



National Development Agency

Grant Application Form

VICTIM EMPOWERMENT PROGRAMME (VEP)

Name of the applying organization	
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Funding No.	
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(for internal use only)

ANNEX A

Please fill in this form and answer all the points below.

GRANT FUNDING COVER SHEET

Name of CSO:										
Type of CSOs (Please Tick)	NPO		CBO		FBO		CO OPERATIVE		Other Specify	
Project title										
Legal Status										
Registration number										
Sector:	VICTIM EMPOWERMENT									
Location:	Province			District			Local Municipality			Ward
Physical Address										
Total Funding Request					Duration of funding					
Contact Person:					Position					
Contact Number					Email					

THE PROJECT

1. Description

1.1. Title of the project:

1.2 Location of the project:

1.3 Amount requested:

Amount requested from the NDA	Rand	% of total project cost
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1.4 Summary

Maximum 10 lines (include information on (a) the aim of the project, (b) the target groups and (c) the main activities).

1.5 Objectives

Mention (not describe) ONE overall objective and a maximum of FOUR specific objectives of the project.

1.6 Justification

Maximum 3 pages, follow the numeric order of the heading. Provide the following information:

1.6 (a) Needs and constraints in the project location

1.6 (b) The reasons for the selection of the target group(s).

1.6 (c) The anticipated number of direct and indirect beneficiaries in the target group(s).

1.6 (d) The relevance of the project activities to the target group(s).

1.7 Methodology

(a) Methods of implementation

(b) Reasons for the proposed methodology

(c) Involvement and activity of other organisations (partners or others) in the project (where applicable)

(d) Human resources proposed for implementation of the project (*by function: there is no need to include the names of individuals here*)

(e) Beneficiaries contribution to the project in kind (*labour, time, resources*)

1.8 Duration and Plan of Action (Activities)

The duration of the project will be ____ months.

The action plan for the duration of the project (not longer than 12 months) must be sufficiently detailed to provide insight into the preparation and implementation of each activity. The action plan must be drawn up in accordance with the following model:

Year 1													
	First half-year						Second half-year						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
<i>example</i>	<i>Example</i>												
Preparation Activity 1 (title)													

Implementation Activity 1 (title)													
Preparation Activity 2 (title)													
etc.													

2. Expected results

2.1 Estimated impact on target groups

Include information on how the project will improve the situation of the target group and that of the beneficiaries

3. Budget for the project and expected sources of funding

Provide a budget for the total duration of the project. See Annex B (Excel file)

THE APPLICANT

4. Description of the applicant (maximum 3 pages)

5.1. When was your organisation founded and when did it start its activities?

5.2. What are the main activities of your organisation at present?

5.3. List of the management board / committee of your organisation.

Name	Profession	Gender	Function	Years on the board
		F / M		
		F / M		

5. Capacity to manage and implement projects

6.1. Experience with similar projects

Brief description of experience in working in Gender Based Violence (GBV). **Working with LGBTQIA+ persons would be an advantage*

6.2 Resources

Detailed description of the various resources at the disposal of your organisation including:

- (a) The annual income over the past three years, mentioning where applicable for each year the names of the main financial contributors and the proportions of annual income contributed by them
- (b) The number of full-time and part-time staff by category (*e.g. number of project managers, accountants, etc*).
- (c) Equipment and offices
- (d) Other relevant resources

6. Applications submitted to other donor agencies.

7.1 Grants, contracts or loans obtained during the last 3 years

Name of the project	Name of donor/funder	Amount (Rand)	Date of award

7. Declaration by the applicant

I, the undersigned, being the person responsible in the applicant organisation for the project, certify that:

- (a) The information given in this application is correct; and
- (b) The Applicant organisation is eligible for funding

Name:	
Position:	
Signature:	
Date and Place:	

Checklist

Before sending your proposal, please check that your application is complete:

The application form:

- The proposal is complete and filled out in accordance with the application form
- The proposal is typed and is in English
- The budget and the expected sources of funding are presented in the format of the application form (Annex B)
- In the budget, the administration costs are 7% or less of direct eligible project costs
- The declaration by the applicant is signed

Annexes:

- Constitution and/or Articles of Association of the applicant organisation is included
- Copy of Section 21 registration and/or Social Development Registration (NPO registration) and/or Trust Deed are included.
- Most recent Annual Financial report (for organisations older than 3 years)
- Bank Account confirmation included.
- Employment contracts for staff who will be implementing the project