

**Anglo American
Chairman's Fund
Reporting form 2012**

This form is an editable pdf form. Please complete all fields, then save your file.

Submission via email is preferred, but ensure that the total size of the email including attachments is no more than 5 MB. Alternatively, print and post or deliver the form and attachments to Tshikululu Social Investments.

Please note: the 'save' functionality is only enabled in later versions of Adobe Acrobat Reader. If you cannot save your form, visit <http://get.adobe.com/reader> to upgrade to the latest version, or print this form, and complete in black ink.

Please use the form provided. Using another reporting form and / or template is not acceptable and may negatively impact your opportunity to receive further funding.

All sections of the reporting form need to be completed in order for you to fulfil your grant requirements.

The Anglo American Chairman's 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.

Send your application form together with the attachments to one of the addresses below. Do not forget to keep a copy of your report. Should you have any queries, please contact Tshikululu Social Investments, administrators of the Anglo American Chairman's Fund on 011 544 0300.

By email: aacf@tsi.org.za

By hand:

Anglo American Chairman's Fund
Metropolitan Office Park, Block B
8 Hillside Road
Parktown 2193

By post:

Anglo American Chairman's Fund
Private Bag X125
Braamfontein 2017

Date of submission:
Name of organisation:
Name of funded project:
Grant amount in Rands:
Project reference number:
Reporting period: (month) (year) TO (month) (year)
Is this a multi-year grant? yes no
If yes, on which year are you reporting? year out of years

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Section 1 - Organisation overview

Name of organisation:

Date established: PBO number (from SARS):

1. Contact details

Physical address including province and code:

Postal address including postcode:

Telephone number: Fax number:

Organisation website:

2. Details of contact person for this application

Full name and designation:

Direct telephone: Direct email:

3. Details of alternate contact person

Full name and designation:

Direct telephone: Direct email:

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Please provide information below for the **specific project** for which your organisation received funding as per your original application and signed grant letter.

This section is vital to your opportunity of receiving future funding so please ensure that the information you provide is as complete and as detailed as possible within the space provided.

Section 2 - Narrative report on your grant

Name of project:

Actual project start date:

If the project was delayed, provide reasons:

1. Project outcomes

Primary project objectives:

Activities completed using this grant:

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Section 2 - Narrative report on your grant continued

If you made any changes to the original project plan, please describe them:

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What were the highlights of the project during the reporting period?

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What challenges did the project face during the reporting period?

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Section 2 - Narrative report on your grant continued

2. Project impact

In one sentence, what was the impact of this grant?

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3. Project impact - **beneficiaries**

	Total	Female	Male	African	Coloured	Indian / Asian	White	Other	Disability
Direct									
Indirect									

Numbers should only refer to activities completed with Anglo American Chairman's Fund monies.

"Direct beneficiary" refers to a person, group of persons or organisation that has direct contact with the intervention or project.

"Indirect beneficiary" refers to a person, group of persons or organisation that has no direct contact with an intervention or project but which is affected by it via a direct beneficiary.

Describe your direct beneficiaries:

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Describe your indirect beneficiaries:

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Section 2 - Narrative report on your grant continued

4. Project impact - employment

	Total	Female	Male	African	Coloured	Indian / Asian	White	Other	Disability
Permanent jobs created									
Permanent jobs supported									
Temporary jobs created / supported									
Partner staff trained									
Community members trained									

Numbers should only refer to activities completed with Anglo American Chairman's Fund monies.

“**Jobs created**” refer to permanent full-time and part time (not less than 20 hours per week) jobs created as a result of your organisation’s activities. For example if an entrepreneur trained by your organisation is able to successfully start a business and employs 3 people then your organisation has created 4 jobs for the reporting period.

“**Jobs supported**” refer to permanent full time and part-time jobs that may have already existed that were supported (salaries continued to be paid etc) as a result of grant funding.

“**Temporary jobs supported or created**” by your organisation does not include permanent employees on a part-time basis but rather employees hired for a limited period (less than one year).

“**Partner staff trained**” and “**Community members trained**” may be a subset of the number of people reported as “direct beneficiaries”.

5. Project impact - infrastructure and job creation

Number of facilities (or sites) improved/maintained:

Number of facilities built:

Number of businesses created:

Number of businesses supported:

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Section 3 - Your organisation

1. Please indicate any changes to your board as per the table below

Full name	Role	Race	Gender	Disability Y/N	Resigned OR Appointed

2. Please indicate any changes to your management as per the table below

Full name	Role	Race	Gender	Disability Y/N	Resigned OR Hired

3. Please provide further information in the event of high management turnover or key resignations from the board

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Section 3 - Your organisation continued

4. More about your organisation

Have there been any changes to your organisation in the reporting period?

For example:

- new funders or fewer funders
- new strategy / business plan
- projects closing or new ones opening
- provincial spread changing

What have been the organisation's key achievements during the reporting period?

Excluding fundraising, what have been your organisation's key challenges during the reporting period?

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Please attach the following documents to your report:

Section 4 - Attachments		
Document	Check if attached	Provide reason if not attached
Latest annual report		
Latest set of unabridged, signed audited financial statements		
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		
Financial report for the grant, including original planned budget and actual expenditure		
Photographs of your work (NB: the Fund assumes that we have permission to use any photographs submitted for the purpose of our own reporting and publicity unless the photograph is clearly marked to the contrary.)		
Any new internal or external evaluations of the impact of the work of your organisation		