



FREQUENTLY ASKED QUESTIONS

No.	Question	Response
1	Which period does the NPO Call for Proposals 2023 cover?	<ul style="list-style-type: none"> The Department has a comprehensive NPO Call for Proposals for all Programmes every three (3) years. The NPO Call for Proposals 2023 covers the period 2024 – 2027, i.e. the 2024/25, 2025/26 and 2026/27 financial years. Successful funding applications will only be funded for 1 year, i.e. 2024/25. Funding for subsequent years of the funding cycle is subject to an annual assessment of NPO compliance and performance.
2	When and where will the advertisement be placed?	<ul style="list-style-type: none"> The NPO Call for Proposals Advertisement is published on social media. The advertisements will be published in the week of 31 July 2023 – 4 August 2023. The advertisements will also be published on the Department of Social Development's website.
3	Which services have been included for this NPO Call for Proposals?	<p>This Call for Proposals includes a Programme Specification for all Programmes. However, the Programme Specifications for Older Persons excludes residential, independent and assisted living facilities, while the Programme Specifications for Persons with Disabilities excludes residential facilities and protective workshops.</p> <p>A separate call for proposals for residential, independent and assisted living facilities for Older Persons, and residential facilities and protective workshops for Persons with Disabilities only will be issued in the 2024 financial year.</p>
4	Where can organisations obtain information/documents regarding the NPO Call for Proposals?	<p>The NPO Call for Proposal package can be found on the department website at: www.westerncape.gov.za/CFP</p> <p>The NPO Call for Proposal package consists of the following:</p> <ul style="list-style-type: none"> NPO Call for Proposal - Advertisement Programme Specifications for all Programmes Basic Eligibility Criteria and Conditions NPO Funding Application Form and Annexures NPO Funding Application Form Guideline Frequently Asked Questions and Answers

5	Where and how can organisations apply?	<p>Applications can be submitted via 3 routes:</p> <p>1) Online Application submission Applications may be submitted online at: https://wcnpoms.westerncape.gov.za/. The portal enables the upload of documents listed in Part C of the application form.</p> <p>2) Email Application submission A completed application form, together with supporting documents, must be emailed to the applicable application email address listed below.</p> <table border="1" data-bbox="470 584 1503 1379"> <thead> <tr> <th>Programme</th> <th>Programme application email address</th> </tr> </thead> <tbody> <tr> <td>Older Persons</td> <td>DSDapplications.olderpersons@westerncape.gov.za</td> </tr> <tr> <td>Persons with Disabilities</td> <td>DSDapplications.personswithdisabilities@westerncape.gov.za</td> </tr> <tr> <td>Care and Services to Families</td> <td>DSDapplications.servicestofamilies@westerncape.gov.za</td> </tr> <tr> <td>Child Care and Protection</td> <td>DSDapplications.childcareandprotection@westerncape.gov.za</td> </tr> <tr> <td>After School Care</td> <td>DSDapplications.asc@westerncape.gov.za</td> </tr> <tr> <td>Social Crime Prevention</td> <td>DSDapplications.socialcrimeprevention@westerncape.gov.za</td> </tr> <tr> <td>Victim Empowerment</td> <td>DSDapplications.victimempowerment@westerncape.gov.za</td> </tr> <tr> <td>Substance Abuse</td> <td>DSDapplications.substanceabuse@westerncape.gov.za</td> </tr> <tr> <td>Child and Youth Care Centres</td> <td>DSDapplications.childandyouthcarecentres@westerncape.gov.za</td> </tr> <tr> <td>Youth Development</td> <td>DSDapplications.youth@westerncape.gov.za</td> </tr> <tr> <td>Sustainable Livelihoods</td> <td>DSDapplications.SL@westerncape.gov.za</td> </tr> </tbody> </table> <p>3) Physical Application submission The Application form, and all supporting documentation, may be physically submitted at to the following addresses:</p> <table border="1" data-bbox="470 1532 1503 1771"> <thead> <tr> <th>Physical Delivery Address:</th> <th>Postal Address:</th> </tr> </thead> <tbody> <tr> <td>14 Queen Victoria Street Union House Cape Town 8000</td> <td>Department of Social Development (Head Office) Private Bag x9112 Cape Town 8001</td> </tr> </tbody> </table>	Programme	Programme application email address	Older Persons	DSDapplications.olderpersons@westerncape.gov.za	Persons with Disabilities	DSDapplications.personswithdisabilities@westerncape.gov.za	Care and Services to Families	DSDapplications.servicestofamilies@westerncape.gov.za	Child Care and Protection	DSDapplications.childcareandprotection@westerncape.gov.za	After School Care	DSDapplications.asc@westerncape.gov.za	Social Crime Prevention	DSDapplications.socialcrimeprevention@westerncape.gov.za	Victim Empowerment	DSDapplications.victimempowerment@westerncape.gov.za	Substance Abuse	DSDapplications.substanceabuse@westerncape.gov.za	Child and Youth Care Centres	DSDapplications.childandyouthcarecentres@westerncape.gov.za	Youth Development	DSDapplications.youth@westerncape.gov.za	Sustainable Livelihoods	DSDapplications.SL@westerncape.gov.za	Physical Delivery Address:	Postal Address:	14 Queen Victoria Street Union House Cape Town 8000	Department of Social Development (Head Office) Private Bag x9112 Cape Town 8001
Programme	Programme application email address																													
Older Persons	DSDapplications.olderpersons@westerncape.gov.za																													
Persons with Disabilities	DSDapplications.personswithdisabilities@westerncape.gov.za																													
Care and Services to Families	DSDapplications.servicestofamilies@westerncape.gov.za																													
Child Care and Protection	DSDapplications.childcareandprotection@westerncape.gov.za																													
After School Care	DSDapplications.asc@westerncape.gov.za																													
Social Crime Prevention	DSDapplications.socialcrimeprevention@westerncape.gov.za																													
Victim Empowerment	DSDapplications.victimempowerment@westerncape.gov.za																													
Substance Abuse	DSDapplications.substanceabuse@westerncape.gov.za																													
Child and Youth Care Centres	DSDapplications.childandyouthcarecentres@westerncape.gov.za																													
Youth Development	DSDapplications.youth@westerncape.gov.za																													
Sustainable Livelihoods	DSDapplications.SL@westerncape.gov.za																													
Physical Delivery Address:	Postal Address:																													
14 Queen Victoria Street Union House Cape Town 8000	Department of Social Development (Head Office) Private Bag x9112 Cape Town 8001																													
6	Who do I contact for online application form technical support?	<p>Technical assistance enquiries related to the online application platform are to be directed to: DSD.SysAdmin@westerncape.gov.za.</p>																												

7	What are the Eligibility Criteria and Conditions, and what is required from the organisation?	<p>NPO and other Legislative Requirements</p> <ul style="list-style-type: none"> • NPOs must be registered in terms of the NPO Act of 71 of 1997 or Item 1, Schedule 1 of the Companies Act 71 of 2008. • NPO Act compliance status • If the proposal relates to a specialised service requiring statutory registration, the organisation must supply evidence of registration in terms of the applicable legislative requirements. <p>NB! The abovementioned registration must be current, and proof must be submitted when successful with their application. (De-registered organisations are automatically disqualified).</p> <p>Programme Specific Requirements</p> <ul style="list-style-type: none"> • Proven track record of rendering of social welfare/community development services within the RSA. • Demonstrated expertise, experience and competence to implement high quality programmes as required. • Clear targets, outputs and outcomes must be reflected in funding applications. • Finance (Public Finance Management Act - Section 38 (1) (j)) requires that the organisation must have effective, efficient and transparent financial management and internal control systems in place. Organisations must submit audited or certified financial statements of the applicant organisation in respect of the previous financial year with the application. • The organisation must have monitoring and evaluation mechanisms and in place.
8	Must the organisation complete the provided Application Form?	Yes. All supporting documentation must also be submitted.
9	Who can organisations contact or liaise with in order to obtain information/ documents regarding the Programme Specifications?	Programme Specification enquiries can be submitted to the relevant programme application email address listed in question 5 above.
10	May the organisation apply even though they are not located in the service delivery areas as outline in the Programme Specifications document?	Yes, in the event that the organisation is willing and able to extend their services to the areas where required.

11	May the organisation apply for funding for more than one (1) Programme?	<ul style="list-style-type: none"> • Yes. • A separate NPO Application Form must be completed for each Programme.
12	When is the closing date and where must NPO applications be submitted?	<ul style="list-style-type: none"> • Applications close on 29 September 2023 at 16h00. • No late applications will be accepted. • Applications can be submitted through any of the 3 modes outlined in question 5 above.
13	What is the business process DSD is following in terms of processing of Applications?	<ul style="list-style-type: none"> • Applications will be assessed using the programmes specifications and other eligibility criteria provided on the Departmental website. • The DSD will formally notify the organisation of the outcome of the application between March and June 2024.
14	Can the organisation appeal to DSD if they are dissatisfied with the outcome of their application?	<ul style="list-style-type: none"> • Yes • Programmes are required to give a detailed outline in the NPO Letter of Decline, with reasons as to why the application is not considered for funding. • The organisation may contact the Programme for clarification in this regard.