

**De Beers Fund
Application pack 2012**

DE BEERS
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This Application pack contains the following:

- Information about new monitoring and evaluation requirements
- Funding principles
- Activities or sectors NOT considered for support
- Description of the De Beers Fund's primary sectors of interest
- Application form

Please use the application form provided. Using another application form and / or template is not acceptable and will negatively impact on the efficient and effective review of your application throughout the grantmaking process.

All sections of the application form need to be completed in order for your application to be considered.

Please note that funding is currently available for existing partners only. Funding proposals are considered by the trustees of the De Beers Fund four times during the year. Please refer to <http://www.tshikululu.org.za> for updates on the submission deadlines. Note that late submissions will not be considered for that specific funding cycle.

De Beers Fund Funding guidelines 2012

Please take note of these changes to the De Beers Fund's monitoring and evaluation standards and procedures, to be implemented during 2012.

Monitoring and evaluation

The De Beers Fund is committed to achieving meaningful developmental impact in De Beers' host communities and throughout South Africa. As such, the De Beers Fund is always seeking to better-understand the value of the programmes it supports, and work with its beneficiary partners to optimise the impact of their efforts. Some of the most important tools for doing this are through effective programme monitoring, evaluation and reporting.

From January 2012, the De Beers Fund is adopting an enhanced monitoring and evaluation (M&E) framework, which includes a revised set of reporting standards and procedures. All 2012 beneficiaries of the De Beers Fund, including pre-existing beneficiary partners, will be asked to report to the Fund in accordance with these new standards.

This revised system aims to convert the process of monitoring, evaluation, and reporting from a purely retrospective, and often pro-forma, exercise into one that is more instructive – both for the beneficiary organisation, and for the De Beers Fund. The system is designed to be learning-focused, encouraging partners to make and test plans and assumptions, and use that information to guide revised interventions in successive years. The hoped-for outcome is a better-integrated programme cycle of planning, implementation, review, reporting, and revision.

At the time that a grant is approved, the De Beers Fund will ask the beneficiary grantee to report against project-specific indicators that are prescribed by the Fund. Each grant recipient will also be asked to submit a brief M&E plan that includes quantitative targets for De Beers Fund-supported programmes, documents what programme data the grantee will collect, and describes how it will be collected and managed. For example, if an organisation conducts training activities, it might use sign-in sheets to capture data about the number and demographics of activity participants.

It is the sincere hope of the De Beers Fund that beneficiary partners will find value in this exercise, and that they contribute to the efficacy and sustainability of each programme partner.

Monitoring and evaluation summary requirements

All De Beers Fund grant recipients shall:

- Within 60 days of notification of grant notification, submit to the Fund a M&E plan, including:
 - Key project performance indicators, including those prescribed by the Fund;
 - Performance targets for each indicator, including any modelling assumptions used in targeting exercise;
 - Risks and dependencies associated with performance targets;
 - Data collection and management protocols, indicating how data will be used in project management;
 - A Community Engagement Report indicating how the project will optimise impact; and
 - A description of how performance data will be used in project management
- Submit to the Fund a brief half-yearly summary report that includes:
 - Performance data to date;
 - Programme highlights, including key challenges and opportunities;
 - Noting key success and/or struggles; and
 - Noting any changes in implementation methodologies or modalities.
- Submit to the Fund an annual programme report that includes:
 - Narrative description of project implementation;
 - Key project highlights and challenges;
 - Quantitative performance data and qualitative evidence of outcomes and impact;
 - Comparison of performance data to targets, including analysis of how and why project either exceeded or fell short of expectations; and
 - Key lessons learnt and how they can be applied to future programming.

The De Beers Fund recognises that this shift, and the inclusion of new reporting requirements, has the potential to be burdensome to programme partners. To help make this transition as easy as possible, the De Beers Fund will produce clear forms and guidelines that will accompany each grant.

De Beers Fund Funding guidelines 2012

These guidelines provide the general principles and criteria the De Beers Fund (hereafter known as “the Fund”) uses to determine your organisation’s eligibility for funding.

Please continue on to the next page for information regarding the Fund’s main sectors of interest.

The following activities and / or sectors are **not** considered for support by the Fund.

Funding criteria and principles

- The Fund only awards grants for projects in De Beers’ operating areas. Only projects implemented in the following areas will be considered:
 - Kimberley (and surrounding areas), Northern Cape
 - Viljoenskroon (and surrounding areas), Free State
 - Musina and Blouberg (and surrounding areas), Limpopo
- 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. If you continue with your application, please bear this in mind when making your funding request.**
- 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.
- Applications for funding that include substantial consideration of the following themes will be advantaged in the selection process:
 - Capacity-building;
 - Monitoring and evaluation;
 - Innovative solutions;
 - Partnerships with government, other donors and other NGOs;
 - Community engagement and ownership of projects; and
 - Sustainability after funding from the De Beers Fund has ceased.

Ineligible activities and / or sectors

- Individuals and/or individual bursaries/bursary funds;
- Overseas tours and exchanges;
- Sporting activities, sports and recreation clubs (except for specific projects that are focused on community development);
- Arts, culture and heritage (except for specific projects that are focused on community and youth development);
- 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;

De Beers Fund Funding guidelines 2012

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

Ineligible activities and / or areas continued

- Conferences;
- 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;
- Generalised school requests (especially for computers in a context where there is no evidence of focused use and educational purpose);
- Large infrastructural projects (e.g., dams, roads, water and housing); and
- Advertising in educational or other supplements.

Areas of funding

The Fund is committed to supporting development initiatives that are directed towards the alleviation of poverty and the development of communities in South Africa. The Fund's major area of interest is education.

The targeted activities for **Education** are:

- Early-Childhood Development;
- Maths, science and language development; and
- Further education and training development.

The target activities for **Health and Welfare** are:

- Primary health care;
- Orphans and Vulnerable Children;
- Vulnerable adults (victims of domestic violence, the elderly, rape survivors, drug and alcohol addicts and the homeless); and
- People with disabilities.

The target activities for **Community Strengthening** are:

- Life skills training;
- Social cohesion interventions; and
- Livelihoods promotion.

The Fund also provides grants in support of practical research and capacity building in the above areas of interest in order to contribute to improved decision-making in the development sector.

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De Beers Fund Application form 2012

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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. Do not email and post duplicate applications.

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 application form provided on the following pages. Using another application form and / or template is not acceptable and will negatively impact on the efficient and effective review of your application throughout the grantmaking process.

All sections of the application form need to be completed in order for your application to be considered.

The De Beers 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 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.

Send your application form together with the attachments to one of the addresses below. Should you have any queries, please contact 011 544 0300.

By email: debeersfund@tsi.org.za

By hand:

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

By post:

De Beers Fund
Private Bag X125
Braamfontein 2017

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):

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

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

Section 2 - Funding request

Name of project:

Planned project start date:

Expected duration of project:

1. Alignment with the De Beers Fund strategy

In which focus areas of the Fund strategy does your project operate?

Please tick only the appropriate boxes.

Education

Early Childhood Development

Maths, science and language development

Further education and training development

Health and Welfare

Primary health care

Orphans and Vulnerable Children

Vulnerable adults (please see previous description)

People with disabilities

Community Strengthening

Life skills training

Social cohesion interventions

Livelihoods promotion

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Section 2 - Funding request continued

2. Project outcomes

Description of the project, including but not limited to:

- background
- motivation for starting project
- if and how a needs assessment was completed

Primary objective(s) of the project:

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Section 2 - Funding request continued

Primary project activities:

Project impact to date if applicable:

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Section 2 - Funding request continued

3. Budget

Total budget for the **organisation**:

.....

Total budget required to implement **project**:

.....

Amount **already secured** for project:

.....

Funding amount requested:

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In detail, what will this grant be used for?

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4. What is the anticipated project impact using this grant - **beneficiaries**

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

Please note: "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.

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Section 2 - Funding request continued

Describe your direct beneficiaries:

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.....

Describe your indirect beneficiaries:

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.....

5. Provincial distribution of project

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

Eastern Cape

Municipality:

Free State

Municipality:

Gauteng

Municipality:

Kwa-Zulu Natal

Municipality:

Limpopo

Municipality:

Mpumalanga

Municipality:

North West

Municipality:

Northern Cape

Municipality:

Western Cape

Municipality:

National

Municipality:

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Section 2 - Funding request continued

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

Donor	Amount requested	Pending or approved

7. Project sustainability

What is the sustainability strategy to ensure that this project continues after the grant has expired?

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Section 3 - Organisation in-depth

1. Provincial distribution of organisation

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

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

2. Your organisation's people - tell us about your Trustees or Directors as per the table below

Full name	Role	Race	Gender	Disability Y/N	Area of expertise

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Section 3 - Organisation in-depth continued

3. Your organisation's management - provide details as per the table below

Full name	Designation (i.e. CEO)	Race	Gender	Disability Y/N

4. Your organisation's staff - provide details as per the table below

	Total	Female	Male	African	Coloured	Indian / Asian	White	Other / Unknown	Disability	Youth (16-35)	Adults (36-65)
Full time											
Part time											
Volunteers											
Total staff											

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Section 3 - Organisation in-depth continued

5. More about your organisation

Brief overview of your organisation, including but not limited to:

- History / background
- Primary objectives
- Primary activities
- Description of beneficiaries

Total number of beneficiaries reached by your organisation:

Brief overview of your organisation's financial sustainability plan, including fundraising targets:

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Section 3 - Organisation in-depth continued

6. Beneficiary inclusion

How are your beneficiaries represented at board level and how are they involved in decision-making?

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7. Organisation partners

Provide the names of any local, provincial, national and/or international affiliations/forums to which your organisation belongs:

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If you are an umbrella body, list the organisations that are affiliated to your organisation:

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8. Partnership with government - provide details as per the table below

Government department	Local, provincial, national	Directorate	Nature of relationship
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Section 3 - Organisation in-depth continued

9. Funding from government - provide **comprehensive** details as per the table below

Government department	Local, provincial, national	Grant amount	Activity / project funded and funding period

10. Partnership with other donors - provide details of your top five **current** donors and the amount contributed for the **current** financial year.

Name of donor	Grant amount	Activity / project funded

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Section 4 - Your other projects

1. Provide a brief description of one of the three primary projects that your organisation implements **other than the project for which you are requesting funding**.

Name of project:

Description:

Number of beneficiaries:

Total project budget:

2. Provide a brief description of one of the three primary projects that your organisation implements **other than the project for which you are requesting funding**.

Name of project:

Description:

Number of beneficiaries:

Total project budget:

3. Provide a brief description of one of the three primary projects that your organisation implements **other than the project for which you are requesting funding**.

Name of project:

Description:

Number of beneficiaries:

Total project budget:

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All applicants need to attach the documents listed below to their application. While the submission of these documents is unfortunately not a guarantee of funding, please note that incomplete applications will not be accepted.

Section 5 - Attachments		
Document	Check if attached	Provide reason if not attached
A copy of a letter from SARS confirming your PBO status (e.g. Section 18a or Section 30)		
Any other relevant registration certificates (e.g. from appropriate Government departments)		
A signed copy of your constitution. If you have received a grant from the Fund before, you do not need to include a copy of your constitution unless it has changed since the original submission)		
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		
Organisational budget for current financial year and next financial year		
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.		
Maximum of five photographs that could be used to better explain or motivate your proposal		
Any internal or external evaluations of the impact of the work of the organisation		
If applicable, plans or diagrams that would assist in the evaluation of your appeal. If your appeal is for a building project, you must submit the relevant drawings and plans to support the proposal.		
If applicable, quotations for materials, training, equipment, etc. that you are requesting funding for in this proposal.		