



## APPLICATION FORM

### Invites Change Agents and Organizations to Apply for the 2014 Ministerial Youth Excellence Awards

Dear Applicant

The Department of Social Development is searching for change makers and organizations working on youth-focused initiatives in the Western Cape. The department launched its Youth Development Strategy this year which aims to create better services, opportunities and support for young people. The strategy takes a whole-of-society approach in partnership with non-governmental organizations, private sector role players, faith-based organizations as well as the youth of the province to create an enabling environment where young people can grow and develop to become active citizens and economic drivers.

The strategy is based on five pillars: strengthening families, improving education and training, increasing access to economic opportunities and giving youth a positive sense of belonging. Furthermore, it focuses on four broad thematic areas: **youth transitions and change, youth life chances and opportunity pathways, youth leadership development, and youth who live in rural and farm areas**. The awards process will be guided by these five pillars and four thematic areas to identify, evaluate and select individuals and initiatives that are pioneering innovative solutions to address the challenges and status quo within their respective communities. The department will seek guidance and support from the Impumelelo Social Innovations Centre during the selection, evaluation, and adjudication phases to ensure fair and unbiased processes using the Centre's tried and tested methods for identifying and selecting awardees.

Those who wish to apply should demonstrate high levels of creativity and innovation and have programmes that meet best practice criteria such as: well planned, deliberately designed and competently delivered programmes, learning environment for staff and programme recipients, provision of opportunities to the youth that develop and nurture their leadership potential, have clear expectations for behavioural outcomes, provision of emotional and moral support as well as physical and psychological safety and that foster strong links between young people, their families and broader community resources.

The application has three sections: organizational information, project details and the last section requests documentation which must be included with the application.

We look forward to hearing from you.

**Minister Albert Fritz**  
**Minister of Social Development**

**The deadline for submissions is 22 October 2014**

## A: ORGANISATIONAL/INDIVIDUAL INFORMATION

1. Name of Organisation/Individual:	
2. Short Title of Project:	
3. Name and Position of person filling in form:	

4. Postal Address	Physical Address
Please specify street, suburb & physical location of project	
Address:	Address:
Town:	Town:
Postal Code:	Postal Code:
Province:	Province
Tel:	Cell:
Fax:	
E-mail:	
Website:	

### 5. Please give details of Programme/Project managers

Name	Job Description	Tel	Cell	Email

### 6. Managing and Funding Partner

(Please indicate all government and other organisations involved in managing and funding your project)

Agency	Tick	Name of Agency & Role (funder or manager)	Amount of Funding
Provincial Government (dept.)			
Local Government			
NGO/s			

<b>CBO/s</b>			
<b>Consultants</b>			
<b>Private Sector</b>			
<b>Other... Please specify</b>			

### 7. Banking Details

<b>Bank:</b>	<b>Name of Account:</b>
<b>Branch Code:</b>	<b>Account No:</b>

### 8. Certification of Authentication and Government Endorsement

Information provided is accurate and has been approved by the Project Manager/and or CEO

<b>Name:</b>	<b>E-mail:</b>
<b>Address:</b>	<b>Tel:</b>
	<b>Cell:</b>
<b>Postal Code:</b>	<b>Signature:</b>

The following public official (if not the previous signatory) countersigns this application as a warrant of the accuracy of the information concerning the relevant public involvement of the applying Programme/project.

<b>Name:</b>	
<b>Position:</b>	
<b>Contact Details:</b>	
<b>Government Department/Public Authority:</b>	

## **B: GUIDELINES FOR PROJECT DESCRIPTION**

Please complete this section giving as much detail as possible using the guideline questions.

### **1. Project Description**

- Full details of the project and its location to the nearest town?
- When was the project started and registered?
- Which problems does the project address and what measures are taken to solve these problems?
- Who are the beneficiaries and how are they identified?
- Does the project meet governmental and/or community needs?

### **2. Project Partnerships**

- Is the project a government programme, a private sector project or is it a civil society-initiated project?
- Who are all the partners and what is each partner's role?
- How does the partnership contribute to the project's success?
- Are there any obstacles for continued government support?

### **3. Innovation**

- What makes this project new and innovative?
- How does this project differentiate itself from similar projects?
- What makes this project an exceptional model or an example that others can follow and implement?

### **4. Poverty Impact**

- What specific aspects of poverty are addressed by your project, directly or indirectly?
- What quantifiable and qualitative evidence exists of your success in addressing poverty?
- Supply statistics. How has the project benefited the target population? Supply Evidence.

### **5. Project Effectiveness**

- How is the effectiveness/success of the project measured?
- Are the beneficiaries satisfied with the project? How is this assessed?
- What progress has the project made towards reaching its objectives?
- What are the strengths and weaknesses of the project?
- Any other achievements?

### **6. Financial Management**

- Who funds the project and what are the total costs?
- How cost-effective is the project?

- Who are the auditors?
- Who is responsible for the financial management of the project and to whom does this person report?
- Describe how the project is managed (staff, reporting and funding)?
- Have there been any funding challenges? How have you overcome them?
- What measures are in place to ensure that funds are not misused?

## 7. Sustainability

- How long is the current project funding secure for? What are the prospects for further funding?
- Is there a succession plan in place? Provide details?
- What is needed to ensure that the project continues to operate?
- What are the main challenges to the project's sustainability over the next three years?

## 8. Replication

- Why should this project be replicated and what are the potential constraints to replication?
- What would be the ideal population size that could benefit from this type of project?

## Project Summary

- Please submit a one-page project summary/overview. Please do not exceed the page limit. If you require assistance or are unsure of anything, please contact us on the details provided.

## C: DOCUMENTS TO BE SUBMITTED

- Organization registration documents
- Audited financial reports
- Copy of identity document (individuals applying)

## D: PLEASE MAIL OR DELIVER TO

**Yasmina Shabodien at:**

c/o University of Stellenbosch Business School, Carl Cronje Drive, Bellville, 7530

or

PO Box 1265 Cape Town 8000

**STAFF**

**Executive Director:** Rhoda Kadalie

**Senior Administrator:** Yasmina Shabodien

**E-mail:** [info@impumelelo.org.za](mailto:info@impumelelo.org.za) / **Website:** [www.impumelelo.org.za](http://www.impumelelo.org.za)

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