

Discovery Fund Application pack 2014



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. 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.

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.

Discovery Fund Funding guidelines 2014

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.

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

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.

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;

Discovery Fund Funding guidelines 2014

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

- 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.

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 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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Application form 2014**

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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 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 one of the addresses below. Should you have any queries, please contact 011 544 0300.

By email: discoveryfund@tsi.org.za

By hand:

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

By post:

Discovery 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):

Company registration no.: **OR** 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 Discovery Fund strategy

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

Please tick only the appropriate boxes.

Primary health care

Community health

Maternal and child health

School health

Nutrition

Education and training

Pre-service training on health disciplines

In-service training on health professionals

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Section 2 - Funding request continued**2. Project description**

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 outcomes:

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Section 2 - Funding request continued

Project impact:

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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:

In detail, what will this grant be used for?
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4. What is the current breakdown of beneficiaries of this project?

	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

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

	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:

Describe your indirect beneficiaries:

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	<input type="checkbox"/>	Mpumalanga
	Municipality:		Municipality:
<input type="checkbox"/>	Free State	<input type="checkbox"/>	North West
	Municipality:		Municipality:
<input type="checkbox"/>	Gauteng	<input type="checkbox"/>	Northern Cape
	Municipality:		Municipality:
<input type="checkbox"/>	Kwa-Zulu Natal	<input type="checkbox"/>	Western Cape
	Municipality:		Municipality:
<input type="checkbox"/>	Limpopo	<input type="checkbox"/>	National
	Municipality:		Municipality:

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Please select **at least two but not more than five** indicators from the list below that match your project's focus area, and then record **target** figures for those indicators. Should you receive funding from the Discovery Fund, actual figures for these indicators, broken into various demographic categories, will be requested when you report on the impact of your grant. Please ensure that your monitoring and evaluation procedures take these indicators into account.

Section 3 - Monitoring and evaluation		Target
Community health	# of community health workers (CHWs) receiving training through Discovery Fund support	
	# of community health workers (CHWs) supported through Discovery Fund support (stipends, allowances, resources etc)	
	# of people receiving integrated community-based care through Discovery Fund	
	# of community outreach campaigns or workshops supported by Discovery Fund (# of campaigns and not # of attendees)	
	# of people receiving nutritional support or advice on food security through Discovery Fund	
	# of people receiving HCT through Discovery Fund	
	# of people screened for TB through Discovery Fund	
	# of people receiving ART	
	# of patient consultations done through Discovery Fund	
Maternal and infant health	# of pregnant women receiving antenatal care through Discovery Fund	
	# of women receiving PMTCT through Discovery Fund	
	# of infants receiving postnatal care through Discovery Fund support	
	# of infants tested for HIV at six weeks	
	# of infants who tested HIV positive	
	# of children on paediatric ART	
	# of mothers who have exclusively breastfed for the first six months	

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Section 3 - Monitoring and evaluation continued

		Target
	# of children under 5 years receiving health care services excluding children on ART.	
	# of children under 5 years fully immunised.	
	# of children under 5 years receiving growth monitoring and regular weighing.	
	# of children receiving nutritional support and or micro-nutrients supplements through Discovery Fund.	
	# of children referred to secondary or tertiary level of care	
School health	# of school children receiving health screening tests through Discovery Fund support	
	# of school children seen by a school health nurse or referred to to a health facility.	
	# of school children with up to date road to health cards.	
	# of children receiving treatment for worms and micro-nutrients supplements through Discovery Fund support.	
Education and training	# of people receiving bursaries through the Discovery Fund	
	# of bursars due to graduate in the current reporting period.	
	# of clinical associates benefiting from resources provided by the Discovery Fund (e.g. infrastructure, IT, transport etc.)	
	# of health care workers receiving in-service training related to the focus areas of the Fund: e.g. RED strategy, KMC, ESMOE, IMCI etc	
1. Comments on M&E table and/or indicators selected		

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Section 4 - 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.

Eastern Cape

Free State

Gauteng

KwaZulu-Natal

Limpopo

Mpumalanga

North West

Northern Cape

Western Cape

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 4 - 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 4 - 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 4 - 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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.....
.....
.....
.....

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Section 4 - 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 5 - 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 6 - 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 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"/>	
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"/>	
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.	<input type="checkbox"/>	
If applicable, quotations for materials, training, equipment, etc. that you are requesting funding for in this proposal.	<input type="checkbox"/>	