



Stichting Projecten Zuid-Afrika (SPZA)  
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 Transparantprijs 2008 +2011+2012  
 3e plaats Trouw Goede Doelen Top 50 2011+2012  
 TRIODOS Bank 39-04-37-603  
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## FUNDING APPLICATION FORM FOR OUT-OF-SCHOOL ACTIVITIES

during school terms (after care) or during school holidays (holiday school)

See page 2: How to complete a PDF form

Name of applying organisation: .....

- 1) Please return the completed form as soon as possible but no later than two months before the start of your programme. Late applications risk rejection. Before completing this form please read the **Grant Criteria** on our website.
- 2) Submit one completed form per programme (holiday school, after care programme) and
- 3) E-mail the completed form, signed and dated + annexes to: [info@spza.org](mailto:info@spza.org) or fax this form + annexes to: 086-5122860 (please note, this is a fax number in South Africa).

### BEFORE YOU PROCEED, PLEASE READ THE FOLLOWING CAREFULLY:

For Stichting Projecten Zuid-Afrika - South Africa Foundation the **main objectives for funding** out-of-school or extra curriculum programmes are:

- to keep **children off the streets** in a safe environment, while offering them life skills and other skills through **educational and fun** activities;
- to give **young people training and work experience** in planning, management, leadership, team work and working with children.

We **expect you** to:

- seek **assistance in South Africa**: from businesses, municipalities, national and/or provincial government, churches, trusts, charities and other organisations and private individuals.
- **secure assistance** for: venues, volunteers, materials and other donations in kind (food, equipment, etc.), transport, discounts.

Please note that if you have not approached any **other donors**, we will **not consider** your application.

We do **not fund** organisations that convert people to a **religion** or preach or evangelise; organisations that promote the work of **religious or political** groups or organisations; **government** departments and agencies or universities and colleges; organisations that advocate and endorse the use of **violence** in South African society; groups/organisations based **outside** South Africa; **businesses** in the private sector.

Details of your **organisation** page 1 of 1. Did you attach a completed profile form?

- no Please complete 1.1 till 1.11
- yes Proceed to 2.1.

1.1 NGO/NPO registration number Organisation is on www.npo.gov.za?	<input type="checkbox"/> NGO number: <input type="checkbox"/> NPO number: <input type="checkbox"/> yes <input type="checkbox"/> no If no, for what reason?
1.2 Physical address	
1.3 Postal address	
1.4 Telephone and fax number	<input type="checkbox"/> Phone: <input type="checkbox"/> Fax:
1.5 Email, website, social media	<input type="checkbox"/> Email: <input type="checkbox"/> Http://www. <input type="checkbox"/> Facebook: <input type="checkbox"/> Twitter:
1.6 Name of bank	
1.7 Branch code	
1.8 Type of account	<input type="checkbox"/> current/cheque account <input type="checkbox"/> savings account
1.9 Account name	
1.10 Account number	
1.11 Names of persons with signing power for this account	1. 2. 3.

### HOW TO COMPLETE A PDF FORM

To complete this form we advise you to do the following:

**1. Download Foxit reader and install it on your computer.**

To download go to:

[http://www.foxitsoftware.com/Secure\\_PDF\\_Reader/](http://www.foxitsoftware.com/Secure_PDF_Reader/)

**2. Open the SPZA application form in Foxit reader**

**3. Click on the tab: Comments**

**4. Then choose Typewriter**

**5. Complete the form**

**6. Save the document, adding <+ name of your organization> to the existing document name.**

Details of your **programme** page 1 of 3.

<p>2.1 Names of persons responsible for the programme + position, email address and phone number</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
<p>2.2 Name, email address and phone number of contact person</p>	<p>Name:</p> <p>Phone:</p> <p>Email:</p>
<p>2.3 How many volunteers will be involved?</p>	
<p>2.4 Would you like assistance from experienced volunteers from elsewhere in South Africa OR from volunteers from abroad?</p>	<p><input type="checkbox"/> yes</p> <p><input type="checkbox"/> no</p> <p>If yes, what would you like them to do?</p>

3.1 Name of the programme	
3.2 Goals of the programme	
3.3 Name of venue and physical address of programme	<input type="checkbox"/> same as 1.2 <input type="checkbox"/> other:
3.4 Planned maximum number of children per day	
3.5 Ages of children	minimum:                      maximum:
3.6 Daily entrance fee per child: amount in Rand or number of tins, bottles, etc.	<input type="checkbox"/> ZAR: <input type="checkbox"/> tins: <input type="checkbox"/> bottles: <input type="checkbox"/> other (specify):
3.7 Opening date of the programme : dd mm yyyy	
3.8 Closing date of the programme : dd mm yyyy	
3.9 Number of days that the programme will run	
3.10 Daily opening and closing time for children	opening time: closing time:
3.12 Planned number of individual children for the whole programme (one name = one child)	
3.13 Who will train the volunteers?	
3.14 When will the training take place? From: dd mm yy till: dd mm yy	

<p>3.14 Will volunteers be assessed during the programme?</p>	<p><input type="checkbox"/> no If no, why not?</p> <p><input type="checkbox"/> yes If yes, how?</p>
<p>3.15 Which assessment criteria will be used for assessment?</p>	

<p>4.1 Total amount needed ?</p>	<p>ZAR:</p>
<p>4.2 How much do you already have?</p>	<p>ZAR:</p>
<p>4.3 How many other donors will you approach? Please tick off and add numbers.</p>	<p><input type="checkbox"/> Businesses: <input type="checkbox"/> Government: <input type="checkbox"/> Organisations: <input type="checkbox"/> Private individuals: <input type="checkbox"/> Other (specify):</p>

