

REPORTING FORM

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Welcome to the Reporting Form for the Discovery Fund.

The Discovery Fund 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 application and the integrity of the documents submitted with it.

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 reporting process regarding racial and gender demographics are for the Discovery Fund's 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: discoveryfund@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 Discovery Fund has five programmes. Each programme has its own impact indicator spreadsheet. 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 **discoveryfund@tshikululu.org.za** and is a Microsoft Excel file. Please indicate which completed programme impact indicator spreadsheet you are submitting with this reporting form:

| | | | |
|------------------|--------------------------|--------------------------------------|--------------------------|
| Community Health | <input type="checkbox"/> | Human Capital and Skills Development | <input type="checkbox"/> |
| Infrastructure | <input type="checkbox"/> | Maternal and Child Health | <input type="checkbox"/> |
| Policy | <input type="checkbox"/> | | |

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Organisational Information

2. Please complete the following details.

Name of organisation:

Name of project:

Project 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"/> |

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Grant Utilisation

4. Name of project for which the 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.

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Attachments

12. Please indicate if you have emailed the following documents or not. **Email: discoveryfund@tshikululu.org.za**

| | Sent now | Sent previously | Not sent |
|---|----------|-----------------|----------|
| Latest annual report | | | |
| Comments | | | |
| Latest set of unabridged, signed audited annual financial statements (AFS) | | | |
| Comments | | | |
| Associated trust's AFS | | | |
| 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 | | | |