



## NATIONAL LOTTERY DISTRIBUTION TRUST FUND (NLDTF)

### CHARITIES SECTOR TARGETED CALL

### 2014 GUIDELINES AND INFORMATION REQUIRED

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The 2014 Charities call for application pack consists of the following documents:

- FORM 2010/1
- 2014 Guidelines and Information Required
- Project Business Plan Template
- Budget Template
- Partnership Templates (B1 and B1)

Please ensure that you have all these documents as they are will help you to complete the application.

Please read the advert in conjunction with these guidelines carefully before you complete the application form and the required templates.

#### A. INDIVIDUAL APPLICATIONS (ECD CENTRES)

1. All applications must be completed on the **prescribed** application form (**FORM 2010/1**).
2. Please indicate on the prescribed application form next to the province your municipal area/ward. (*Please provide geographical coordinates, if possible.*)

Clearly identify the “**Charities**” as the **SECTOR** to which you are applying in the list provided at the top of the Form 2010/1. Only applications responding to this targeted call for applications in the **Charities** sector will be considered.

**All 5 pages** of the prescribed application form must be **fully** completed and the **Declaration** on the last page **MUST** have the **full name** of the person signing the application on behalf of the organisation, the **name of the applicant organisation**. FORM 2010/1 **MUST** be duly **signed and dated**.

Applications that fail to comply with requirements will be regarded as non-compliant. The application form must be signed by one of the 2 main contact persons (see A11 and A12 of FORM 2010/1), who holds a valid South African identity document.

3. **Do not** change/re-type the format of FORM 2010/1 as it is a legal document that has been gazetted.
4. An organisation that is registered as a Non Profit Company (NPC), Non-Profit Organisation (NPO), or a Public Benefit Trust (PBT) must submit only **ONE** application form.

5. An organisation may **only** submit **ONE** application, with the total amount requested **in line with the amounts reflected in the advert and these guidelines**. Should this requirement not be adhered to, the Charities Distributing Agency (CDA) reserves the right to apply its discretion during adjudication of the application.
6. An organisation that applies must be registered as an NPC (former Section 21), NPO, a Public Benefit Trust and have its own most recent financial statements that have been compiled and signed by an Auditor or Accountant who is registered with one of the recognised professional bodies (see 9 below).
7. Your application should have the **SAME NAME** of the organisation throughout. This means that the name on **ALL** the documents below must be exactly the same:
  - The **name of the organisation** (A1 of FORM 2010/1);
  - The Name and Legal Status of the organisation (founding documents and certificates):

Type of organisation	Mandatory documents to be submitted
Non-Profit Organisation (NPO)	Constitution, NPO Certificate
Public Benefit Trust	Trust Deed, Letter of Authority
Non-Profit Company (NPC) – former Section 21	Memorandum of Incorporation (Mol), Articles of Association and Certificate of Incorporation

- The name of the **bank account** (C1 of FORM 2010/1);
- The signed and dated most recent **Annual Financial Statements** of the organisation.

**PLEASE NOTE:**

If the names on any of the above mandatory documents differ, it could have a negative impact on the adjudication of your application. Where there has been a **change of name**, the documents (e.g. a signed and approved copy of the Special Resolution, amended constitution or Minutes of the Meeting or a Change of Name certificate) detailing the name change must be submitted.

In addition the application form must be signed **ONLY** by a person who is one of the contact persons (see A10 and A11 of the FORM 2010/1) and who holds a valid South African identity document.

8. The following **MANDATORY** documents **must be submitted** together with the fully completed application form, **FORM 2010/1**:
  - Founding documents and proof of registration applicable to the type of your organisation:

Type of organisation	Mandatory documents to be submitted
Non-Profit Organisation (NPO)	Constitution, NPO Certificate
Public Benefit Trust	Trust Deed, letter of Authority
Non-Profit Company (NPC) – former Section 21	Memorandum of Incorporation (Mol), Articles of Association and Certificate of Incorporation

All the mandatory documents submitted must be **signed and dated**.

## 9. ANNUAL FINANCIAL STATEMENTS

Organisations that have received funding from the National Lottery Distribution Trust Fund (NLDTF) must attach **one complete set of the most recent year's ANNUAL FINANCIAL STATEMENTS with comparatives.**

Organisations that last received funding from the NLDTF **before** 2013 must submit **the set of annual financial statements that reflect the receipt and expenditure of the last NLDTF grant received.**

Organisations that have never been funded by the NLDTF must attach **complete sets of the two most recent consecutive years' ANNUAL FINANCIAL STATEMENTS** (e.g. 2011/2012 and 2012/2013). This will depend on the end of the financial year of your organisation. Annual Financial Statements must be finalised within 6 months of the financial year end.

Two sets of consecutive annual financial statements (12 months) means separate sets of financial statements for two consecutive financial years (e.g. 01 April 2011 – 31 March 2012; and 01 April 2012- 31 March 2013).

Furthermore, the Annual Financial Statements **MUST** be signed and dated by a **registered, independent Accounting Officer or Auditor** in line with his/her professional qualifications. **Please see the list of the recognised Professional Accounting and Auditing bodies in 9.2 (e) below.**

**PLEASE NOTE:** Financial Statements must be complete. This means that they **MUST** have the following:

- A detailed income and expenditure statement;
- a balance sheet;
- notes to the financial statements;
- an opinion of the accounting officer/auditor (if no opinion or an adverse opinion is expressed it will render the application non-compliant); and
- A **signed** and dated report from the accounting officer/auditor on the company's letterhead.

Please ensure that your annual financial statements are complete before you submit your application. Incomplete annual financial statements will render your application **non-compliant** and therefore not eligible for consideration.

The Annual Financial Statements **must not** be submitted as part of **your Annual Report**. **Annual Reports** are not required, and if submitted are ignored. Please assist by **only** submitting the required annual financial statements

The Accounting Officer/Auditor **must be registered and in good standing with** one of the Accounting or Auditing bodies below. Proof of registration with a recognised professional body will assist in the assessment and verification of the application.

Organisations **must** request proof of such registration with these bodies from their Accounting Officers/Auditors before they appoint the accounting officer/auditor to prepare their annual financial statements.

Annual financial statements compiled by a student/unregistered accounting officer will **not** be accepted.

### Recognised Professional Bodies:

- The Institute of Administration and Commerce of Southern Africa
- The Independent Regulatory Body for Auditors
- The Chartered Institute of Management Accountants
- The Southern African Institute of Chartered Secretaries and Administrators
- The Association of Chartered Certified Accountants
- The South African Institute of Chartered Accountants
- The South African Institute for Business Accountants
- The South African Institute of Professional Accountants.

The following are **not** accepted because they would not have been approved and adopted:

- Draft annual financial statements
- Unsigned and undated Annual Financial Statements
- Draft documents will render your application non-compliant and therefore not eligible for consideration for funding.

10. Furthermore, included as mandatory documents the applicant must **submit the following**:

A fully completed **PROJECT BUSINESS PLAN**.

Please use the format in the attached template (Annexure A). **Do not** submit a project business plan in any another format because it will delay the processing of your application.

A detailed **BUDGET** (income and expenditure) for the project must be submitted and detail:

- Where you are going to obtain other funding for the same project;
- Whether your organisation is getting a subsidy for the ECD Centre.

11. Please note that the names and positions of no less than **3 bank signatories, who are office bearers/ officials and who are not be related**, must be given in the prescribed form (Section C2 of FORM 2010/1).

12. **The referees identified in Section D of FORM 2012/1 must be independent** of the organisation and may be a municipal councillor, a traditional leader, an official of a government department e.g., a social worker or a development practitioner, a Minister of any Church, etc.

Referees must not be any of the following:

- Employees of the organisation.
- Members of the Board and management committee or their family members, relatives or friends.
- Volunteers involved with the organisation.
- Any person who provides/supply services to the organisation.

## B. PARTNERSHIP APPLICATION

13. Established ECD organisations who wish to project manage the implementation of an infrastructure project in specific communities through a partnership can apply. This is applicable for both the container and brick-and-mortar models.

The partnership model is two-fold:

- A well-established ECD centre wishing to assist another ECD centre within a particular community. Such assisting ECD centre may not apply for itself and may **only** apply to assist one other ECD Centre. The centre to be built must accommodate 100-120 children;
- An established ECD organisation/network can apply in partnership with one or more ECD's in the priority areas. Such network organisation cannot submit an application for their own infrastructure but only for the ECD Centre/s to be assisted. The centre/s to be built must accommodate 100-120 children;
- The CDA reserves the right to determine the number of applications to be assisted by an established ECD network per priority area/province;
- The project management fee must not exceed 10% of the overall application cost. The assisting ECD centre must detail what the administration fee will be used for. The NLDTF reserves the right to determine the amount of the project management fee;
- The expected timeframe for completion of the container model should not exceed 6 months after signing of the grant agreement;
- The expected timeframe for completion of the brick-and-mortar model should not exceed 24 months after signing of the grant agreement;
- Where the assisting organisation is another ECD Centre the same requirements as per the individual organisations would apply. See section A of the guidelines above. Both ECD Centres must submit all the mandatory documentation with a partnership application (Annexure B1 or Annexure B2).

Please note that where an ECD Centre assisting another ECD, the following would be funded:

- Infrastructure
- Office furniture and equipment
- ECD Educational material
- Indoor and Outdoor equipment.

For established ECD Centres, funding for erection of a new infrastructure (inclusive of all items above) must not to exceed R3.5million. Draft drawings of building plans as authorised by the Department of Social Development and the IDT will be provided by the National Lotteries Board on request. It is the responsibility of the applicant to seek the necessary approval for the plans before the building project commences.

The overall expected outputs for a partnership application would include **a detailed project plan with specific milestones for the duration of the implementation of the building project.**

**The plan must include:**

- Measures for quality assurance of the building at the different phases according to approved building standards;
- The appointment of accredited service providers or the container model;
- The appointment of a registered builders;
- Submission of quotations from 2 credible and registered builders for labour;

- Submission of quotations from 2 credible suppliers for building materials;
- Submission of quotations from 2 credible suppliers for office furniture and equipment;
- Submission of quotations from 2 credible ECD Educational material service providers;
- Submission of quotations from 2 credible Indoor and Outdoor equipment service providers;
- Quotations will only be accepted from direct suppliers of goods and services and not through third parties. Delivery cost must be included in all quotations (where applicable);
- A plan must also be included to reflect how the centre will be supporting other ECD's and the community;
- Where the assisting organisation is partnering with one or more ECD's in the priority areas the following applies:
  - One partnership application per building. This could mean assisting one ECD Centre or a group of ECD Centres in the same geographic area to erect a building within the same community;
  - If the ECD Organisation/network partner with ECD Centre outside their immediate geographic area then details of their capacity to implement this project successfully must be provided;
  - The CDA reserves the right to decide on the number of building projects to be allocated per ECD organisation/network;
  - The ECD organisation must submit a complete FORM 2010/1 application form indicating that it's a partnership;
  - Each ECD Centre involved in the partnership to complete FORM 2010/1, which must be submitted at the same time with the ECD organisation/network partnership application. No separately submitted partnership application will be considered in this call;
  - Each ECD organisation/network and each ECD Centre/s to jointly complete a partnership application/s (B1 or B2);
  - Only one business plan to be completed by the ECD organisation/network;
  - The same requirements as per the individual organisations would apply. See Section A of the guidelines above. Both ECD Centres must submit all the mandatory documentation with a partnership application (Annexure B1 or Annexure B2).

## C. ADDITIONAL DOCUMENTATION

### 14. In addition to the aforementioned, you are also required to submit the following documentation/information:

- **PROOF OF REGISTRATION** or proof of an application to the Department of Social Development as a Place of Care, and Early Childhood Development (ECD) Centre. Proof of registration as a Place of Care from the local municipality would also be acceptable;
- **A letter of support from the Department of Social Development or the local Social Worker (employed by the Department) would be acceptable, if not yet registered.**

Applications for a new **building and or purchasing of a container** MUST include the following:

- **PROOF OF OWNERSHIP** of land; and or
- Permission to occupy (PTO) issued by the relevant Traditional Authority,
- The above documents (land ownership or permission to occupy) must be in the name of the applicant organisation/ECD Centre.
- **BUILDING PLANS** - Draft drawings of building plans as authorised by the Department of Social Development and the IDT will be provided by the National Lotteries Board on

request. It is the responsibility of the applicant to seek the necessary approval for the plans before the building project commences.

- **QUOTATIONS and Layout for the container option must be from at least one credible service provider.**
- **QUOTATIONS for labour and building material must be submitted from at least two credible local suppliers, preferably with separate amounts for labour and building material.**
- **PROOF OF REGISTRATION OF THE BUILDER** with the relevant professional body.
- **THE CONTAINER SERVICE PROVIDER** must provide proof that the container is compliant with standards for container conversion for Early Childhood Development as well as MANTAG certification or any other certification for alternative buildings. Submit proof of the certification. The container conversion must be disabled-friendly.

15. Applications that include requests for **ECD Educational materials, indoor and outdoor equipment** or other **capital equipment (office, furniture, computers, printers etc.)** must include at least two **QUOTATIONS** from credible local suppliers. **Please note that the NLDTF does not fund second hand goods.** Brochures are not accepted as quotations.
16. **Do not include any other documents** that are not requested in the prescribed application form and these Guidelines. Adjudication is based **only** on the information contained in the required documents.

Please note under an individual application only the following would be funded:

- Infrastructure
- Office furniture and equipment
- ECD Educational material
- Indoor and Outdoor equipment.

17. **Organisations that have received funding previously and have not submitted all outstanding Progress and Final Reports (both narrative and Financial) in accordance with the Grant Agreement will NOT be considered.**

18. Please note under an ECD Organisation/network assisting one or more ECD Centres the following would be funded:

- Infrastructure
- Office furniture and equipment
- ECD Educational material
- Indoor and Outdoor equipment.
- Accredited training of Practitioners on NQF Level 4
- Operational cost (overheads, nutrition)

19. For established ECD organisations/networks that will assist less established ECDs with project management of a new infrastructure (inclusive of above items), the budget must not exceed R3,8million over 2 years.

Draft drawings of building plans as authorised by the Department of Social Development and the IDT will be provided by the National Lotteries Board on request. It is the responsibility of the applicant to seek the necessary approval for the plans before the building project commences.

#### D. CONTAINER MODEL OPTION

- The container must accommodate 20-30 children and is primarily proposed for informal settlements and rural areas where land ownership could pose as a challenge or where the needs dictate.
- Applications will be received from individual ECD Centres or in partnership with an established ECD Centre (not to exceed supporting three ECD) or if in partnership with an established ECD Organisation (not to exceed three ECDs/communities).
- Each container must be converted into an ECD centre and equipped to meet the Department of Social Developments requirements.
- Quotations must be submitted from at least one credible accredited container service provider together with proof of accreditation.
- Proof of land ownership or a long term lease or permission to occupy the property must be submitted.
- The cost should not exceed R500,000.00 and should include the containers divided into various classrooms, media centre/library, office area, office space, with separate ablution facilities, etc.
- The cost must also include the purchasing of all the required furniture, indoor and outdoor equipment, ECD educational material with at least two quotations from credible service providers.
- The ECD cannot also apply for operational cost, staff training and development under the container option.

#### E. PROJECT MANAGEMENT OF THE INFRASTRUCTURE PROJECT

This being an infrastructure project it must be tightly managed and a project management programme approach would be used and must comprise of the following elements:

- The appointment of a registered and established ECD organisation/network that will be responsible for the overall management of the project.
- This ECD organisation/network must ensure the appointment of a number of professionals which will include:
  - The appointment of a building project manager who has the required skills and knowledge to oversee the erection of the building and/or container/s,
  - The appointment of a structural engineer to carry out inspections and advise on the soil conditions with specifications on drawings and details, as well as founding conditions,
  - The appointment of a Roof Engineer for inspection installation of the roof timber and issuing of an ITC Certificate,
  - The appointment of a Plumber; and
  - The appointment of an Electrician.
- The cost for each of these professionals must be reflected separately in the budget template. Quotations for each professional must be submitted with the budget.
- The professionals to be appointed must be from the same geographical area or province as the applicant/s or have provincial presence and capacity. Proof may be requested.
- Funds allocated for the infrastructure project and labour **must not** be directly transferred to any of the professional's bank account. Payment should be made once agreed upon stages have been completed.

#### F. ACCREDITED TRAINING OF PRACTITIONERS

- Funding for staff training can only be requested under a partnership application between a registered and established ECD organisation/network.



- Funding maybe requested for staff training under the operational costs for the advancement of practitioner training and development into NQF Level 4.
- The provider to be used for the NQF Level 4 practitioners training must be an accredited service provider with the Health and Welfare SETA. The NLB may ask for proof of the accreditation in order to finalise the application or during submission of the progress report.
- The organisations will be required to report on the training in the progress report as part of proof of payments made.

## G. OPERATIONAL COSTS

- An individual ECD organisation or partnership application may also apply for operational costs, which should not exceed R300,000.00.
- The operational costs would include the following items :
  - Banking and auditing fees (applicable to both individual and partnership) applications
  - Salaries (only applicable to applications from a registered and established ECD organisation/network partnership)
  - Staff training of practitioner development for NQF Level 4 (only applicable to applications from a registered and established ECD organisation/network partnership)
  - Food (only applicable to applications from a registered and established ECD organisation/network partnership)
- Proof of the actual expenses would be requested as part of the Progress Report.
- Organisations must ensure proper record keeping and financial management is done for funds allocated.

## H. TARGETED PRIORITY AREAS

Applications are requested from the following priority areas to support Infrastructure Development

### PRIORITY AREAS ON DATABASES RECEIVED FROM DSD FOR ALL THE PROVINCES:

Province	Municipality Areas to focus on the targeted ECD Call For Applications
Eastern Cape	Buffalo City, Engcobo, King Sabata Dalindyebo, Lukanji, Mhlontlo, Mnquma, Nelson Mandela Bay, Ngqushwa, Ngquza Hill, Nkonkobe, Ntabankulu, Nxuba, Nyandeni, Port St Johns, Sundays River Valley, Mbizana, Matatiele, Senqu, Elundi, Mbhashe, Nkonkobe, Ngquza Hill, Matatiele, Umzimvubu, Amahlathi, Kouga, Nelson Mandela Bay
Free State	Dihlabeng, Kopanong, Maluti a Phofung, Mangaung, Mantsopa, Matjhabeng, Metsimaholo, Mohokare, Nala, Phumelela, Setsoto, Ngwathe, Phumelela, Moqhaka, Naledi, Masilonyana, Mafube, Tokologo, Mohokare
Mpumalanga	Albert Luthuli, Bushbuckridge, Dr JS Moroka, Emakhazeni, Emalaheni, Govan Mbeki, Mbombela, Nkomazi, Pixley Ka Seme, Thembisile, Umjindi, Victor Khanye, Steve Tshwete
North West	City of Matlosana, Greater Taung, Kagisano/Molopo, Madibeng, Mahikeng, Moretele, Moses Kotane, Ramotshere Moiloa, Ratlou, Tlokwe City Council, Tswaing, Naledi

Northern Cape	!Kheis, Ga-segonyana, Joe Morolong, Nama Khoi, Phokwane, Richtersveld, Siyancuma, Siyathemba, Tsantsabane, //Khara Hais, Hantam, Kgatelopele, Kai!Garib, Emthanjeni, Kamiesberg
Gauteng	City of Johannesburg, Ekurhuleni, Emfuleni, City of Tshwane, Randfontein, Mogale City, Merafong City, Westonaria
Limpopo	Molemolle, Makhuduthamaga, Greater Tzaneen, Polokwane, Molemole, Elias Motsoaledi, Blouberg, Makhado, Fetakgomo, Aganang, Thulamela, Graeter Tubatse, Lepele- Nkumpi, Mogalakwena, Lephalale, Ephraim Mogale, Mutale, Maruleng, Greater Letaba, Greater Giyani, Ba- Phalaborwa, Bela-Bela
KwaZulu- Natal	Umvoti, Nongoma, Nkandla, Richmond, The Msunduzi, Abaqulusi, Jozini, Msinga, Umzumbe, Umdoni, Nqutu, Kwa Sani, Ethekwini, Impendle, Mkhambathini, Hibiscus Coast, Umtshezi, uMuziwabantu, Okhahlamba, Mpofana, Newcastle, Greater Kokstad, Ubuhlebezwe, uMhlathuze, uMshwathi, Dannhauser, uPhongolo, Ndwedwe, Emadlangeni, Indaka, Endumeni, Ezingoleni, Mtubatuba, Mthonjaneni, Ulundi, eDumbe, Vulamehlo
Western Cape	City of Cape Town, Mossel Bay, Saldanha Bay, Kannaland, Witzenberg, Beaufort West, Cederberg, Stellenbosch, Breede Valley, Langeberg, Hessequa, Theewaterskloof, Bergrivier, Oudtshoorn, George, Drakenstein, Knysna, Cape Agulhas, Overstrand

Applications received outside the priority areas **WILL NOT** be considered in this targeted call for applications.

**Should you need any further clarification on the application form and related documents please contact the Information Call Centre on 08600 65383 or access our website: [www.nlb.org.za](http://www.nlb.org.za)**

## DOCUMENTS CHECKLIST

### ORGANISATIONS NOT PREVIOUSLY FUNDED BY NLDTF

• FORM 2010/1	
• Proof of Registration as NPO, NPC, Public Benefit Trust.	
• Founding documents [Constitution, Trust Deed, Memorandum & Articles of Association]	
• Complete and signed sets of the two most recent consecutive years' Annual Financial Statements	
• Business & Implementation Plan [Annexure A]	
• Budget [Annexure C]	
• Certified copies of the South African IDs of the 2 Contact persons and the Members of the Management Committee listed on page 2 of application FORM 2010/1	
<b>Where applicable</b>	
• Proof of registration as Place of Care or application made to the Department of Social Development or letter of support.	
• Proof of ownership of property or proof of permission from the Tribal Authority	
• Offer to purchase property	
• Building plans (Draft drawings of building plans as authorised by the Department of Social Development and the IDT will be provided by the National Lotteries Board on request. It is the responsibility of the applicant to seek the necessary approval for the plans before the building project commences.)	
• Proof of builder's current registration with the relevant body	
• Quotations for all applicable items as outlined in the budget template (building/container, labour, furniture, equipment etc.)	

### ORGANISATIONS PREVIOUSLY FUNDED BY NLDTF

• FORM 2010/1	
• Proof of Registration as NPC, NPO, NPC, , Trust.	
• One complete and signed set of the most recent years' Annual Financial Statements.	
• If previously funded before or during 2013, one complete set of the most recent years' Annual Financial Statements and the relevant annual financial statements that reflect the receipt and expenditure of the NLDTF grant	
• Business Plan [Annexure A]	
• Budget & Motivation [Annexure C]	
• Certified copies of the SA IDs of the 2 Contact persons and the Members of the Management Committee listed on page 2 of application FORM 2010/1	
<b>Where applicable</b>	

<ul style="list-style-type: none"> <li>• Proof of registration as Place of Care or application made to the Department of Social Development or letter of support.</li> </ul>	
<ul style="list-style-type: none"> <li>• Proof of ownership of property or proof of permission from the Tribal Authority</li> </ul>	
<ul style="list-style-type: none"> <li>• Offer to purchase property</li> </ul>	
<ul style="list-style-type: none"> <li>• Building plans (Draft drawings of building plans as authorised by the Department of Social Development and the IDT will be provided by the National Lotteries Board on request. It is the responsibility of the applicant to seek the necessary approval for the plans before the building project commences.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Proof of builder's current registration with the relevant body</li> </ul>	
<ul style="list-style-type: none"> <li>• Quotations for capital items [buildings, furniture, equipment etc.]</li> </ul>	
<b>FOR PARTNERSHIPS:</b>	
The above mentioned documents (if applicable)	
Partnership Application Form for new partnerships: Annexure B1 <b>or</b>	
Partnership Application for existing partnerships: Annexure B2	
Plan for the Mentorship/Capacity Building/Skills Transfer (Costed)	
Partnership Agreement (to be developed and signed by both assisted and assisting organisation/s in a partnership)	