



Vestas Empowerment Trust | Application Pack 2014

This Application pack contains the following:

- Funding principles
- Activities or sectors NOT considered for support
- Description of the Vestas Empowerment Trust's primary sectors of interest
- Application form

Please use the application form provided, and supply information relevant to the grant being requested.

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.

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. Please note: the 'save' functionality is only enabled in later versions of the 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 ink.

Please note that the funding budget for 2014 is limited to teacher training and learner support in primary education. Please refer to <http://www.tshikululu.org.za> for updates on the submission deadlines.

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These guidelines provide the general principles and criteria the Vestas Empowerment Trust (hereafter known as "the Trust") 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.

Funding criteria and 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 trust 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 Trust does provide multi-year funding, if necessary and appropriate
- The Trust 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 advantage in the selection process:
 - Poverty alleviation;
 - Capacity building;
 - Children and youth;
 - Innovative solutions;
 - Partnerships with government, other donors and other NGOs;
 - Supporting public and civil society delivery systems; and
 - Community engagement and ownership of projects.

The Vestas Empowerment Trust is the dedicated instrument through which Vestas southern Africa channels its Social Economic Development (SED) spend, and is hoping to make a difference in the area of its operations in Eastern Cape.

The Trusts investments are structured to contribute to sustainable educational development and focus specifically on the primary education phase. The Trust feels it is important to direct funding at an earlier stage in the education continuum.

Through partnership and growth the Trust wants to grow an informed understanding of the country's development challenges.

Vestas southern Africa have established themselves as a leading renewable energy provider in South Africa and aim to contribute to the development of South Africa throughout their tenure in the country.

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Funding guidelines

The strategy of the Trust will be concentrated on improving primary school education outcomes in the Grahamstown area in the Eastern Cape.

The Trust is committed to supporting development initiatives that are directed towards the alleviation of poverty and the development of communities in this area.

The major area of interest is education.

The targeted activities for education are

- Learner outcomes, specifically:
 1. Programme which actively and constructively involve parents and community members in the learning of their children
 2. Programmes ensuring barriers to learning are addressed
 3. Established, facilities, training and resources for the provision of high quality education and care of young children
 4. Improved outcomes in maths, science and language subjects

- Teacher training, specifically:
 1. Classroom based teacher support
 2. Quality schooling, with a focus on primary school teacher development, and management and leadership at school and district level. The focus is on foundation and intermediate phases.
 3. Maths, science and language and/or numeracy and literacy development
 4. Accredited teacher training in primary phase education
 5. Capacity building programmes related to improving subject knowledge amongst teachers

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

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 organisation (except community outreach projects);
- Trade unions;
- General fundraising requests (only specific requests will be considered)
- Leveraged giving (meeting the costs of collecting donation from others);
- Endowment trusts;
- Commercial ventures (closed corporations and other for profit activities);
- Loans and investments;
- Conferences;
- Grand projects which are beyond the capacity of the Trust

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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 Vestas Empowerment Trust 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 the email address below. **Should you have any queries, please contact 011 544 0300.**

By email: vet@tshikululu.org.za

Date of submission:
Name of organisation:
Date established:
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:
NPO number (from DSD): PBO number (from SARS):
Company registration no.: Trust registration no.:
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 tel. & cell no.: Direct email:
3. Details of alternate contact person	
Full name and designation:
Direct tel. & cell no.: 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 Vestas Empowerment Trust strategy	
In which focus areas of the Fund strategy does your project operate?	Learner outcomes
Please tick only the most appropriate boxes.	<input type="checkbox"/> Parent and Community involvement
	<input type="checkbox"/> Quality schooling
	<input type="checkbox"/> Maths, science and language
	<input type="checkbox"/> Eradicating barriers to learning
	Teacher training
	<input type="checkbox"/> Classroom based support
	<input type="checkbox"/> Quality schooling
	<input type="checkbox"/> Maths, science and language
<input type="checkbox"/> Accredited training	
<input type="checkbox"/> Capacity building related to subject knowledge	

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Section 2 - Funding request continued
2. Project outcomes:
Please describe the project for which you are requesting funding, 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:

Dotted lines for text entry.

Project impact to date if applicable:

Dotted lines for text entry.

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Section 2 - Funding request continued									
3. Budget									
	Year one	Year two	Year three						
Total budget for the organisation :									
Total budget to implement project :									
Amount already secured for project:									
Funding amount requested:									
Are any anticipated changes in the annual project implementation budget over the next three years a result of:									
<input type="checkbox"/> Inflation	<input type="checkbox"/> project cycle	<input type="checkbox"/> contractual obligation? (tick any that apply, or leave blank)							
In detail, what will this grant be used for?									
4. What is the anticipated project impact using this grant - beneficiaries									
	Total	Female	Male	African	Coloured	Indian / Asian	White	Foreign National	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:					
Describe your direct beneficiaries:					
5. What is the anticipated project impact using this grant - employment					
	Total	Female	Male	Youth and young adults (16-35 years)	Adults (36-65 years)
Full time					
Part time					
6. 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.					
<input type="checkbox"/>	Eastern Cape Municipality:		<input type="checkbox"/>	Mpumalanga Municipality:	
<input type="checkbox"/>	Free State Municipality:		<input type="checkbox"/>	North West Municipality:	
<input type="checkbox"/>	Gauteng Municipality:		<input type="checkbox"/>	Northern Cape Municipality:	
<input type="checkbox"/>	KwaZulu-Natal Municipality:		<input type="checkbox"/>	Western Cape Municipality:	
<input type="checkbox"/>	Limpopo Municipality:		<input type="checkbox"/>	National:	

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Section 2 - Funding request continued

7. 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

8. Project sustainability

Please provide a brief overview of the sustainability strategy in place 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. Tell us about your Trustees, Directors or Members as per the table below:					
Full name	Role or Designation	Race	Gender	Disability Y/N	Area of expertise

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Section 3 - Organisation in-depth continued											
3. Provide details of your organisation's management 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?			
.....			
.....			
.....			
7. Organisation partners			
Provide the names of any local, provincial, national and/or international affiliations/forums to which your organisation belongs:			
.....			
.....			
.....			
.....			
If you are an umbrella body, list the organisations that are affiliated to your organisation:			
.....			
.....			
.....			
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)	<input type="checkbox"/>	
Any other relevant registration certificates (e.g. from appropriate Government departments)	<input type="checkbox"/>	
A signed copy of your constitution. If you have received a grant from the Trust before, you do not need to include a copy of your constitution unless 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 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"/>	
Your organisation's banking details (bank and account name and branch code), typed onto your letterhead and signed by two senior members of the organisation: - If you are a Trust, please include your trust number allocated by the Master of the High Court and full Trust name as per Letters of Authority - If you are a NPC, please include your company name and reference number from CIPC correspondence - If you are not registered as a Trust or NPC, please include the organisation name and NPO registration number (or other number used to open the bank account)	<input type="checkbox"/>	