
The following guidelines provide general principles and criteria for eligibility of funding. It also sets out the main areas of interest of the Discovery Fund (hereafter known as “the Fund”) and describes those projects that are not considered for support.

Funding Principles

- To be considered for funding, your organisation **must** be registered as a Public Benefit Organisation with SARS and must have audited financial statements.
- Submission of a complete application with all the necessary documentation does **not** guarantee that funding will be approved.
- The Fund rarely finances the full cost of a project; it prefers to make a contribution towards a shortfall in the budget.
- The Fund does provide multi-year funding, if necessary and appropriate.
- The Fund does provide funding for core/operational costs, as well as for implementation of monitoring and evaluation systems.
- 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, including the Department of Health, is also considered to be a key driver.
- The organisation 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 organisation needs to be able to present a clear 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 project implementation, including reflection on lessons learnt and difficulties encountered, is a condition on each grant.

Ineligible Activities/Areas

The following activities/areas are **not** considered for support by the Fund:

- Individuals and/or individual bursaries;
- Overseas tours and exchanges;
- Sporting activities, sports and recreation clubs;
- Arts, culture and heritage;
- Environmental, wildlife and/or animal welfare projects;
- Company promotions and membership subscriptions;
- Musical festivals/choirs and/or video and film productions;
- Political or quasi-political bodies;
- Religious organisations (except community outreach projects);
- Trade unions;
- General fundraising requests (only specific requests will be considered);
- Leveraged giving (meeting the costs of collecting donations from others);
- Endowment trusts;
- Commercial ventures (closed corporations and other for profit activities);
- Loans and investments;
- Grand projects which are beyond the capacity of the Fund to contribute to meaningfully;
- Large infrastructural projects (e.g., dams, roads, water and housing); and

- Advertising in educational or other supplements.

Areas of Funding

In line with Discovery's core purpose, which is to make people healthier and to enhance and protect their lives, the vision of the Discovery Fund is to improve the quality of lives of individuals through the provision of primary health care services in indigent communities.

The following activities will be considered for support by the Fund:

- Maternal and child healthcare;
- Immunisation against major infectious diseases;
- Prevention and control of locally endemic diseases;
- Appropriate treatment of common diseases and injuries;
- Provision of essential drugs;
- Education concerning prevailing health problems and the methods of preventing and controlling them; and
- Training focusing on health disciplines.

If your organisation does not fulfil the above criteria and/or does not implement projects within the Fund's major areas of interest, please do not apply for funding at this time.

Deadlines

Deadlines for submission of funding applications are as follows:

Deadline One:	30 March 2011
Deadline Two:	3 August 2011
Deadline Three:	5 October 2011

Please note that late submissions will not be considered by the Fund during that funding cycle.

Please refer to our website www.tshikululu.org.za for updates on the applicable submission deadlines.

Please use the form provided. Using another application form and/or template is not acceptable and will negatively impact on your chances of receiving funding. All sections of the application form need to be completed in order for your application to be considered.

The Discovery Fund is required by the BEE Codes of Good Practice No. 29617 of 2007, statement 700, section 3 (3.2) (3.2.2) and (3.2.3) to provide the ethnic and gender breakdown of all the beneficiaries of its Corporate Social Investment. Please note that information collated through the application process regarding racial and gender demographics are for Tshikululu's reporting purposes only and will **not** affect the success or otherwise of this application.

Please note that if your organisation is approved for funding, you may be required to complete a monitoring and evaluation indicator table (provided by Tshikululu) **before** payment is made. This table will form an integral part of the project reporting.

Please keep a copy of your application, as your organisation will be required to report on the activities set out in the application should funding be approved.

Date of submission

Name of organisation

**Name of project for which
funding is being requested**

Project reference number

(only if you have previously received funding)

Please complete the application form and send it, together with the attachments, to:

By Post:

Discovery Fund
Private Bag X125
Braamfontein 2017

By Hand:

Discovery Fund
Metropolitan Office Park, Block B
8 Hillside Road
Parktown 2193

By email: discoveryfund@tsi.org.za

Should you have any queries, please contact 011 544 0300. The Discovery Fund is administered by Tshikululu Social Investments.

Section 1 – Organisation Details

Name of organisation	
Date of establishment	
Physical address	
Province	
Postal address (including postcode)	
Office Telephone number	
Full name of person submitting application	
Position of person submitting application	
Direct telephone number of person submitting application	
Alternative telephone number	
Fax number	
E-mail address	
Full name of alternative contact person	
Alternative email address	
Organisation website	

Section 2 – Information About Your Organisation

1. In which focus area of the Discovery Fund strategy does your organisation operate (please check appropriate boxes)?

Primary Health Care	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>

2. Which specific activities does your organisation implement (please only fill out the appropriate section(s))?

Maternal and child healthcare	<input type="checkbox"/>
Immunisation against major infectious diseases	<input type="checkbox"/>
Prevention and control of locally endemic diseases	<input type="checkbox"/>
Appropriate treatment of common diseases and injuries	<input type="checkbox"/>
Provision of essential drugs	<input type="checkbox"/>
Education concerning prevailing health problems and the methods of preventing and controlling them	<input type="checkbox"/>
Training and bursaries focusing on health disciplines	<input type="checkbox"/>

3. In which province(s) does your organisation operate (please check appropriate boxes)? If your organisation is a national one, please check the NATIONAL box.

Eastern Cape	<input type="checkbox"/>	North West	<input type="checkbox"/>
Free State	<input type="checkbox"/>	Northern Cape	<input type="checkbox"/>
Gauteng	<input type="checkbox"/>	Western Cape	<input type="checkbox"/>
KwaZulu-Natal	<input type="checkbox"/>	Mpumalanga	<input type="checkbox"/>
Limpopo	<input type="checkbox"/>	NATIONAL	<input type="checkbox"/>

4. In **no more than 200 words**, please provide a brief overview of your organisation, including:
- Your mission
 - Your vision
 - Your primary objectives

5. In **no more than 200 words**, please provide a brief overview of your organisation's financial sustainability plan, including fundraising targets.

6. Please complete a SWOT (strengths, weaknesses, opportunities, threats) analysis of your organisation.

Strengths	Weaknesses
Opportunities	Threats

Section 3 – Your Organisation’s People

1. Please provide the names and details of your Trustees or Directors with their roles (e.g., Chairperson) and demographics.

Full Name	Role	Race	Gender	Disability	Occupation (outside of organisation)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

2. How are your beneficiaries represented at board level?

3. Please provide the names and details of the management of your organisation, together with their occupation (e.g., CEO) and demographics.

Full Name	Job Title	Race	Gender	Disability
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

4. Please provide the numbers of all staff members employed by your organisation in the following categories.

	Total	Female	Male	African	Coloured	Indian / Asian	White	Other / Unknown	Disability
Full time staff									
Part time staff									
Volunteers									
Total staff									

Note to the table above:

“Other” refers to foreign nationals or those not included in the ethnic breakdown provided in the table.

Section 4 – Funding Request

1. Please fill out the table below for the **specific project** for which your organisation is requesting funding.

If your organisation is requesting core/operational funding, please write 'core/operational funding' in the first box and then provide an explanation of how this funding will be used in the appropriate sections.

Name of project	
Primary objective(s) of the project	
Brief description of project (no more than 200 words)	
Date project started	
Expected duration of project	

Primary project activities	
Project impact to date (if applicable)	
Total budget for the organisation	R
Total project budget	R
Project budget shortfall	R
Funding amount requested	R
What will funding be used for specifically?	

4. How will you collect data and monitor the progress of **this project**? (For example: What types of data will you collect? How will you collect data? How frequently will you collect reports/data?)

5. Please provide an example of how you have used (or will use) reports or data collected through monitoring to evaluate the success of **this project** and make strategic decisions?

6. In which province(s) and **local** municipalities will you implement **this project**?

If this project will take place in one province, please write 100% in the appropriate box. If the project will take place in more than one province, please indicate the percentage of the requested funding that will go to each province. Underneath each selected province, please note in which local municipality (LM) the project will be implemented.

Province	%	Province	%
Eastern Cape		North West	
LM:		LM:	
Free State		Northern Cape	
LM:		LM:	
Gauteng		Mpumalanga	
LM:		LM:	
KwaZulu-Natal		Western Cape	
LM:		LM:	
Limpopo		Outside of South Africa	
LM:			

7. Please list any other donors that have been approached and/or have granted funding to your organisation for **this project**.

Name of Donor	Amount Requested	Pending or Approved

Section 5 – Your Organisation’s Other Projects

1. Please provide a brief description, **no more than 200 words**, of the three primary projects that your organisation implements **other than the project for which you are requesting funding**.

Name of Project #1	
Brief description (no more than 200 words)	
Number of beneficiaries	
Total project budget	

Name of Project #2	
Brief description (no more than 200 words)	
Number of beneficiaries	
Total project budget	

Name of Project #3	
Brief description (no more than 200 words)	
Number of beneficiaries	
Total project budget	

Section 6 – Your organisation's partners

1. Please provide the names of any local, provincial, national and/or international affiliations/forums to which your organisation belongs.

2. If you are an umbrella body, please list the organisations that are affiliated to your organisation.

3. Please list any government departments (local, provincial and/or national) that you partner with and the nature of the relationship you have with them.

Government Department	Local, Provincial or National	Directorate	Nature of Relationship

4. Please provide a list of **any** funding you currently receive from the South African government (at local, provincial and/or national level).

Government Department	Local, Provincial or National	Amount of Funding Received	Activity/Project Funded and the Funding Period

5. Please provide a list of your top five **current** donors and the amount contributed for the **current** financial year.

Name of Donor	Amount of Funding Received	Activity/Project Funded

Section 7 – Attachments

All applicants need to attach the following documents. *Please note that incomplete applications will not be accepted.*

Document	Attached? (check)	Reason if not attached
A copy of a letter from SARS confirming your PBO status (e.g. Section 18a or Section 30)	<input type="checkbox"/>	
Any other relevant registration certificates (e.g. from appropriate Government departments)	<input type="checkbox"/>	
A signed copy of your constitution (NB: if you have received funding from the Fund before, you do <i>not</i> need to include a copy of your constitution <i>unless</i> it has changed since the original submission)	<input type="checkbox"/>	
Latest annual report	<input type="checkbox"/>	
Latest set of unabridged, signed audited financial statements	<input type="checkbox"/>	
If your organisation has an associated Trust or any other body that contributes to the finances of the organisation, please submit the audited financial statements of this body	<input type="checkbox"/>	
Organisational budget for current financial year and next financial year	<input type="checkbox"/>	
A detailed budget for the project for which you are requesting funding. Please ensure that the budget period is included and add any explanatory notes.	<input type="checkbox"/>	
Maximum of five photographs of your work that could be used to better explain or motivate your proposal	<input type="checkbox"/>	
Any internal or external evaluations of the impact of the work of the organisation	<input type="checkbox"/>	
If applicable, plans or diagrams that would assist in the evaluation of your appeal. (NB: if your appeal is for a building project, you must submit the relevant drawings and plans to support the proposal.)	<input type="checkbox"/>	
If applicable, quotations for materials, training, equipment, etc. that you are requesting funding for in this proposal	<input type="checkbox"/>	

*Please note that if your organisation is approved for funding, you may be required to complete a monitoring and evaluation indicator table (provided by Tshikululu) **before** payment is made. This table will form an integral part of the project reporting.*