

Nr	Question	Answer/Response																					
<p>Brief outline of the NPO Application Process for the Youth Development Programme for 2017/18 fin year that refers to the following as response to NPO Enquiries</p>																							
1	<p>When were the advertisement placed and in which newspapers published?</p>	<ul style="list-style-type: none"> <li>• <b>Date:</b>18 February 2017</li> <li>• 2 Provincial Newspapers               <ul style="list-style-type: none"> <li>○ Afrikaans -Weekend Burger</li> <li>○ English-Weekend Cape Argus</li> </ul> </li> </ul> <p><b>Additional Comment:</b></p> <ul style="list-style-type: none"> <li>• Advertisement also available at DSD Regional Offices and Municipal Offices</li> </ul>																					
2	<p>Who can the organisation contact or liaise with in order to obtained/ find the information/ documents applicable to the Youth NPO Applications Process for 2017/18 fin year?</p>	<ul style="list-style-type: none"> <li>• The organisation can refer any related enquiries as follows:               <ul style="list-style-type: none"> <li>○ DSD Toll Free nr:0800220250</li> <li>○ Provincial DSD Website: <a href="http://westerncape.gov.za/dept/social-development">http://westerncape.gov.za/dept/social-development</a></li> <li>○ DSD Head Office</li> </ul> </li> <li>❖ <b>Physical Address:</b> 14 Queen Victoria Street, Union House, Cape Town</li> <li>❖ <b>Unit:</b> Uniform Funding Cycle Contact Details of Officials</li> </ul> <table border="1" data-bbox="571 887 1473 1216"> <thead> <tr> <th data-bbox="571 887 743 958">Name of Official</th> <th data-bbox="743 887 943 958">Tel Nr</th> <th data-bbox="943 887 1473 958">E mail Address</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 958 743 994">B. Kermis</td> <td data-bbox="743 958 943 994">021-483 0569</td> <td data-bbox="943 958 1473 994">Blanche.Kermis@westerncape.gov.za</td> </tr> <tr> <td data-bbox="571 994 743 1030">D.Samuels</td> <td data-bbox="743 994 943 1030">021-483 8267</td> <td data-bbox="943 994 1473 1030">Danielle.Samuels@westerncape.gov.za</td> </tr> <tr> <td data-bbox="571 1030 743 1066">G. Didloff</td> <td data-bbox="743 1030 943 1066">021-483 8660</td> <td data-bbox="943 1030 1473 1066">Gert.Didloff@westerncape.gov.za</td> </tr> <tr> <td data-bbox="571 1066 743 1142">K. Mditshwa</td> <td data-bbox="743 1066 943 1142">021-483 4681</td> <td data-bbox="943 1066 1473 1142">Khululwa.Mditshwa@westerncape.gov.za</td> </tr> <tr> <td data-bbox="571 1142 743 1178">L.Brown</td> <td data-bbox="743 1142 943 1178">021-483 0569</td> <td data-bbox="943 1142 1473 1178">Lizelle.Brown@westerncape.gov.za</td> </tr> <tr> <td data-bbox="571 1178 743 1216">M.Hindley</td> <td data-bbox="743 1178 943 1216">021-483 5760</td> <td data-bbox="943 1178 1473 1216">Melanise.Hindley@westerncape.gov.za</td> </tr> </tbody> </table> <p>The application document package consists of the following:</p> <ul style="list-style-type: none"> <li>○ The Advertisement</li> <li>○ Programme Specifications- Detailed of DSD service requirement needs</li> <li>○ Western Cape Youth Development Strategy Document</li> <li>○ DSD Youth Development Strategy Document</li> <li>○ DSD Business Plan Application Form -Youth Services</li> <li>○ Western Cape DSD Funding Policy for NPOs</li> </ul>	Name of Official	Tel Nr	E mail Address	B. Kermis	021-483 0569	Blanche.Kermis@westerncape.gov.za	D.Samuels	021-483 8267	Danielle.Samuels@westerncape.gov.za	G. Didloff	021-483 8660	Gert.Didloff@westerncape.gov.za	K. Mditshwa	021-483 4681	Khululwa.Mditshwa@westerncape.gov.za	L.Brown	021-483 0569	Lizelle.Brown@westerncape.gov.za	M.Hindley	021-483 5760	Melanise.Hindley@westerncape.gov.za
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3.	<p>What is the Eligibility Criteria and Conditions requirements that the organisation must meet in order apply for funding for the youth programme? <b>Note- Eligible Criteria and Conditions Applicable to Funding Applications is outline in advertisement</b></p>	<ul style="list-style-type: none"> <li>• <b>NPO Legislative Requirements</b> <ul style="list-style-type: none"> <li>○ NPO must be registered i.e. the NPO Act of 71 of 1997 or</li> <li>○ Item 1 Schedule 1 of the Companies Act 71 of 2008</li> <li>○ Section 21 Company</li> <li>○ The above mentioned registration must be current and proof must submitted. (De-registered organisations automatically are disqualified)</li> </ul> </li> <li>• <b>Programme Specific Requirements</b> <ul style="list-style-type: none"> <li>○ Proven track record of rendering community and youth development services within the RSA</li> <li>○ Demonstrated expertise, experience and competence to implement high quality programmes for young people</li> <li>○ Clear targets, outputs and outcomes must be reflected in the organisation application and must be aligned to DSD Cape Annual Performance Plan for 2017/18, Western Cape &amp; DSD Youth Development Strategy Documents</li> <li>○ 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.</li> </ul> </li> </ul>																					

		<p>Organisation must submit their most recent Audited /Certified Financial Statement with the application</p> <ul style="list-style-type: none"> <li>○ The organisation must have internal monitoring and evaluation mechanism in place</li> </ul>
4	Is there a prescribed business plan that the organisation must use to complete its application	<ul style="list-style-type: none"> <li>● The organisation application must be completed on the prescribed DSD Business Plan as it was designed to meet the needs for the Youth Programme NPO Application Process. The document is available on the DSD Website or it can be obtained from DSD Head Office -UFC Unit</li> </ul>
5	Can the organisation submit an application even though they are not located in the service delivery areas as outline in the advertisement/programme specifications	<ul style="list-style-type: none"> <li>● The organisation can apply for funding if they are willing to extend their services to the areas where required.</li> </ul>
6	When is the due date for submission of the application and where must it be submitted?	<ul style="list-style-type: none"> <li>● The due date for the submission of the application is on the <b>31 March 2017 at 4pm</b></li> <li>● The application must be submitted to DSD <b>Head Office and NOT Regional Offices</b>. Particulars are as follows: <ul style="list-style-type: none"> <li>○ <b>Physical Address</b>-14 Queen Victoria Street, Union House Cape Town 8000</li> <li>○ <b>Postal Address:</b> Private Bag X9112 Cape Town 8001</li> </ul> </li> </ul>
7	When do DSD informed the organisation if their application has been received?	<ul style="list-style-type: none"> <li>● The Department will issue a Letter of Acknowledgement of Receipt of Application to the organisation</li> <li>● The UFC Unit is responsible for registration of NPO Applications.</li> </ul>
8	When will the organisation be informed w.r.t outcome of their application?	<ul style="list-style-type: none"> <li>● The assessment and recommendation phase of NPO Applications are 1-3 months (April -June 2017)</li> <li>● The organisations will be informed by the Programme in June/July 2017 of the outcome of their application</li> </ul>
9	Where can I appeal if the application of the organisation was unsuccessful?	<ul style="list-style-type: none"> <li>● The organisation must send their appeal request to the Office of the MEC at DSD Head Office <ul style="list-style-type: none"> <li>○ The request is to be considered in term of eligible criteria result where after the Head of Ministry shall notify the disputing applicant of the outcome of their application.</li> </ul> </li> </ul>