



### **Discovery Fund Guidelines**

Appeals for funding are considered on a quarterly basis by the Trustees of the Discovery Fund. There is no deadline for submitting applications; however, requests need to be submitted at least eight weeks prior to the Trustees meeting to ensure that a detailed review is undertaken of the project. Only one application per project will generally be considered within a particular financial year. Projects are encouraged to seek funding from a range of donors to ensure their financial sustainability.

### **Principles Guiding the Submission of Applications**

- All applications for funding must be submitted on the format provided on the website and need to comply with the attached guidelines.
- Consideration will only be given to requests for support that fall within the focus areas of the Fund.
- All requests that comply with the above will be tabled for Trustees consideration.
- No guarantee can be given that funding will be approved, even if a project complies with all the Fund's criteria. However, each project will be reviewed on its merit and considered along with the many other requests submitted to the Discovery Fund on an annual basis.

### **CSI Guiding Principles**

The Discovery Fund has aligned its pattern of grantmaking to the Discovery group's business role so as to extend and enrich in different ways the enormous contribution that Discovery makes to economic growth and promotion of health in society. Sound business practices and good governance that inform the Discovery group's business success are also inherent in the focus and strategy of the Discovery Fund. Key factors include:

- Projects need to demonstrate a strong developmental focus.
- Sustainability of projects is crucial as are sound financial practices and systems.
- Community buy-in is key to ensuring long-term stakeholder commitment and ownership. Engagement with other role players such as the Department of Health is also considered to be a key driver.
- The project's core purpose and values must be integral to Discovery's CSI objectives.
- The project needs to be properly constituted, representative of the broader community and demonstrate good governance in all its activities.
- Need alone is not sufficient to respond to a request for funding. The project needs to be able to present a clear business plan, indicating objectives, timelines and key indicators of impact and measurement that will assist in addressing a particular need.
- Day-to-day management of the project and appropriate human resources are critical to ensure on the ground delivery.
- Regular written feedback on the project implementation, including reflection on lessons learnt and difficulties encountered, is a condition of each grant.

**As a rule, the Discovery Fund is unable to consider support for the following initiatives:**

- Sporting tours or events
- Support for individuals in need
- Bursaries or scholarships
- Conferences
- Cultural exhibitions or once-off cultural events
- Church building projects
- Generalised fundraising circulars for events such as fundraising dinners or golf days
- Profit-making organisations, such as closed corporations or companies
- Individual schools. The Foundation prefers to provide support to non-governmental organisations providing skills upgrading and support at individual schools.
- Building projects
- Endowment funds
- Computer and office equipment
- General operating and salary costs

The Fund receives many applications on a daily basis and it should be noted that even if all the documentation is submitted and the applications falls within the usual areas of focus **we can still provide no guarantee** that we will be able to fund the organisation. If a grant is approved, full reporting will be required from the project on completion of the work being supported or the funding period. Failure to comply with grant conditions would negatively affect future requests for support.

All applications for funding should be submitted to: The Discovery Fund, PO Box, 61713, Marshalltown, 2107.