Western Cape Government
FOR YOU

Department
Social Development

CALL FOR PROPOSALS (CFP) 2023

Online Application

July 2023

INDEX
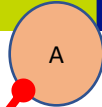
1. Register as a user

2. Register your organisation details

3. Apply for funding

4. Library / documents

Western Cape
Government

Register on the System

Register as a User

Register as a user – Sign Up

NPO Management System

⋮ →] LOGIN   ⚇ SIGN UP   🔒 FORGOT PASSWORD?

A. Sign up

Select Sign up to start Registration process

Western Cape Government

B. Email registration

Select Email option to register on system

Sign up

WCG Azure AD
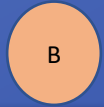
Email

Completing Registration

1. Complete details

2. An verification email will be sent to the email address you entered.

3. Complete Password

4. Display Name

- Etc.

Western Cape Government

< Cancel

Email Address

Send verification code

New Password

Confirm New Password

Display Name

Given Name

Surname

Create

Log into the

A. Logon

1. Enter Email
2. Enter Password

B. Sign In

1. Enter to sign in

Capture New NPO Basic Information
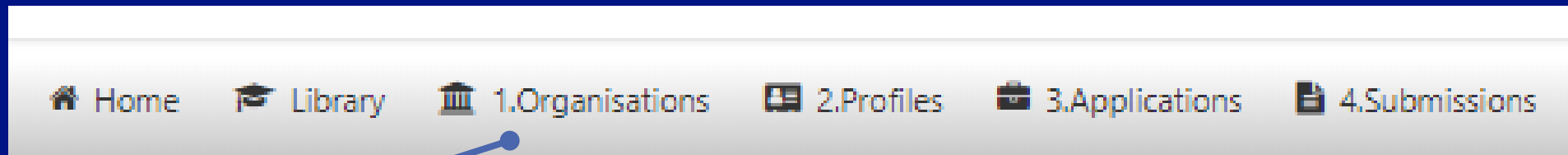
Capture NPO Details

Capture NPO General Information

Capture NPO General Information

| Home | Library | 1.Organisations | 2.Profiles | 3.Applications |

New Organisation

💾 Save   ◄ Go Back

General Information

Contact / Stakeholder Details

General Information

Organisation Name*

Organisation Type*

Select an Organisation Type

C-Code

Registration Status*

Select a Registration Status

Registration Number - Please provide your NPO's registration number. If the organisation's NPO application is in progress, please provide the NDSD Application number (APP number)

Year Registered

If the organisation is registered as a Public Benefit Organisation, please provide the PBO Number

Is the organisation also registered to provide Section 18 receipts?

Yes   **No**

Website

Contact Info

CONTACT

New Organisation	
💾 Save ◀ Go Back	
General Information	
Contact / Stakeholder Details	

🏠 Home   🎓 Library   🏛 1.Organisations   📖 2.Profiles   💼 3.Applications

Title*   Select a Title

First Name*

Last Name*

RSA ID No.   [Yes] [No]

RSA ID Number

Email*

Telephone

Cellphone*

Position*   Select a Position

Race   Select a Race

Preferred Language   Select a Preferred Langu

Gender   Select a Gender

Qualifications

Physical Address

Years of Experience

Date of Employment

Comments

Is Primary Contact*   [Yes] [No]

Is Disabled ☐   Is Bank Signatory ☐   Is Written Agreement Signatory ☐

Is Board Member ☐

Capture NPO Organisational Details

NPO - Profile

Address Information

Auditor / Registered Accountant Information

Profile of Staff Members

Services Rendered

Facility and/or Community Place Information

Supporting Documents

Western Cape
Government

NPO - Profile

Address Information

Auditor / Registered Accountant Information

Profile of Staff Members

Services Rendered

Facility and/or Community Place Information

Supporting Documents

Address Information

Physical Address Lookup | Find Address (type 4 letters)

Physical Address *

Is Postal Address same as Physical Address?* | Yes   No

Postal Address Lookup | Find Address (type 4 le

Postal Address*

Hint:
Type in the first 4 letters of your address and the system will provide you with options to choose from

Physical Address Lookup | 14 Wales

Physical Address *

14 Wale St, Cape Town, Western Cape, 8001, ZAF

14 Wale St, Rustdene, Central Karoo, Western Cape, 6970, ZAF

14 Prince of Wales St, Fairwood, Johannesburg, Gauteng, 2192, ZAF

same as Physical Address?*

14 Princes of Wales Ter, Parktown, Johannesburg, Gauteng, 2193, ZAF

Postal Address Lookup

Western Cape Government

14

NPO – Profile (Auditors information)

Address Information

Auditor / Registered Accountant Information

Profile of Staff Members

Services Rendered

Facility and/or Community Place Information

Supporting Documents

Auditor / Registered Accountant Information

Company*

Registration Number*

Address Lookup   Find Address (type 4 letters)

Address*

Contact Person*

Telephone*

Email Address*

Website

NPO – Profile (Staff Profile)

4 = 3 + 1

Profile of Staff Members

Categories of staff members	Number of Vacant Posts	Number of Filled Posts	Number of Consultants appointed	Number of Staff with disabilities	Representivity				Colo
					African		Indian		
					No. of Male(s)	No. of Female(s)	No. of Male(s)	No. of Female(s)	No. of Male(s)
Managers	0	3	0	0	0	2	0	0	1
Professional staff	0	4	0	0	0	3	0	0	1
Admin support	0	5	0	0	0	0	2	0	0
Part-time staff	0	0	0	0	0	0	0	0	0
Volunteers	0	0	0	0	0	0	0	0	0
Total	**0**	**12**	**0**	**0**	**0**	**5**	**2**	**0**	**2**

Western Cape Government

16

NPO – Profile (Services Rendered)

Sample

Note: You can add all the services that your NPO provide here

Programme	Sub-Programme	Sub-Programme Type
Care and Services to Families	Shelter For Adults	Shelter For Adults
Child and Youth Care Centres	Childrens Homes	Childrens Homes

NPO – Profile (Facility or Community Place – Place of operation)

Facility or Community Place Information

Type* | Select a Type
- Community Place
- Facility

Note: You can add all the service points here
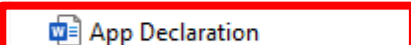
Facility or Community Place Information   ✕

Type*	Community Place ▾
Community Place Name*	h1
District*	Cape Winelands District Municipality ▾
Sub-District*	Breede Valley Local Municipality ▾
Class	Non-medical Site ▾
Address Lookup	100 main road, paarl
Address	Main Rd, Groenvlei, Paarl, Cape Winelands, Western Cape, 7646, ZAF

Main Rd, Hoog en Droog, Paarl, Cape Winelands, Western Cape, 7646, ZAF

Main Rd, Lemoenkloof, Paarl, Cape Winelands, Western Cape, 7646, ZAF

Main Rd, Southern Paarl, Paarl, Cape Winelands, Western Cape, 7646, ZAF

100 Main St, Hoog en Droog, Paarl, Cape Winelands, Western Cape, 7646, ZAF

Western Cape Government
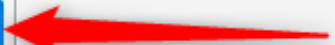
NPO – Profile (Loading NPO Certificate Documents)

Address Information

Auditor / Registered Accountant Information

Profile of Staff Members

Services Rendered

Facility and/or Community Place Information

Supporting Documents

Supporting Documents

(1) + Browse

Organize ▼   New folder

Name	Date modified	Type	Size
(2)			
⭐ Quick access			
🖥 Desktop			
⬇ Downloads			
📄 App Declaration	7/25/2023 11:38 AM	Microsoft Word D...	12 KB
📄 Auditored Annual Financial Statement	7/25/2023 11:39 AM	Microsoft Word D...	12 KB
📄 Bank Entity Form	7/25/2023 9:45 AM	Microsoft Word D...	12 KB

Supporting Documents

(3) + Browse   ⬆ Upload

(4) Select a Document Type   ⌄

NPO Certificate/CIPC Registration

Document Type   Size

Western Cape Government

Capture NPO Organisational Details

Home   Library   1.Organisations   2.Profiles   3.Applications   4.Submissions

Start Application

Western Cape Government
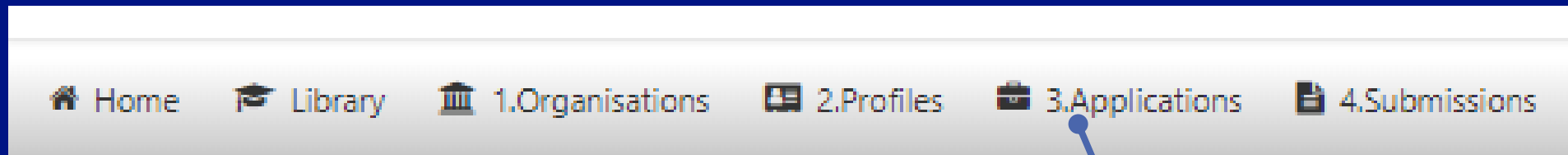
Apply for Funding – Choose Programme to apply for

Select Programme to apply for

Choose the name of your NPO

Capture Application

Home   Library   1.Organisations   2.Profiles   3.Applications   4.Submissions

Complete Application

Western Cape Government
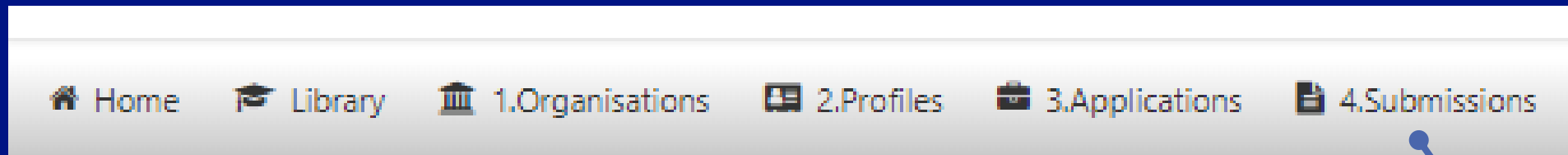
Complete Application - Complete 1 to 7

1 — Organisation Details
2 — Application Details
3 — Financial Matters
4 — Project Information
5 — Monitoring and Evaluation
6 — Project Implementation Plan
7 — Application Document
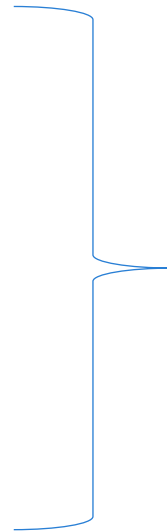
To Complete an application
You need to complete
the seven areas

Note:

The Organisation Details that have completed before
will automatically be pulled through
so that you do not have to complete it for
the application

Western Cape Government

Complete 2 – Application Details

Funding Application Information

Department

Social Development

Programme

Poverty Alleviation and Sustainable Livelihoods

Sub-Programme

Social Service Organisation

Application Type

Funding Application

Financial Year

2024/25

Name

DSD Sustainable Livelihood - Social Services

District Council

District Council

Central Karoo

Local Municipalities

Laingsburg

Region

Eden Karoo

Service Delivery Area

Laingsburg

Rand amount you applying for

Please enter amount are applying for

1 Organisation Details
2 Application Details
3 Financial Matters
4 Project Information
5 Monitoring and Evaluation
6 Project Implementation Plan
7 Application Document

Western Cape Government

Complete 3 – Financial matters

Financial Matter Details for Funding Application

1. Budgeted Income for the current financial year and Estimated Income for the next 2 financial years

2. Budgeted Expenditure for the current financial year and Estimated Expenditure for the next 2 financial years

3. Other Sources of Funding

4. Bank Details

Left navigation:
1. Organisation Details
2. Application Details
3. Financial Matters
4. Project Information
5. Monitoring and Evaluation
6. Project Implementation Plan
7. Application Document

	Description of what is required (Refer to guide for detailed explanation)
1	Provide information for **Income and Expenditure for the previous financial year**
2	Provide information for **Budgeted Income for the current financial year and Estimated Income for the next 2 financial years**
3	Provide information for **Budgeted Expenditure for the current financial year and Estimated Expenditure for the next 2 financial years**
4	Provide information for **Other Sources of Funding**
5	Provide Banking information. You can add more than one bank account here

Western Cape Government

Complete 3 – Financial matters Adding information

Organisation Details

Application Details

Financial Matters

Project Information

Monitoring and Evaluation

Project Implementation Plan

Application Document

General Functionality
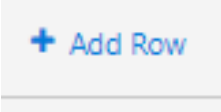
+ Add Row

Allow the user to add a new row of information

Sample

Please provide the Organisation's Budgeted Income for the financial years indicated below.

Item Description ↑↓		2023/24 ↑↓
+ Add Row	**1**	R0

« ‹ **1** › »

Click to Add Amount here **2**

Click to Add Amount here **3**

Click to Add Amount here **4**

Please provide the Organisation's Budgeted Income for the financial years indicated below

Item Description ↑↓	2023/24 ↑↓	2024/25[estimated] ↑↓
Budget Income 1	12300	45000
+ Add Row	R0	R0

Western Cape Government

26

Complete 3 – Financial matters – Banking Information

Organisation Details

Application Details

Financial Matters

Project Information

Monitoring and Evaluation

Project Implementation Plan

Application Document

General Functionality

➕ Add Bank Detail

Allow the user to add a new Bank Information

Sample

Bank Detail ✕

Bank:	Select a Bank ⌄	1
Branch:	Select a branch ⌄	2
Branch Code:		
Account Type:	Select an Account Type ⌄	3
Account Number:		4

Click Save to Add banking information 💾 Save

Western Cape Government

27

Complete 4 – Project Information

User Complete Project Details

1
Organisation Details

2
Application Details

3
Financial Matters

4
Project Information

5
Monitoring and Evaluation

6
Project Implementation Plan

7
Application Document

Project Background

What is the purpose of the project? *

| Normal ⇕ | Sans Serif ⇕ | B | I | U | A | 🅰 |

This is the project we are busy with

Click to add the purpose of the project here

Western Cape
Government

Complete 5 – Monitoring And Evaluation

User Complete M&E Details

Monitoring and Evaluation

Briefly outline how you plan to measure and assess the impact of your project/programme on the beneficiaries y...

Normal	Sans Serif	B	I	U	A							

This is the way we will implement the M&E for the progarmme

1. Organisation Details
2. Application Details
3. Financial Matters
4. Project Information
5. Monitoring and Evaluation
6. Project Implementation Plan
7. Application Document

Click to add Monitoring and Evaluation information here

Western Cape Government

Complete 6 – Project Implementation Plan

Organisation Details (1)

Application Details (2)

Financial Matters (3)

Project Information (4)

Monitoring and Evaluation (5)

Project Implementation Plan (6)

Application Document (7)

+ Add

Project Outcome

Activity Description*

Project Output*

Number of Beneficiaries (disaggregate where relevant)*

Output (What you want to achieve through this activity)*

Resources Needed*

Budget*

Place-Target Area(s) — Choose target area

Sub-Place – Community(ies) — Choose sub-places

Western Cape Government

Complete 6 – Project Implementation Plan

Id ⇅	Document Type ⇅		Document Name ⇅	Actions ⇅
		▽		
1	Application Declaration		App Declaration.docx	⎘ ▢
2	Audited Annual Financial Statement			⎘ ▢
3	Bank Letter			⎘ ▢

Steps (left navigation):
1. Organisation Details
2. Application Details
3. Financial Matters
4. Project Information
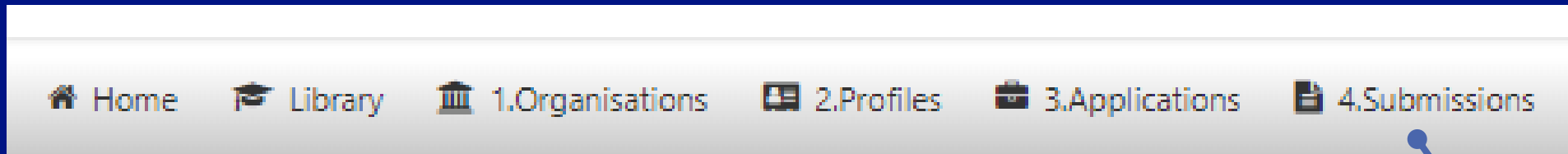5. Monitoring and Evaluation
6. Project Implementation Plan
7. Application Document

Organize ▼   New folder

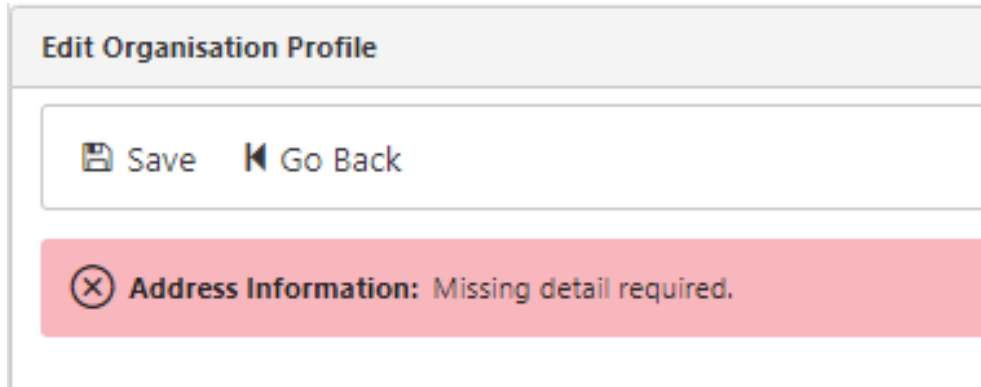| Name	Date modified	Type	Size
📄 App Declaration	7/25/2023 11:38 AM	Microsoft Word D...	12 KB
📄 Auditored Annual Financial Statement	7/25/2023 11:39 AM	Microsoft Word D...	12 KB
📄 Bank Entity Form	7/25/2023 9:45 AM	Microsoft Word D...	12 KB

Quick access
Desktop
Downloads

Western Cape Government

31

Submit Application

Home   Library   1.Organisations   2.Profiles   3.Applications   4.Submissions

Complete Application

Western Cape Government

Submitting your application for Review

✔ Validate   💾 Save   👍 Submit

| Steps	Button	Description / Action
1	Save	1. You can click on the Save button anytime 2. When you click on the Save button it creates a draft of the application Recommended: 1. Please Save after every section is completed
2	Validate	**Before Submitting your Application** Before you can **submit** an application, the need to check if all the information on the form has been capture. ***Click on the Validation*** button to check for completeness. **Incomplete information** If you have incomplete information, please complete it and click on the Validate button again to do a check.
3	Submit	When you completed the application and have click on the validate button, the Submit button becomes available.

Western Cape Government

Warnings from a Validation

Edit Organisation Profile

💾 Save   ⏮ Go Back

⊗ **Address Information:** Missing detail required.

1. Check the error messages at the top of the screen to see where information was not captured
2. Complete the information and click on the Validate button to check if application is complete

Feature

✔ Validate   💾 Save   👍 Submit
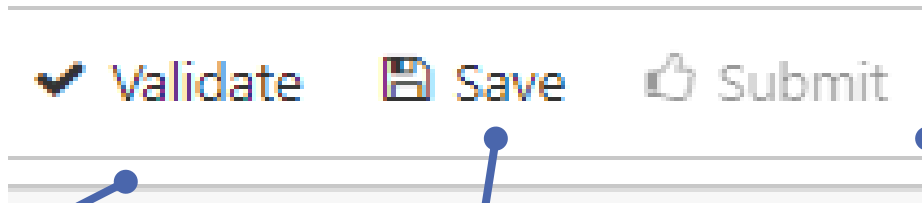
② Validate

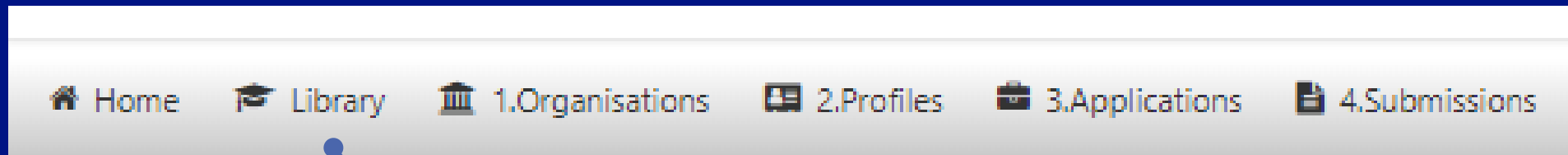Click to see if all compulsory information is completed

① Save

- Saves your Application a draft
- Can come complete you application later again

③ Submit

- You can only submit once a validate check is completed
- When you **Submit** , it finalise your application

Western Cape
Government

Library / Document downloads

Library - Document Download
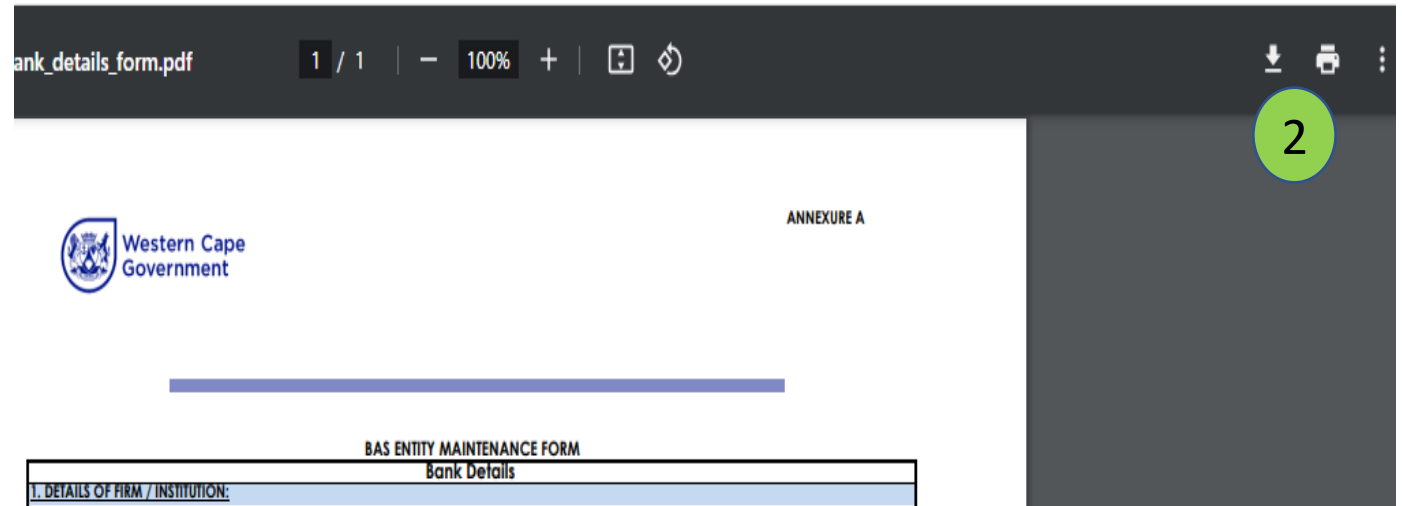
	Name ↑↓	
		∇
1	Application Form - BAS entity bank details form	
2	Application Form - Declaration of interest	
3	Application Form - Schedule A Enrolment form (After School Care only)	
4	Application Form - Written Assurance	
5	Application Form with Annexures (collated)	
6	Basic Eligibility Criteria and Conditions	
7	Frequently Asked Questions	
8	NPO Application Form Guide	
9	NPO Circular	
10	Online Application User Guide	

1	Application Form - BAS entity bank details form	DSD NPO Application Form - BAS entity bank details form	Open

1. Click on Open to get the document **1**

ank_details_form.pdf 1 / 1 − 100% +

2

ANNEXURE A

Western Cape Government

BAS ENTITY MAINTENANCE FORM
Bank Details
1. DETAILS OF FIRM / INSTITUTION:

2. Click on down arrow to download the document
- Complete document and then
- Upload document onto the system

Western Cape Government

Thank you