NPO Application Process for 2018/19- Frequently Asked Questions & Answers

<table>
<tr><td colspan="3">Brief outline of the NPO Application Process for 2018/19 financial year that refers to the following as response to NPO Enquiries. Note: This application process excludes the Youth Development Programme.</td></tr>
<tr><td>Nr</td><td>Question</td><td>Answer/Response</td></tr>
<tr><td>1</td><td>The application process for 2018/19 for which period does it cover?</td><td>• Every three (3) years the Department has a NPO Call for Proposals for all programmes.
• The NPO Call for Proposals for 2018/19 & Thereafter covers the periods 2018/19, 2019/20 & 2020/21.
• The application process includes all Programmes but exclude the Youth Development Programme who already had a NPO Call for Proposals for 2017/18 in February 2017 with closing date 31 March 2017.</td></tr>
<tr><td>2</td><td>When were the advertisement placed and in which newspapers published?</td><td>• The NPO Call for Proposals Advertisement are published in Local Community Newspaper Publications in the Western Cape that covers different service delivery of DSD Regions. The publication dates are scheduled for the period 19-23 June 2017. See attached outline of newspaper publications with dates.</td></tr>
<tr><td>3</td><td>Who can the organisation contact or liaise with in order to obtained/ find the information/ documents w.r.t the NPO Call for Proposal Process.</td><td>• The organisation can refer any related enquiries as follows:
o DSD Toll Free nr:0800220250
o DSD Regions-Customer Care-Website Address: https://www.westerncape.gov.za/dept/social-development
o Provincial DSD Website: http://westerncape.gov.za/dept/social-development
o DSD Head Office-Uniform Funding Cycle Unit
❖ Physical Address: 14 Queen Victoria Street, Union House, Cape Town
❖ Unit: Uniform Funding Cycle Contact Details of Officials
<table>
<tr><th>Name of Official</th><th>Tel Nr.</th><th>E-mail Address</th></tr>
<tr><td>B. Kermis</td><td>021-483 0569</td><td>Blanche.Kermis@westerncape.gov.za</td></tr>
<tr><td>G. Didloff</td><td>021-483 8660</td><td>Gert.Didloff@westerncape.gov.za</td></tr>
<tr><td>K. Mditshwa</td><td>021-483 4681</td><td>Khululwa.Mditshwa@westerncape.gov.za</td></tr>
<tr><td>L. Brown</td><td>021-483 0569</td><td>Lizelle.Brown@westerncape.gov.za</td></tr>
<tr><td>M. Hindley</td><td>021-483 5760</td><td>Melanise.Hindley@westerncape.gov.za</td></tr>
</table>
</td></tr>
</table>

NPO Application Process for 2018/19- Frequently Asked Questions & Answers

		• The NPO application document package consists of the following: o NPO Call for Proposal Advertisement o Programme Specifications for all Programmes excluding Programme Youth Development that is not included in this funding cycle process o Eligible Criteria and Conditions applicable for funding of NPOs o DSD Business Plan Application Template Form (General) o DSD Business Plan Application Template Form (ECD) o Frequently Asked Questions and Answers o Western Cape DSD Funding Policy for NPOs
4	What is the Eligibility Criteria and Conditions requirements that the organisation must meet in order apply for funding DSD Programmes? **Note - Eligible Criteria and Conditions Applicable to Funding Applications is outline in advertisement**	• **NPO Legislative Requirements** o NPO must be registered i.e. the NPO Act of 71 of 1997 or o Item 1 Schedule 1 of the Companies Act 71 of 2008 o Section 21 Company o Trust o The above mentioned registration must be current and proof must be submitted. (De-registered organisations are automatically disqualified)
		• **Programme Specific Requirements** o Proven track record of rendering social and/or community development services within the RSA o Demonstrated expertise, experience and competence to implement high quality programmes as required o Clear targets, outputs and outcomes must be reflected in the organisation application and must be aligned to DSD Cape Annual Performance Plan for 2018/19 & Programme requirements o 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. Organisation must submit their most recent Audited /Certified Financial Statement with the application o The organisation must have internal monitoring and evaluation mechanism in place
5	Is it a requirement that the NPO must complete its application on the prescribed DSD Business Template Form.	• Yes. The organisation can attached any additional info that is not outline in the Business Plan but relevant as support to their application
6	Can the organisation submit an application even though they are not located in the service	• Yes, if the organisation are willing to extend their services to the areas where required.

NPO Application Process for 2018/19- Frequently Asked Questions & Answers

	delivery areas as outline in the programme specifications	
7	Can the organisation apply for funding for more than one (1) programme?	• Yes, a separate business plan application must be completed for each programme.
8	When is the closing date due date for submission of the application and where must it be submitted?	• The closing date for the submission of the application is on the **31 July 2017 at 16h00** • The application must be submitted to **DSD Head Office and NOT Regional Offices.** Particulars are as follows: o **Physical Address**-14 Queen Victoria Street, Union House Cape Town 8000 o **Postal Address**: Private Bag X9112 Cape Town 8001 • **No electronical applications are accepted**
9	What is the business processes DSD is following in terms of processing of NPO Applications?	• The Department is to conclude the different phases of the NPO Funding Cycle Process from **July 2017 to March 2018** and will NPO's be informed about the outcome of their funding applications by end March 2018. It includes the following: o Registration of NPO Applications (UFC Unit) o Assessment of NPO Applications (Programmes) o Commitment Phase-Recommendations (Programmes) o Notification Phase - Outcome result of NPO Applications. This includes Contracting and NPO Letters of Decline (Programmes)
10	Can the organisation appeal to DSD if they are dissatisfied with the outcome of their application?	• Yes they can • Programmes are required to give a detailed outline of reasons in the NPO Letter of Decline why application is not considered for funding o The organisation can contact the programme for clarification purposes in this regard