

**REPORTING FORM**

## Welcome to the Reporting Form for the ApexHi Charitable Trust.

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 reporting organisation responsible for the preparation of this report 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 reporting process regarding racial and gender demographics are for reporting purposes only.

All sections of the reporting form need to be completed.

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](mailto:apexhitrust@tshikululu.org.za)**

## Terms and Conditions

In order to proceed please read: **Tshikululu's Terms and Conditions**, and the grant contract which spelled out the conditions of the grant against which your organisation is about to report on.

1. I accept Tshikululu's Terms and Conditions.

I accept

I do not accept

The ApexHi Charitable Trust has two key programmes. Each programme has its own impact indicator spreadsheets. Your report is only complete once you have submitted the relevant programme spreadsheet, providing your actual performance against target for this grant.

The requisite spreadsheet can be obtained from Tshikululu's Administration Team via **[apexhitrust@tshikululu.org.za](mailto:apexhitrust@tshikululu.org.za)** and is a Microsoft Excel file. Please indicate which completed programme impact indicator spreadsheet you are submitting with this reporting 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

## Organisational Information

2. Please complete the following details.

Name of organisation:

Name of project:

Project (grant) reference number

Contact details of person for this report (name, phone, email):

3. Reporting period (from receipt of grant to report due-date)

	DD		MM		YYYY
from	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
to	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

**Grant Utilisation**

4. Name of project for which a grant was awarded.

5. Please provide a list of activities completed using this grant.

6. Based on these activities and your overall project, have your objectives for the report period been met?

Yes  No

Please elaborate.

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7. What were the general highlights during the reporting period for this project?

8. Please provide a specific success story or case study from the reporting period.

9. What were the significant challenges during the reporting period for this project (besides funding)?

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10. Project direct beneficiaries

Female	Male	African	Coloured	Indian/ Asian	White	Other/ Unknown	People with a disability	Total

11. If there have been any substantial changes or highlights with your organisation since you applied, please let us know e.g. changes to board or management, awards won, contact details, etc.

## Attachments

12. Please indicate if you have emailed the following documents or not. **Email: [apexhitrust@tshikululu.org.za](mailto:apexhitrust@tshikululu.org.za)**

	Sent now	Sent previously	Not sent
Latest annual report			
Comments			
Latest set of unbridged, signed audited annual financial statements (AFS) not older than 18 months from the reporting deadline			
Comments			
Associated trust's AFS (if applicable)			
Comments			
Financial report for the grant, including original planned budget and actual expenditure			
Comments			
The most up-to-date Management Accounts for the current financial year			
Comments			
Maximum of 3 photographs of the project (keep email messages to no more than 5Mb in size)			
Comments			
Any new internal or external evaluations of the impact of the work of your organisation			
Comments			
Completed impact indicator monitoring report in the provided Excel template			
Comments			