



Proposal template: Education

Project name	
Organisation	
Organisation contact person	
Contact person role	
Contact person email	
Contact person telephone number	
Please indicate which of the following sub-focus areas your project entails:	Yes/No
Cradle to career	
Early Childhood Development	
Literacy initiatives	
Systemic change	
Where is the project located?	
Is this a rural, urban or peri-urban location?	
Project budget	
Please provide a project budget breakdown as per the following categories (where applicable)	
Brief overview of your organisation (including date established)	
Please provide a summary of your project.	

Management Team

Name	ID number	Position	Years with the organisation	Gender (M/F)

Details of project for which funding is being requested	Response
How many people will benefit from your project? Please provide a breakdown in the monitoring template.	
What difference do you think your specific project will make in benefitting a disadvantaged community?	

<p>lease list the specific activities that your project will undertake.</p>	
<p>if your project works with children (0-18 years) what child protective safeguards are in place?</p>	

Financial sustainability	
<p>Have there been any major financial change in your organisation in the last 12 months? If yes, please explain.</p>	
<p>Does your organisation have existing procurement and expense policies and procedures in place?</p>	
<p>Is the organisation audited and are the financial reports available?</p>	
<p>Do you make use of a formalized financial system for budgeting & managing separate donor funds?</p> <p>If not, how do you manage this process?</p>	
<p>What fund raising activities does the organisation engage in?</p> <p>Is there a dedicated resource for this purpose?</p>	
<p>Does the organisation engage in any other income generating activities?</p>	

Does anyone else fund this project? If yes, please list the top three below:

Organisation	Amount funded	Length of grant contract
1	R	
2	R	
3	R	

Budget	Response
<p>Have you received any other funding for this specific project? If yes, please state how much and what is it being used for.</p>	
<p>What expenses will the requested funding cover? Please specify the amount per expense category, for example:</p> <ul style="list-style-type: none"> — Labour (please specify rate per level, eg manager, administrator, fieldworker etc). — Travel — Project materials — Equipment — Overhead expenses — Internal monitoring and evaluation 	

Results and Impact	Response
<p>Do you do currently undertake Monitoring and Evaluation (M&E) for your project/business? (If so, please attach/ describe). If no, do you have the capacity to set up an M&E system and processes?</p>	
<p>Impact: Which NDP target will your project contribute towards?</p>	
<p>Impact: What evidence exists to suggest that the desired impact has been/will be achieved? (Please provide supporting evidence if necessary)</p>	
<p>Sustainability: What measures are in place to ensure the sustainability of the outcomes of this project/business? (even after the organisation and funders are no longer operating in this area)</p>	



Please attach the following documentation to your proposal:

Please still send through your application if you do not have all the documents. If the Trust thinks you have a good project, they will help you with the outstanding documents.

		Yes	No	Reason for deviation/ comments
Document Checklist	Company registration			
	NPO registration or applicable			
	PBO registration (with SARS and DSD) – where applicable			
	OR Recent correspondence with NPO Directorate in fulfilment of the requirements of registration as an NPO			
	Tax Clearance Certificate/Letter of good standing from SARS			
	Last 2 years of financial statements			
	Letter or recommendation from other funders/ interested stakeholders (if applicable)			
	Budget required for project			
	Proof of banking details (Letter from the Bank)			
	Proof of address e.g. utility bill or telephone account			
	Board Members/Trustee list and contact details – where applicable			

