Western Cape Government

Department of Social Development

Guideline to Completing the NPO Funding Application Form

2023 Call for Proposals

Table of Contents

Guideline to Completing the NPO Funding Application Form: 2023 Call for Proposals

Key terms and acronyms

Key terms:

Financial year - A year/ a 12-month accounting period that a business uses for financial and tax reporting purposes.

Project - The word "project" is used to denote a project, programme, or other intervention that the organisation is applying to DSD to fund.

Acronyms:

BAS	Basic Accounting System
DSD	Department of Social Development
ID	Identity Document
NPC	Non-Profit Corporation
NPO	Non-Profit Organisation
PBO	Public Benefit Organisation
PFMA	Public Finance Management Act
POPIA	Protection of Personal Information Act
TPA	Transfer Payment Agreement

Introduction

The purpose of this guideline is to provide clarity and guidance on the requirements of the application form.

This guideline should be used by organisations completing the application form for funding from the Western Cape Department of Social Development (DSD). The information requested in the application form is essential to assisting the DSD in assessing applications and the outcome thereof. It is therefore important that all information provided is accurate, that the application is fully completed and that all additional required documentation is provided for a fair adjudication of the applications.

We would encourage the person completing the application form to read through the guidelines before starting with the application form. Allow for sufficient time before the deadline to ensure that detailed and accurate information is provided. There are a number of supporting documents which need to be submitted together with the application form. Some of these documents may take some time to gather.

The Department adheres to and complies with Protection of Personal Information Act, 4 of 2013, (POPIA). The Departmental POPIA privacy notice can be accessed at https://www.westerncape.gov.za/site-page/dsd-paia-popia-2023.

General Guidelines

Before completing the application form, ensure that:
- Your organisation is eligible for funding by checking the "Basic Eligibility Criteria and Conditions". These are available on the DSD website at: www.westerncape.gov.za/CFP.
- Ensure that the service you provide to communities is listed in the Programme Specifications for which DSD is requesting applications. The Programme Specifications are available on the DSD website at: www.westerncape.gov.za/CFP.
- Ensure that you read and familiarise yourself with the application form well in advance of the due date. There are a number of requirements which may take a few days to compile and complete. In particular, check the Application Checklist contained in the application form, as well as list of additional documentation to be submitted with the application form (Part C, Section C2).
- Ensure that you have the correct application form.

During completion of the application form:
- Refer to this guideline as you work through the application form to ensure an understanding of what is required.
- The application should ideally be done online. Where this is not possible, the application form should ideally be filled in using a computer. Where this is also not possible, applications must be filled in neatly, in block capital letters with black ink.
- Read the requirements of each section carefully before completing it.
- Ensure that the information provided in the application is accurate.
- If you experience any challenges whilst completing the application that you are unable to address using this guideline, please make contact via one of the enquiries contact points listed in the application form or the Frequently Asked Questions document.

After you have completed the application form:

- Use the checklists in Part A of the application form to ensure that you have fulfilled all the requirements of the application form.
- Check that all sections of the application form have been completed (Parts A, B and C).
- Check that all supporting documentation has been included in the application (Part C).
- Verify that your organisation fulfils the eligibility criteria to submit a funding application and where necessary the proof of eligibility has been provided in the application (Part C).
- Verify that you have provided sufficient information in your application to allow for the Department to adjudicate your application based on the Eligibility Criteria and Programme Specifications.

Structure of the Application Form

The Application form is made up of 3 parts – Part A, B and C

- Part A captures organisation details.
- Part B captures project business plan details.
- Part C includes information on all the relevant forms and declarations which are required to complete the application.

To Note: Where the guideline refers to "applicant", this is the organisation applying for funding.

(i)   **Wherever this sign appears in the guideline please take special note of the information provided.**

Instructions on completing the application form

Application Checklist

The Application Checklist table lists each section of the application form. Applicants should use this checklist to ensure that they have completed all the sections of the application. In the column "Organisation to tick" the applicant should indicate whether that section has been completed or not by ticking "Yes" or "No". Leave the last column open for DSD official use.

Under the Application Checklist table is a separate table for DSD office use only.

Part A – Organisation Details

The purpose of this section is to capture the general details of the applicant organisation. The organisation's registration papers will be an important resource to complete this section of the application form.

All organisation details should be the same as those that are displayed on the organisation's certificate of registration. If the details on the certificate of registration are incorrect, they need to be updated with the relevant authority.

Section A1: Organisation Details

Section A1: Organisation Details				
Name Of Organisation		C-Code: (For office use only)		
Street Address				
		Postal Code		
Postal Address				
		Postal Code		
Telephone number (landline)		Cell phone number		
Email address		Website (if applicable)		
Is this application submitted as an affiliation? ☐ Yes ☐ No If yes, please provide the following details.				
Name of Affiliated Organisation				
Contact Person		Telephone Number		
Email Address		Website		

Name of Organisation: This name will be the name that will be used on the transfer payment agreement (TPA), should one be entered into with the applicant. Please ensure that this name matches with that on the organisation's registration document.

Street address: If the organisation operates from more than one physical address, either the physical address at which the administrative functions of the organisation take place or where the primary service functions are provided by the organisation should be used.

Postal address: The postal address may be the same as the physical address. However, the organisation should ensure that the post can be reliably delivered to this address.

Telephone number: This should be the organisation's primary telephone number.

Cellphone number: This should be the cellphone number at which an organisation can be contacted should the telephone number provided not work. The cellphone number of the organisation's Director or member responsible for funding may be provided.

Email address: This should be the email address at which the organisation can be contacted. The email address of the organisation's Director or member responsible for funding may be provided.

Website address: Provide a website address for the organisation if one is available.

Is the application submitted as an affiliation?: If yes, the rest of this section must be completed. If no, the applicant may skip rest of the questions in Section A1.

Section A2: Programme to which your organisation is applying for funding

Section A2: Programme to which your organisation is applying for funding		
Please select the programme to which your organisation is applying for funding.		
☐ Older Persons	☐ Persons with Disabilities	☐ Care and Services to Families
☐ Child Care and Protection	☐ After School Care	☐ Child and Youth Care Centres
☐ Crime Prevention and Support	☐ Victim Empowerment	☐ Youth Development
☐ Substance Abuse Prevention and Rehabilitation	☐ Poverty Alleviation and Sustainable Livelihoods	

Only 1 option may be ticked in this section. Should the applicant wish to apply for funding related to another Programme Specification, a separate application form must be completed.

Section A3: Organisation Legal Structure

Section A3: Organisation Legal Structure					
Please indicate your organisation's legal structure/form with a (X) from the list below.					
Voluntary Association	☐	Not-for-profit Company (NPC) (previously Section 21 Company)	☐	Trust	☐
Not applicable		Company Registration Number:		Trust Registration Number:	

Select the relevant legal structure of the applicant organisation. Based on the response, provide the relevant registration numbers for the applicant organisation.

Section A4: NPO Registration Details

Section A4: NPO Registration Details			
Please indicate your organisation's NPO registration status in terms of the NPO Act 71 of 1997 by ticking the applicable box below with a (X).			
☐ Registered NPO		☐ Not registered under the NPO Act	
Please provide us with your NPO's registration number, if applicable			
NPO Registration Number:			
If the organisation's NPO application is in progress, please provide the NDSD Application number (APP number).			
APP Number:			
If the organisation is registered as a Public Benefit Organisation, please provide the PBO Number:			
PBO Number:			
Is the organisation also registered to provide Section 18 receipts?		☐ Yes	☐ No

The applicant must indicate their NPO registration status. Registered NPOs are to provide their NPO Registration Number. Where an organisation has applied for NPO Registration and the application is pending approval, the applicant is to provide the application number.

Provide the organisation's Public Benefit Organisation (PBO) Registration Number. If not registered as a PBO, "Not applicable" or "N/A" maybe included.

Indicate whether the organisation is registered to provide Section 18 receipts.

Section A5: Contact Details of Person Responsible for this Application

Section A5: Contact Details of Person Responsible for this Application														
Name and Surname														
RSA ID														
Position in organisation														
Telephone number (landline)							Cell phone number							
E-mail address														
Preferred Language	☐ English			☐ Afrikaans				☐ isiXhosa						

Provide the details and preferred language of the person with whom the Department can make contact during the application process. These individuals should be able to provide comprehensive responses to questions related to the application form and the organisation in general.

Section A6: Where did you hear about the Call for Proposals?

Section A6: Where did you hear about the Call for Proposals?	
Please indicate where you heard about this Call for Proposals:	
Printed newspaper If yes, which one?	
Online If yes, where?	
DSD circular to NPOs	
Other (specify)	

Provide detail on where the organisation found out about the call for proposals. If not listed, select "Other (specify)" and describe where the organisation found out about the call for proposals.

Section A7: Composition of the Board/Management Structure

Section A7: Composition of the Board/Management Structure		
Please provide date of last Annual General Meeting		(Day/Month/Year)
Please provide the details of your organisation's governance team (e.g. Board of Trustees, Board of Directors, Management Committee) in the table provided below.		
Name, Surname, Position and ID number,	**Address and contact Details**	**Race, gender and disability status**
Name and Surname: *Position on the Board or Committee:* *ID Number*	*Cell number:* *Email address:* *Residential address:*	*Gender:* ☐ Male ☐ Female ☐ Other *Race:* ☐ Black African ☐ Coloured ☐ Indian ☐ White ☐ Other *Disability:* ☐ Yes ☐ No

Provide the date of the last Annual General Meeting, using the Day/Month/Year format. For example, if the organisation's last Annual General Meeting was on 10 January 2023, this date should be completed as follows: 10/01/2023.

The details of the board or management committee should be provided in the table shown above. If the application form does not provide sufficient space for all members of the organisation's board, you may add additional pages as is necessary. In completing this section of the application, it would be beneficial to consult with the organisations' management or an individual responsible for human resources in the organisation.

The name and surname should be documented as per the individuals' Identity Document (ID).

The information on gender, race and disability is collected for statistical purposes.

- For gender, please select the gender of an individual based on how that individual identifies.
- For race, in South Africa, the population is commonly divided into Black African, Coloured, Indian and White. If an individual does not identify with any of these race groups, please tick "Other".

Section A8: Profile of Staff Members

Section A8: Profile of Staff Members

Please provide the number of key staff members in each position involved in the organisation for the past quarter (3 months) and/or whom you plan to involve in the project over the period you are applying for funding.

Categories of staff members	No. of Vacant Posts	Number of Filled Posts	Number of Consultants appointed	Number of Staff with disabilities	Representivity															
					Black African			Coloured			Indian			White			Other		
					No. of Males	No. of Female(s)	No. of Other	No. of Males	No. of Female(s)	No. of Other	No. of Males	No. of Female(s)	No. of Other	No. of Males	No. of Female(s)	No. of Other	No. of Males	No. of Female(s)	No. of Other
Managers																			
Professional staff																			
Admin support																			
Part-time staff																			
Volunteers																			
Other: (Please specify)																			
Total																			

The purpose of this table is to determine the range of expertise and skills accessible to the organisation and to document demographic statistics. All staff working for the organisation at the time of completing the application must be documented here, even if they do not have any involvement in the programme or service for which funding is being requested. The information on vacancies related to the staff categories and consultants appointed should also be included. The information on gender, race and disability is collected for statistical purposes. Space has been provided for other staff categories not listed in the table. These additional staff categories must be clearly specified if included.

In completing this section of the application, it would be beneficial to consult with the individual/s responsible for the management of human resources in the organisation.

Section A9: Financial Matters

Section A9: Financial Matters

Was the organisation operational during the previous financial year?	☐ Yes ☐ No **If yes, complete section A9.1** **If No, go to section A9.2**

Indicate whether the organisation was in operation in its previous financial year. If yes, complete Section 9.1.

If the organisation has been in operation for less than one (1) full financial year, select "No". If no, skip Section 9.1 and proceed to Section 9.2.

Section A9.1: Total Income and Expenditure for the previous financial year (2022/23)

Section A9.1: Total Income and Expenditure for the previous financial year (2022/23)					
NB: Income – Expenditure = Balance					
Income	R	Expenditure	R	Balance	R

This section is only to be completed by organisations who were operational in their previous financial year. Indicate the total income and expenditure for the organisation's previous financial year, as well and balance or difference between the total income and expenditure.

Section A9.2: Budgeted Expenditure for the current financial year and Estimated Expenditure for the next 2 financial years

Section A9.2: Budgeted Expenditure for the current financial year and Estimated Expenditure for the next 2 financial years			
Please provide the Organisation's Budgeted Expenditure for the financial years indicated below.			
Item	2023/24	2024/25 (Estimated)	2025/26 (Estimated)
TOTAL			

In the column named "item", list all budgeted expenditure items for the organisation. Twenty-four (24) rows have been provided in the application form for items.

In the column named "2023/24", provide the organisation's total budgeted expenditure for the corresponding items for the organisation's current financial year, as well as the total for that year.

In the columns named "2024/25 (Estimated) and 2025/26 (Estimated)", provide the organisation's total estimated expenditure for the corresponding items for the next 2 (two) financial years as well as the totals for those years, respectively.

Section A9.3: Budgeted Income for the current financial year and Estimated Income for the next 2 financial years

Section A9.3: Budgeted Income for the current financial year and Estimated Income for the next 2 financial years			
Please provide the Organisation's Budgeted Income for the financial years indicated below.			
Item	2023/24	2024/25 (Estimated)	2025/26 (Estimated)
TOTAL			

In the column named "item", list all budgeted income items for the organisation. Twelve (12) rows have been provided in the application form for items.

In the column named "2023/24", provide the organisation's total budgeted income for the corresponding items for the organisation's current financial year, as well as the total for that year.

In the columns named "2024/25 (Estimated) and 2025/26 (Estimated)", provide the organisation's total estimated income for the corresponding items for the next 2 (two) financial years as well as the totals for those years, respectively.

Section A9.4: Other Sources of Funding

Section A9.4: Other Sources of Funding	
Please provide information about other sources of funding for the project that you are requesting DSD to fund.	
Name of Organisation from whom funding has been received	**Amount received**
Total funding received from other sources	

Provide details of funding the organisation has received for the same project for which it is applying for funding. Provide the name of the organisation who provided funding as well as the amount provided during the applicant organisations current financial year. The total funding received should also be provided.

Section A10: Organisation Bank Details

Section A10: Organisation Bank Details			
Full Name of Bank			
Account Name		**Account Number**	
Account Type		**Branch code**	

Provide the banking details for the organisation. This includes the full name of the Bank, Account Name (the account must be in the name of the organisation), Account Number, Account Type and Branch Code.

Section A11: Details of the organisation's auditor/registered accountant

Section A11: Details of the organisation's auditor/registered accountant			
Name of Company/Firm			
Name of contact person		**Contact Number**	
Postal Address		**E-mail address**	

Provide the details of the organisation's auditor or registered accountant. This includes the name of the company/firm, the name of the contact person, their contact number, postal address and email address.

Section A12: Authorised Bank Account Signatories

Section A12: Authorised Bank Account Signatories													
Please provide the names and details of persons who are authorised signatories for your organisations' bank account.													
Authorised Person 1													
Name and Surname													
Position													
Residential Address													
Cell phone number													
Email address													
RSA ID													

Details of 3 (three) of the organisation's authorised bank account signatories must be listed in this section of the application form. In completing this section of the application, it would be beneficial to consult with an individual involved in the general management or financial management of the organisation.

Section A13: Authorised Written Agreement Signatory

Section A13: Authorised Written Agreement Signatory													
Please provide the name and details of person within your organisation who is authorised to enter into written agreements (e.g. a Transfer Payment Agreement with the Department) on behalf of your organisation													
Name and Surname													
Position													
Residential Address													
Cell phone number													
Email address													
RSA ID													

Details the organisations' authorised signatory must be listed in this section of the application form. The signatory listed in the application will be required to sign a transfer payment agreement (TPA) with the DSD, should the organisation enter into one. In completing this section of the application, it would be beneficial to consult with an individual involved in the general management or financial management of the organisation.

Part B – Project Business Plan

In this part of the application, the applicant should provide a detailed plan of the project. This is likely to be the part of the application that will take the longest to complete and the applicant is encouraged to take time to complete it. A clear description of the project, programme or other intervention being offered must be included. This section must be completed fully and accurately to ensure that DSD has sufficient information to assess the application.

In completing this section of the application, it would be beneficial to consult with the individual/s responsible for the design and implementation of projects, programmes and interventions in the organisation.

Section B1: Project Background

Section B1: Project Background
"Project" means the programmes or activities, aligned to the programme specifications, that you are asking the DSD to fund.
What is the purpose of the project? *(Include the motivation for the project, what it intends achieving and previous experience in implementing the project, if applicable)*
In which local municipality and town/area will the project be in operation?

Local Municipality(ies)	
Town/Area	

The word "project" is used to denote a project, programme or other intervention that the organisation is applying to DSD to fund. The project must be aligned to the Programme Specifications to be eligible for funding consideration.

When describing the purpose of the project, the organisation should provide a high-level description of the project for which it is applying for funding, without repeating what will be included in the rest of Part B. This may include, amongst other, the rationale/motivation for such a project and what it intends achieving. Consideration should be given to the different components of the project, and its alignment to the relevant Programme Specification. The organisation's previous experience in offering the project should also be included. Ample space has been provided in the application form. The above table is for illustrative purposes only.

Detail on the local municipality/ies and Town/Area where the project will be implemented must also be provided.

> ℹ️ Please note, this section must be completed. Referring the reader to a section of the organisation's constitution or other attachment is not adequate. The application will be considered incomplete if this is done.

> ℹ️ *Consult the programme specification to determine what the expectations are, their outputs and expected outcomes.*
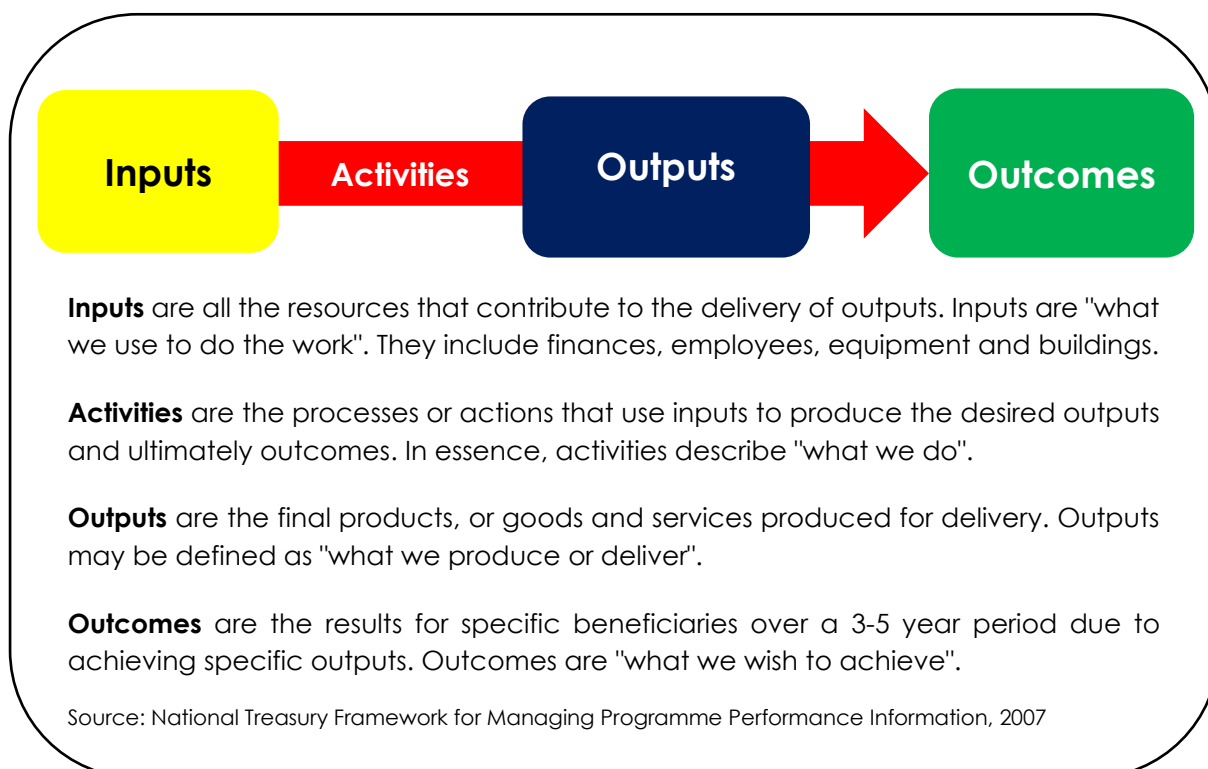
Section B2: Project Implementation Plan

Section B2: Project Implementation Plan			
Project Outcome			
Activity 1 Description			
Place – Target Area(s)		**Sub-Place – Community(ies)**	
Output (What you want to achieve through this activity)	**Number of Beneficiaries (disaggregate where relevant)**	**Resources Needed**	**Budget**

In this section of the application form, the organisation should provide details about how they will implement their project.

Space has been provided for 4 activities related to the project implementation. The organisation may include more if required.

When completing this section, it is important to consider the relationship between input, activities, output and outcome.

Inputs are all the resources that contribute to the delivery of outputs. Inputs are "what we use to do the work". They include finances, employees, equipment and buildings.

Activities are the processes or actions that use inputs to produce the desired outputs and ultimately outcomes. In essence, activities describe "what we do".

Outputs are the final products, or goods and services produced for delivery. Outputs may be defined as "what we produce or deliver".

Outcomes are the results for specific beneficiaries over a 3-5 year period due to achieving specific outputs. Outcomes are "what we wish to achieve".

Source: National Treasury Framework for Managing Programme Performance Information, 2007

Project Outcome: What the organisation wished to achieve by implementing the project, for example, *Community members are knowledgeable and aware of child abuse and take action in reporting suspected cases of child abuse*.

Activity description: What activities the organisation will be engaging in to implement the project, for example *a child abuse awareness workshop*.

Place - Target Area(s): The area in which the organisation will implement the project, for example, *Khayelitsha*.

Guideline to Completing the NPO Funding Application Form: 2023 Call for Proposals

Sub-place – community(ies): The community in which the project will be implemented, for example, *Site C*.

Output: What the organisation wants to achieve through this activity, for example, *25 community members trained on the forms of child abuse, how to identify and report them*. What the output is, it should be specific, measurable and achievable.

Number of beneficiaries: The number of beneficiaries that will be reached through the project, for example *25 community members*. Where possible, breakdown the beneficiary categories if relevant, for example, by age, gender or disability.

Resources needed: What the inputs the organisation needs to implement the project, for example, employees, equipment, venues.

Budget: What budget the organisation needs to implement the project.

Please note, this section must be completed. Referring the reader to any other attachment is not adequate. The application will be considered incomplete if this is done.

Section B3: Project Monitoring and Evaluation

Section B3: Project Monitoring and Evaluation
Briefly outline how you plan to measure and assess the impact of your project/programme on the beneficiaries you are targeting?

Information on how the organisation will be monitoring the project implementation and what it has put in place to do so should be included in this section. This includes monitoring and assessing progress toward achieving the intended outcomes and impact.

Impact: The change the organisation wants to see in the community as a result of the project implementation, for example, *children are safer in their communities*.

Ample space has been provided in the application form for this section. The above table is for illustrative purposes only.

Please note, this section must be completed. Referring the reader to any other attachment is not adequate. The application will be considered incomplete if this is done.

Part C – Declaration and forms

Part C of the application form includes the application declaration and a list of all documents that are required to complete the application form. Ensure that the application declaration is completed and that all documents are provided.

Section C1: Application Declaration

Section C1: Application Declaration				
We, the signatories, hereby declare that the information supplied is true.				
Position	**Name and Surname**	**Place**	**Date**	**Signature**
Director/Manager				
Chairperson				
Treasurer				

In this section the NPO Director or Manager, Chairperson of the Board as well as Treasurer declares that all information contained in the application form is true. The signatories must take the due care in ensuring that all information contained in the application form is true before signing. Details of these office bearers must also be provided, as well as the location, date, and signature. Full names and surnames must be provided by the signatories. The signatories must also use their full signatures, not a shortened version of their signature, nor just their initials.

Section C2: Documentation to be submitted with the application form

A comprehensive list of documentation that is required to assess the application form is provided in this section. Applicant must ensure that all applicable documentation is provided when submitting the application form. Some of these documents may take time to gather, it is important to start this exercise as soon as possible.

The list also serves as a checklist to assist the applicant in ensuring that all applicable documents have been collected for submission with the application form.

Section C2: Documentation to be submitted with the application form			
Name of document to be submitted with all applications	Attached by applicant		
NPO Registration Certificate (copy)	☐ Yes	☐ No	
NPC / Trust / PBO Registration Certificate (copies of all applicable)	☐ Yes	☐ No	
Organisation Constitution (most recent copy)	☐ Yes	☐ No	
Statutory Registration Certificates (copies of all applicable)	☐ Yes	☐ No	
Bank details confirmation letter (New applicants only, i.e. not funded in 2023/24)	☐ Yes	☐ No	☐ N/A
A copy of the Organisations' most recent Audited Annual Financial Statements, if income per annum is more than R600 000.00	☐ Yes	☐ No	☐ N/A
A copy of the Organisations' most recent Certified Financial Statements by a registered accountant, if income is less than R600 000.00 per annum	☐ Yes	☐ No	☐ N/A
Organisation's last 3 month's Bank Statements (Only applicable for organisations not funded in 2023/24 applying for less than R600 000.00 funding)	☐ Yes	☐ No	☐ N/A
BAS Entity Form (NPOs funded in 2023/24 only) * Where a BAS Entity Form is not stamped by the organisations' bank, a bank details confirmation letter must also be attached.	☐ Yes	☐ No	☐ N/A
Written assurance in terms of Section 38 of the PFMA	☐ Yes	☐ No	
Declaration of Interest	☐ Yes	☐ No	
Additional documents for After School Care applications only			
Facility Registration Certificate	☐ Yes	☐ No	☐ N/A
Schedule A: Enrolment Form	☐ Yes	☐ No	☐ N/A
Example of Menu	☐ Yes	☐ No	☐ N/A
Example of Weekly and/or Holiday Programme	☐ Yes	☐ No	☐ N/A

NPO Registration Certificate (copy): Applicants must provide a copy of the applicant organisation's NPO Registration Certificate.

NPC / Trust / PBO Registration Certificate (copies of all applicable): If the applicant organisation is a registered NPC, Trust or Public Benefit Organisation, a copy of the relevant registration certificate must be provided. If the organisation is registered as either of these, tick "No".

Organisation Constitution (most recent copy): A copy of the most recent approved organisation constitution must be provided.

Statutory Registration Certificates (copies of all applicable): The applicant must provide all statutory registration certificates applicable to the implementation of the project for which they are applying for funding. For example, frail care facilities for Older Persons must be registered as per the Older Persons Act, No. 13 of 2006. Similarly, residential and day care centres for Persons with Disabilities must be registered as per the General Regulations to the Mental Health Care Act, 2002. Further, registration may be required by respective municipal bylaws.

Bank details confirmation letter (New applicants only, i.e. not funded in 2023/24): Applicants who have not been funded by DSD in the 2023/24 financial year are required to submit a bank

confirmation letter. These letters can be obtained from the bank at which the applicant holds an account. Please note, the bank account must be in the name of the applicant organisation. Applicants who are funded by DSD in the 2023/24 financial year should tick "N/A".

A copy of the Organisations' most recent Audited Annual Financial Statements, if income per annum is more than R600 000.00: A copy of audited financial statements must be submitted by applicant organisations with an income of more than R600 000.00 per year. Applicant organisations with an income of less than R600 000 per year should tick "N/A".

A copy of the Organisations' most recent Certified Financial Statements by a registered accountant, if income is less than R600 000.00 per annum: A copy of financial statements certified by a registered accountant must be submitted by applicant organisations with an income of less than R600 000.00 per year. Applicant organisations with an income of more than R600 000 per year should tick "N/A".

Organisation's last 3 month's Bank Statements (Only applicable for organisations not funded in 2023/24 applying for less than R600 000.00 funding): Applicants who are not funded by DSD in the 2023/23 financial year and are applying for funding of less than R600 000.00 must submit 3 months bank statements. Please note, the bank account must be in the name of the applicant organisation. Organisations who are funded by DSD in the 2023/24 financial year and/or are applying for more than R600 000.00 should tick "N/A".

BAS Entity Form (NPOs funded in 2023/24 only): Applicants who are funded by DSD in 2023/23 must complete the BAS Entity form. This form must also be taken to the organisations' bank to be stamped and signed. The bank official must stamp the form with the official bank stamp and provide their details in the space provided. Where organisations' bank has not stamped the BAS Entity Form, a bank details confirmation letter must be attached in addition to the BAS Entity Form. Applicants not funded by DSD in the 2023/24 financial year should tick "N/A". The BAS Entity Form is available at www.westerncape.gov.za/CFP.

Written assurance in terms of Section 38 of the PFMA: The Written Assurance Form must be completed by a senior member of the applicant organisation who has been duly authorised to do so. The declaration should be read carefully by the signatory before being completed. It must also be witnessed by two independent individuals. Full names and surnames must be provided by the signatory and witnesses. The signatory and witnesses must also use their full signatures, not a shortened version of their signature, nor just their initials. The Written Assurance Form is available at www.westerncape.gov.za/CFP.

Declaration of Interest: The Declaration of Interest form must be completed, and signed by all persons, board members and staff of the applicant organisation involved in activities listed on the form. The declaration should be read carefully by the signatories before being completed. Full names and surnames must be provided by the signatories. The signatories must also use their full signatures, not a shortened version of their signature, nor just their initials. The Declaration of Interest Form is available at www.westerncape.gov.za/CFP.

There are several documents, in addition to those listed above, that must be only submitted by organisations applying for **After School Care project funding**. Applicants who are not applying for After School Care project funding should tick "N/A" for all document listed under the heading "Additional documents for After School Care applications only".

Facility Registration Certificate: Applicants must provide a copy of the applicant organisation's Facility Registration Certificate.

Schedule A: Enrolment Form: Applicants must complete and submit the Enrolment Form. The Schedule A: Enrolment Form is available at www.westerncape.gov.za/CFP.

Example of Menu: Applicants must submit a copy of a menu it has recently implemented at the facility.

Example of Weekly and/or Holiday Programme: Applicants must submit a copy of the most recent weekly and/or holiday programme it has implemented at the facility.