



## Discovery Fund | Application Pack 2015

### Human Resource Strengthening Programme

**Deadline: 18 December 2015**

**This Application pack contains the following:**

- Funding principles
- Activities or sectors NOT considered for support
- Description of the Discovery Fund'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 grant making 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.**

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Funding proposals are considered by the trustees of the Discovery Fund regularly 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

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These guidelines provide the general principles and criteria the Discovery 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.

## 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.
- One of the Fund’s priorities is providing funding for small, community-based organisations that demonstrate strong potential to make a substantial impact in their community.
- 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.
- Sustainability of projects is crucial, as are sound financial practices and systems.
- Projects need to demonstrate a strong developmental focus.
- 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.

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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;
- 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;
- Conferences;
- 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.

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.

## 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 areas will be considered for support by the Fund:

- Primary health care
  - community health
  - maternal and child health
  - school health
- Education and training
  - Pre-service training on health disciplines
  - In-service training of health care professionals

The Fund also provides grants in support of practical research in the above areas of interest in order to contribute to improved decision-making in the development sector. A portion of the Fund's total budget is allocated towards projects of this nature.

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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.**

**Please note that Tshikululu Social Investments holds the Directors or Trustees or Members of the organisation responsible for the preparation of this application and the integrity of the documents submitted with it.**

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 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:** [discoveryfund@tshikululu.org.za](mailto:discoveryfund@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:	(Miss , Mrs, Mr , Dr, Prof) .....
Direct tel. & cell no.:	..... Direct email: .....
3. Details of alternate contact person	
Full name and designation:	(Miss , Mrs, Mr , Dr, Prof) .....
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 Discovery Fund strategy	
In which focus areas of the Fund strategy does your project operate?	
Please tick only the most appropriate boxes.	
	<b>Primary health care</b>
	<input type="checkbox"/> Community health
	<input type="checkbox"/> Maternal and child health
	<input type="checkbox"/> School health
	<input type="checkbox"/> Nutrition
	<b>Human Resource Strengthening</b>
	<input type="checkbox"/> Pre-service training on health disciplines
	<input type="checkbox"/> In-service training on health professionals

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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:

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Project outcomes:

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## Section 2 - Funding request continued

Project impact to date if applicable:


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## Section 2 - Funding request continued

### 3. Budget

Total budget for the **organisation**:

Total budget to implement **project**:

Amount **already secured** for project:

Funding amount requested:

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In detail, what will this grant be used for?

### 4. What is the current breakdown of beneficiaries of this project?

	Total	Female	Male	African	Coloured	Indian / Asian	White	Foreign National	Disability
<b>Direct</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Indirect</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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									
5. What is the anticipated breakdown of beneficiaries of this project?									
	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:

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Describe your indirect beneficiaries:

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

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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 - Monitoring and evaluation

		Target Year 1	Target Year 2	Target Year 3
<b>Human Resource Strengthening</b>	1. Care recipients/beneficiaries report an improvement in the quality of healthcare services received (outcome indicator)			
	2. Number of household visits per trained CHW			
	3. Number of CHWs who receive accredited training through the Discovery Fund			
	4. Number of healthcare workers receiving in-service training/workshops related to the focus areas of the Fund			
	Allied health professionals			
	Midwives			
	Nurses			
	Clinical associates			
	5. Number of clinical associates benefiting from resources provided by the Discovery Fund			
	6. Percentage of bursary recipients who continue to serve in rural hospitals beyond the required time (outcome indicator)			
7. Number of people receiving bursaries through the Discovery Fund				

### Comments on M&E table and/or indicators selected

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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

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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			
<b>9. Funding from government - provide comprehensive details as per the table below</b>			
Government department	Local, provincial, national	Grant amount	Activity / project funded and funding period
<b>10. Partnership with other donors - provide details of your top five current donors and the amount contributed for the current financial year.</b>			
Name of donor	Grant amount	Activity / project funded	

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Section 4 - Your other projects	
<b>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.</b>	
Name of project:	
Description:	
Number of beneficiaries:	
Total project budget:	
<b>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.</b>	
Name of project:	
Description:	
Number of beneficiaries:	
Total project budget:	
<b>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.</b>	
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"/>	
An ITA 34 or a Certificate of Good Standing from SARS	<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 Fund 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"/>	
The most up-to-date Management Accounts for the current financial year	<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: <ul style="list-style-type: none"> <li>- 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</li> <li>- If you are a NPC, please include your company name and reference number from CIPC correspondence</li> <li>- 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)</li> </ul>	<input type="checkbox"/>	