

Supporting Documents

Copies to be submitted (mark 'X' where applicable):

Organisation plan for your funding request

Copy of latest bank statement

Copy of non-profit organisation registration certificate

Copy of latest audited financial statements, if (Pty) Ltd

SARS tax exemption – 18A certificate

Copy of VAT registration certificate

Copy of SARS tax clearance certificate

Organisation Background

Legal status of the organisation (mark with an 'X' where applicable):

Registration number (If registered. Attach a copy)

Community-based organisation

Section 21 company

Voluntary organisation

Non-profit organisation (NPO)

Closed corporation (CC)

Trust

Company/(Pty) Limited

Sole proprietor

Partnership

Does the organisation have a constitution? (Attach a copy)

When was the project established?

Date

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Administration

Who are the organisation's auditors?

Company Name

Contact Person

Postal Address

Postal Code

Cellphone Number

Fax Number

Work Number

Email Address

Previous Funding

Have you applied to Capitec Bank before for a donation? (If **yes**, please give date and amount)

Yes No

Date Amount R .

List of previous funders/donors (since project started):

Funder/Donor's Name
Type of Support
Amount R .

Beneficiaries

How many people are directly employed by the organisation?

Female Male

Total number of children

Total number of out-of-school youths (16 – 24 yrs)

Total number of adults (25 – 64 yrs)

Total number of educators

Total number of senior citizens (65+ yrs)

How many new jobs will be created by this organisation?

Audit and Accountability

Have the organisation's books or accounts been audited? (If **no**, give reasons)

Organisation Description

List the organisation's objectives. Explain why the organisation was started. (e.g. Make bricks to build houses)

How are the needs of the community/clients satisfied by this organisation? (e.g. Do you provide an essential service/product to the community?)

Organisation Description (continued)

How is the community informed of the organisation and its services/products?

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Has the organisation ever been formally evaluated by government, any external person, donor, funder, or any other development organisation?
(If **yes**, give details)

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List the services/products offered by the organisation:

1.	
2.	
3.	
4.	

Description of Assets:

	Estimated Amount
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Total	R <table border="1" style="width: 100px; height: 20px;"></table> . <table border="1" style="width: 30px; height: 20px;"></table>

Financials

Does the organisation have an active bank account? Yes No

Type of Account Cheque Savings Other

If Other Type of Account

Date Opened

D D M M Y Y Y Y

Accountholder's Name

Bank Name

Branch Name

 Branch Number

Account Number

