach quotes for any goods and services)

2.9. Monitoring and Evaluation (*How do you know that the activities of your organization / enterprise are making a difference? What changes have you observed as a result of your work? How do you monitor and evaluate change?*)

Who wrote this application? Name: _____ Position: _____

Signature: _____ *Date:* _____