AWARD CATEGORIES

*√ Tick a box*

|  |  |  |
| --- | --- | --- |
|  |  | Creating Youth Leaders |
|  |  |  |
|  |  | Building Education, Training and Skills Development Capacity |
|  |  |  |
|  |  | Opening Economic Opportunities & facilitating Entrepreneurship |
|  |  |  |
|  |  | Creating spaces for Identity & Belonging |
|  |  |  |
|  |  | Promoting Diversity & Inclusion |
|  |  |  |
|  |  | Encouraging self-expression: Sports, Arts & Culture |
|  |  |  |
|  |  | Best Practice in Afterschool Programme |

1. ORGANISATIONAL INFORMATION

|  |  |
| --- | --- |
| * 1. Name of organization |  |
| * 1. Date of establishment of organization |  |
| * 1. NPO registration no. |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. Physical   Address of   Organisation | Unit |  | | Complex |  | | | | | | | | | | | | | |
| House Number | | |  | Street name | | |  | | | | | | | | | | |
| Suburb | | |  | | | | | | | | | | | | | | |
| City |  | | | | | | | | | | | Postal code | | | |  | |
| Is postal address the same as residential address above? | | | | | | Yes | | | No | | If no, please complete postal address below | | | | | | | |
| Postal Address  (if differs from residential address above) |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| City |  | | | | | | | | | | Postal Code | | | |  | | |
| * 1. CONTACT PERSON DETAILS | | | | | | | | | | | | | | | | | | |
| Surname, First Name/s | | |  | | | | | | | | | | | | Title | | |  |
| Residential Address | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Postal Code | | | |  | | | City | | | |  | | | | |
| Telephone Numbers | | | (h) | | | | (w) | | | (cell) | | | | | | | | |
| E-mail Address | | |  | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Chairman of the Board | Name: | Signature: | Date : |

* 1. Provide an organogram of your organisational structure
  2. Outline the roles and responsibilities of the individuals in the organogram
  3. What is the role and function of your Board of Directors?
  4. Are youth represented on your Board and how?
  5. When was your last AGM (Annual General Meeting) held?
  6. Attach a copy of your most recent
  + Annual Report,
  + Founding Documents (constitution),
  + NPO certificate
  + Verification of financial viability / financial statements

1. PROJECT OVERVIEW

2.1. Provide a succinct description of your programme

2.2. Provide a brief history of the programme – with particular emphasis on the programme rationale, motivation and objectives

2.3. How does your programme speak to the outcomes of the Provincial Youth Development Strategy?

2.4. Describe your programme’s Theory of Change

2.5. What are the key outcomes of your programme?

2.6. Please outline your programme design process.

2.7. Which categories of youth – if any in particular does your programme target?

2.8. Who are the programme participants?

2.9. How are the programme participants identified and selected?

2.10. How do you calculate your programme costs?

2.11. Would you say your programme outcomes justify programme costs – in total and per unit / participant costs?

2.12. Would you say your programme is sustainable? Please elaborate

2.13. What are the challenges your project faces for future sustainability?

2.14. List all your program activities

2.15. Which specific award category do you wish to be evaluated under? See categories above

**3.1. Programme effectiveness**

1. IMPACT

* What do you understand by programme effectiveness?
* Do you think your Youth programme is effective and why?
* How do you measure your programme for effectiveness?
* What evidence do you have to back up your claims for effectiveness?
* Has your programme been formally evaluated?
* If so, what are the key conclusions of the evaluation?
* How do you track the impact of your work?
* Outline some of the successes of your project
* Describe some of the challenges your project faces

**3.2. Programme Data**

* How do you collect data in your Youth programme
* How do you use the data? *Tick off box*

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| --- | --- | --- |
| Analysis of past performance |  |  |
|  |  |  |
| Understanding current patterns and trends |  |  |
|  |  |  |
| Predict the future performance over time |  |  |

**3.3 Dissemination of Programme results**

**Do you share your programme results with internal and external stakeholders? *Tick box***

|  |  |  |
| --- | --- | --- |
| Government |  |  |
|  |  |  |
| Sponsors / Funders |  |  |
|  |  |  |
| Programme Partners |  |  |
|  |  |  |
| Local community |  |  |
|  |  |  |
| Other NGO’s |  |  |
|  |  |  |
|  |  |  |

**How is this information shared? *Tick box***

|  |  |  |
| --- | --- | --- |
| Social media |  |  |
|  |  |  |
| Newsletters |  |  |
|  |  |  |
| Journals |  |  |
|  |  |  |
| Research institutions |  |  |
|  |  |  |

4.1. What is unique about your Youth programme?

1. REFLECTION AND LEARNING

4.2. What are the values that underpin the success of your Youth programme?

4.3. How did you choose your programme partners?

4.4. Complete below

|  |  |  |
| --- | --- | --- |
| Who are your programme partners? | What did they contribute towards the programme | In hindsight, why do you think this partner was the right partner or not |
|  |  |  |
|  |  |  |
|  |  |  |

4.5. What is the one “golden insight” about your Youth programme that you would share with other organisations?

1. ORGANISATIONAL SUSTAINABILITY

5.1. How is your organisation funded?

5.2. What are your future plans for financial stability?

5.3. What different funding opportunities have you pursued in the past 12-24 months?

5.4. What are your plans for the succession in your organisation?

5.5. What capacity-building initiatives are currently available for staff?

5.6. What are the staff training & development needs of the organization?

1. MARKETING & COMMUNICATION

6.1. Do you have a website? Please provide the link address

6.2. Who manages your website? Is it up to date?

6.3. How does your organisation make use of social media?

6.4. In what way does social media benefit your organisation?

6.5. What instruments do you use to recruit potential beneficiaries or interested parties to your organisation?

6.6. What other channels of communication does your organization use and for what purpose?

6.7. How do you communicate your organisation’s events / programs in your targeted areas?

6.8. In what way do you think your current brand can be strengthened?

1. BEST PRACTICE

Why would you consider your Youth Programme to be defined as ‘best practice’? (max 300 words)

1. SUBMISSION CHECKLIST

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| --- | --- | --- |
|  |  |  |
|  |  | Application Sections 1-7 |
|  |  |  |
|  |  | NPO certificate |
|  |  |  |
|  |  | Founding documents (constitution) |
|  |  |  |
|  |  | Verified Financial statements |
|  |  |  |
|  |  | NPO narrative report |
|  |  |  |
|  |  | Annual report |
|  |  |  |
|  |  | Registered Post & electronic copy of application provided |

*Or*

**By Post to:**

Community Chest Western Cape

PO Box 3836

Cape Town

8000

*Or*

**By E-mail:**

Electronic copy : submissions@comchest.org.za