

FULL APPLICATION FORM

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Welcome to the Full Application Form for the ApexHi Charitable Trust.

Only organisations who have been invited to complete this form, need proceed.

The ApexHi Charitable Trust is administered by Tshikululu Social Investments NPC (Tshikululu). Please note that Tshikululu holds the Directors or Trustees or Members of the applicant organisation responsible for the preparation of this application and the integrity of the documents submitted with it.

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 social investment. Please note that information collated through the application process regarding racial and gender demographics are for the ApexHi Charitable Trust's reporting purposes only and will not affect the success or otherwise of this application.

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

Send this completed form together with all the required attachments to the email address below. Should you have any queries, please contact 011 544 0300.

By email: apexhitrust@tshikululu.org.za

Terms and Conditions

In order to proceed please read: **Tshikululu's Terms and Conditions**, the **Trust's strategy: ApexHi Charitable Trust**, and the **Application Guide**.

1. I accept Tshikululu's Terms and Conditions.

I accept

I do not accept

2. I have read and understand the Trust's strategy.

I accept

I do not accept

3. I have read and understand the Application Guide.

I accept

I do not accept

Organisational Information

4. Please complete the following details.

Name of organisation:

Contact person:

Title

Email address:

Telephone number:

Cellphone number:

If you have received funding from any of Tshikululu Social Investments' clients before, please provide the most recent project number:

It is the applicant organisation's responsibility to inform Tshikululu of any change to its contact person and/or contact details.

Funding Request

5. Name of project for which funding is being requested:

6. When was the project established?

7. Where is the project located?

8. In no more than three sentences, what is the problem your project is trying address/solve?

9. List and describe the specific activities that you will carry out to implement your project.

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10. How will you measure the success of this project (including specific indicators of measurement)?

11. Describe the monitoring and evaluation (M&E) resources you have in place to collect and analyse data.

12. Please provide a specific example of how you have used M&E data in the past to adapt and/or improve your programming/activities?

13. The ApexHi Charitable Trust has three key focus areas. Each focus area has its own impact indicator spreadsheet. Your application is only complete once you have submitted the relevant impact indicator spreadsheet.

The requisite spreadsheet can be obtained from Tshikululu's admin team via apexhitrust@tshikululu.org.za and is a Microsoft Excel file. Please indicate which completed impact indicator spreadsheet you are submitting with this application form:

Early Childhood Development

home and community-based programming

training relating to children with disabilities

Community Strengthening - improving the quality of life of society's most vulnerable people:

the aged

the homeless and destitute

orphans and vulnerable children (OVCs)

people with disabilities

victims of interpersonal violence

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14. Budget

What is the total budget to implement the proposed project?

How much funding has already been secured for the project?

How much funding are you requesting in this proposal?

What expenses will the requested grant cover?

15. How many beneficiaries will **this grant** help you reach? (Your response should be aligned to the submitted budget)

16. Provincial distribution of project:

In which province(s) 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.

Eastern Cape	<input type="text"/>	Mpumalanga	<input type="text"/>
Free State	<input type="text"/>	North West	<input type="text"/>
Gauteng	<input type="text"/>	Northern Cape	<input type="text"/>
KwaZulu-Natal	<input type="text"/>	Western Cape	<input type="text"/>
Limpopo	<input type="text"/>	National	<input type="text"/>
	Other (e.g. outside of South Africa)		<input type="text"/>

Organisation details

17 Brief overview/profile of your organisation.

Organisation details: Governance - Trustees, Directors or Members

Please provide details of your Trustees, Directors or Members as per the fields below.

Full name	Role or designation	Population group (BEE)	Gender	Disability Y/N	Area of expertise

Organisation details: Management

18. Please provide details of your organisation's management as per fields below.

Full name	Designation (i.e. CEO)	Population group (BEE)	Gender	Disability Y/N

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Organisation details

19. How are your beneficiaries represented at board and/or management level?

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20. Top three donors to the organisation within the last 12 months and the amount received from each.

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21. Have there been any major changes to your organisation's financial situation in the past 12 months?

Yes No

If yes, please explain.

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22. Please list any substantial, formal or informal partnerships with government, civil society and/or business.

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Attachments

All applicants are required to email the documents below. While the submission of these documents is not a guarantee of funding an incomplete application will not be accepted. **Email: apexhitrust@tshikululu.org.za**

23. Please indicate if you have emailed this or not.

	Sent now	Sent previously	Not sent
A copy of a letter from SARS confirming your PBO status (e.g. Section 18a or Section 30)			
Comments			
Founding document, depending on how your organisation is registered (e.g. Constitution, Memorandum of Incorporation, Trust Deed)			
Comments			
An ITA 34 or a Certificate of Good Standing from SARS			
Comments			
Confirmation of your organisation's bank account details (as per the format options described below)*			
Comments			
Proof of address (as per the format options described below)*			
Comments			
Signed set of unabridged audited Annual Financial Statements (not older than 18 months from the Full Application deadline)			
Comments			
Associated trust's AFS (if applicable)			
Comments			
Organisational budget for current and next financial			
Comments			
Project budget			
Comments			
Latest annual report			
Comments			
Maximum of 3 photographs (keep email messages to no more than 5Mb in size)			
Comments			
Completed impact indicator spreadsheet in the provided Excel template			
Comments			

Attachments (continued)

*** Confirmation of banking details must be in one of the following formats, scanned and emailed to us:**

- A clear copy of a recent bank statement that is not more than three months old; OR
- Internet banking statement that is not more than three months old; OR
- Where a bank statement cannot be produced, an original letter from the bank on the bank letterhead with the original bank stamp confirming the account holder's legal name, account number, account type, branch code and reflecting the date the bank account was opened.

The banking details provided must:

- Be for an account held at any of the following public banks in the Republic of South Africa (Absa Bank, Capitec Bank, First National Bank, Nedbank and Standard Bank);
- Be recent and not more than three months old;
- Clearly reflect the account holders legal name(s);
- Account Number;
- Account Type;
- Branch Code; AND
- Statement/Letter date.

Tshikululu will utilise the banking information provided to perform a third-party verification. Should this verification not be successful, Tshikululu reserves the option to request more detailed information, including the submission of original, certified, copies of documents.

Should the applicant hold a bank account with a bank not listed above, please contact Tshikululu's Administration Team on 011 544-0300 for detailed instructions.

Proof of address must be in one of the following formats, scanned and emailed to us:

VERIFICATION OF RESIDENTIAL AND/OR BUSINESS ADDRESS FOR FICA PURPOSES

Any document/account/bill/statement of account which is addressed to the applicant by name, by a third party, and which shows the applicant's residential and/or business address is suitable as verification of the address.

This document must not be older than three months.

Examples of the documents:

- Utility bill i.e. a rates and taxes account from the local municipality in respect of the residential and/or business property
- where an applicant rents his/her/its residential and/or business property, a copy of the lease or rental agreement between the applicant and the rental agent/owner of the property resides and wherein the address of that property is stated
- for properties in sectional title, cluster or share-block developments, a levy certificate which has been issued to the applicant by the body corporate, home owners association or managing agent in respect of the unit

Attachments (continued)

- a security firm account or contract
- a SARS document i.e. an official tax return; an official tax assessment or official correspondence from the local revenue services
- a newspaper invoice
- a traffic fine
- an account from a retail store e.g. Woolworths, MTN, Vodacom, Telkom
- a TV license account
- bank statement
- mortgage bond statement
- a recent short-term insurance policy or a renewal letter (less than one year old)

In the event that an applicant does not have any documents addressed to his/her/its residential and/or business address or reflecting such address then:

- an affidavit in which the applicant states his/her/its residential and/or business address.

Thank you!