ApexHi Charitable Trust | Application pack 2013

This Application pack contains the following:

- Funding principles
- Activities or sectors NOT considered for support
- Description of the ApexHi Charitable 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.

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The ApexHi Charitable Trust is administered by Tshikululu Social Investments

ApexHi Charitable Trust Funding guidelines 2013

These guidelines provide the general principles and criteria the ApexHi Charitable 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 Trust'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 Trust's priorities is providing funding for small, community-based organisations that demonstrate strong potential to make a substantial impact in their community.
- **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.
- Sustainability of projects is crucial, as are sound financial practices and systems.
- Applications for funding that include substantial consideration of the following themes will be advantaged in the selection process:
  - Capacity-building;
  - Thought leadership;
  - Innovative solutions;
  - Partnerships with government, other donors and other NGOs; and
  - Community engagement and ownership of projects.

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

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;
- Commercial ventures (closed corporations and other for profit activities);
- Loans and investments
- Conferences;
- Grand projects which are beyond the capacity of the Trust to contribute to meaningfully; and
- Advertising in educational or other supplements.

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

Areas of funding

The Trust seeks to invest in innovative, community-based organisations and/or projects in each of its focus areas. The Trust's programmes in the sector of **Education**:

School Leadership and Teacher Development, aiming to:
- Increase the content and pedagogical knowledge of teachers through practical and relevant training (not only ACE courses);
- Improve the management capacity of principals, school management teams and school governing bodies through practical and relevant training and support;
- Strengthen the working relationships between teachers, principals, and district managers; and
- Ultimately, to improve the learner results in schools.

Early Childhood Development, aiming to increase access to high-quality ECD services, both formally and informally, for as many children as possible, through:
- Home and community-based programming, including home visiting, playgroup, and toy library programmes. Preference will be given to projects that proactively include parents/caregivers in the ECD process.
- Training for children with disabilities. Funding will be provided to train ECD practitioners about early identification and intervention for children with disabilities. In addition, funding will be provided for trained practitioners providing support to parents with children with disabilities (e.g., through support groups, referrals, networking, training, etc.).

Community Strengthening, through which grants are awarded to organisations working in the welfare sector. The Trust will consider proposals focusing on the following target populations:

- The aged;
- The homeless and destitute;
- People with disabilities; and
- Victims of gender-based violence.

The Trust will also consider proposals focusing on Orphans and Vulnerable Children (OVC). For OVC, proposals must focus on one or both of the following areas:

Support for institutional care with a developmental focus
Over and above providing shelter, basic needs and education, organisations must have a developmental focus by offering programmes such as life skills, psychosocial support and re-integration into the community to help children cope with the "outside world" once they become adults.

Community-based and family-focused OVC programmes
Organisations must offer programmes that strengthen the capacity of families and communities to care for their own children. These should not be once-off interventions (e.g. feeding schemes or ad hoc after-school support), but must work with families, for a limited period, to strengthen self-reliance and coping mechanisms. The end goal of these programmes must be to "graduate" families as quickly as possible.

Finally, the Trust also provides grants in support of **practical research** in the above areas of interest in order contribute to improved decision-making and knowledge-sharing in the development sector.

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

The ApexHi Charitable 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: apexhitrust@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

Please provide whichever of the following numbers are applicable to your organisation:

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 ApexHi Charitable Trust strategy

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

Please tick only the most appropriate boxes.

Education

☐ School leadership and teacher development

☐ Early Childhood Development

Community Strengthening

☐ The aged

☐ The homeless and destitute

☐ Orphans and Vulnerable Children

☐ People with disabilities

☐ Victims of gender-based violence

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Section 2 - Funding request continued

2. 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:

3. Primary objective(s) of the project:

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Section 2 - Funding request continued

4. Primary project activities:

5. Project outputs and outcomes to date if applicable:

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Section 2 - Funding request continued

6. What is the anticipated project reach using this grant?

Please note: "Direct beneficiary" refers to a person, group of persons or organisation that has direct contact with the intervention or project.

	Total	African	Coloured	Indian / Asian	White	Foreign National	Disability
Direct female beneficiaries							
Direct male beneficiaries							

7. Describe your direct beneficiaries:

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Section 2 - Funding request continued

8. In detail, what will this grant be used for?

9. Budget

Total budget for the **organisation**:

Total budget to implement **project**:

Amount **already secured** for project:

Funding amount requested:

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Section 2 - Funding request continued

10. 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		**Mpumalanga**
Municipality:		Municipality:
Free State		**North West**
Municipality:		Municipality:
Gauteng		**Northern Cape**
Municipality:		Municipality:
KwaZulu-Natal		**Western Cape**
Municipality:		Municipality:
Limpopo		
Municipality:		**National:**

11. List any other donors that have granted funding to your organisation for this project in the last 12 months.

Donor	Amount requested	Pending or approved

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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.

- ☐ Eastern Cape
- ☐ Free State
- ☐ Gauteng
- ☐ KwaZulu-Natal
- ☐ Limpopo

- ☐ Mpumalanga
- ☐ North West
- ☐ Northern Cape
- ☐ Western Cape
- ☐ 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. 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 3 - Organisation in-depth continued

5. Provide a brief overview of your organisation, including but not limited to history / background, primary objectives, primary activities and description of beneficiaries:

6. What was the total number of direct beneficiaries reached by your organisation in the last 12 months?

7. Provide an overview of your financial and organisational sustainability plan, including succession planning:

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Section 3 - Organisation in-depth continued

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

7. List any local, provincial, national and/or international affiliations/forums to which your organisation belongs:

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

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

Government department	Local, provincial, national	Directorate	Nature of relationship

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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 one:
....

Description:
....

....

....

Number of beneficiaries:
....

Total project budget:
....

Name of project two:
....

Description:
....

....

....

Number of beneficiaries:
....

Total project budget:
....

Name of project three:
....

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.

If you have received a grant from the Trust before, you do not need to include a copy of your constitution/trust deed etc. unless it has changed since the since the original submission.

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. NPO registration certificate)		
Associations or Organisations: a signed copy of your constitution.		
Companies: a signed copy of your Memorandum of Incorporation.		
Trusts: a signed copy of your Trust Deed and Letters of Authority.		
Latest annual report		
Latest set of unabridged, signed 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 following 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.		
Any internal or external evaluations of the impact of the work of the organisation or project.		

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Should you receive funding from the ApexHi Charitable Trust for a project in the area of Education, actual figures for the indicators below, broken into various demographic categories, will be requested when you report on the impact of your grant. Particularly for Early Childhood Development projects, successful applicants will receive further information in their grant contract letters, but please ensure that your monitoring and evaluation procedures take these indicators into account.

Section 6 - Monitoring and evaluation

School leadership and teacher development programme

- Number of principals/school management team members/school governing body members/teachers attending training

- Number of principals/school management team members/school governing body members/teachers completing training (specify accreditation where possible)

- Number of schools benefiting from school leadership and teacher development interventions

   Learner results

- Matric results (in the case of secondary schools)

- Grade three and grade six ANA results (in the case of primary schools)

Early Childhood Development programme

   Home and Community-based Programming

- Number of children being reached by programmes

- Number of parents trained/participating in programmes

- Number of new children being reached by programmes (i.e. children who have not previously accessed any ECD services)

   ECD Practitioner Disability Training

- Number of practitioners being trained in working with children with disabilities

- Number of practitioners successfully completing training course

- Number of parents being supported by trained practitioners

   Capacity building

- Number of ECD centres reached by the programme

- Number of ECD centres successfully applying for registration with relevant departments

- Number of ECD centres successfully registered with relevant departments

- Number of ECD centres demonstrating progress towards applying for registration

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The ApexHi Charitable Trust monitoring and evaluation indicators

All applicants should note that if your application for funding is successful, your organisation will be required to provide quantitative information as part of your reporting. Below you will find the approved indicators for each ApexHi Charitable Trust programme, which you must report on. When you do so, please ensure that you disaggregate information by gender and race.

Programme Indicators

Early Childhood Development

Home and Community-based Programmes
- Number of children reached by programmes
- Number of parents trained/participating in programmes
- Number of new children being reached by programmes (i.e. children who have not previously accessed any ECD services)

Children with Disabilities
- Number of practitioners being trained in working with children with disabilities
- Number of practitioners successfully completing training course
- Number of parents being supported by trained practitioners
- Number of children reached by the programme, including children with disabilities

School Leadership and Teacher Development
- Number of principals/school management team members/school governing body members/teachers trained/mentored
- Number of principals/school management team members/school governing body members/teachers completing training/mentorship (specify accreditation where applicable)
- Number of schools benefiting from school leadership and teacher development interventions
- Matric results, for last two years (in the case of secondary schools)
- Grade three and grade six ANA results, for last two years (in the case of primary schools)

Community Strengthening
For all OVC grants, partners will be required to report on the following indicators:

Institutional care	Family-focused
# of children reached	# of children reached
# of children re-integrated into families/communities	# of families on the programme
	# of families 'graduated' from the programme

For all grants focusing on the aged; homeless and desititute; gender-based violence; and people with disabilities, partners will be required to report on the number of beneficiaries reached.