



## CHARITIES SECTOR

### 2024 / 2025 CALL FOR APPLICATIONS

### APPLICATION GUIDELINES

**All applications must be submitted online. Applicants requiring assistance are encouraged to contact the nearest provincial office to schedule an appointment for assistance with the online submission. Applications sent by courier or email will not be accepted.**

Please read the guidelines carefully **before** you start with the application process and complete all required fields. Refer to the Checklist in the application process to confirm that your application is complete. Make sure to upload the correct documents.

#### **PLEASE NOTE:**

- **The National Lotteries Commission (NLC) does not have Agents**
- Applicants are advised **not to pay** for assistance in completing application forms. Assistance from NLC offices is offered at no cost to the applicant.
- Applications from for-profit organisations, political parties, or organs of state (excluding educational and welfare institutions) will not be accepted.
- It is the responsibility of the Applicant to keep the provided contact details active.
- Should your application be successful, the **same banking details** submitted at application stage will be used for the grant.
- **Submitting the application does not guarantee that it is complete and compliant. The NLC will assess and verify the information provided.**
- **Ensure that Management Committee members are present to approve the submission notification.**

***NLC Reserves the right to decline or fund applications and close applications due to budget depletion.***



## APPLICATION GUIDELINES

*No applicant to whom the National Lotteries Commission made a grant shall be eligible to apply for another grant within twelve (12) months from the date of receipt of that grant, irrespective of whether the project is different from the one previously applied for. The twelve (12) months “cooling-off” period will be counted from the first payment date to the Grant holder by the NLC.*

*Previously funded organisation must be compliant with all reporting requirements.*

*The Distributing Agency reserves the right to (i) decide on the amount to be allocated, which may be less than the amount requested, an aggrieved applicant may not lodge a review based on the amount of the grant approved.*

### 1 SECTOR AND GRANT CATEGORY DOCUMENTS

- 1.1 **APPLICATION FORM 2010/1 or 2010/2:** Complete all fields of the designated online form.
- 1.2 **DETAILED PROJECT BUSINESS PLAN, BUDGET AND MOTIVATION:** Complete all fields and provide comprehensive description of your programme and motivation.

### 2 FINANCIAL RECORDS as per relevant enabling Act

- 2.1 If the applicant is required to submit audited financial statement by any other law e.g, NPO / Companies Act. The said applicant must submit to the NLC audited financial statement. **The period of existence of the organisation will be determined by the date of registration as a legal entity.**



Applicant Group	Financial Records
Organisations less than 6 months old on the date of submission.	Apply through a Conduit
Organisations more than 6 months old and less the 18 months on the date of submission	<ul style="list-style-type: none"> <li>• <b>Management accounts</b> (<i>balance sheet, cash flow, and income statement</i>) and 3 most recent months bank statement. <b>OR</b></li> <li>• Statement of Income and expenditure, and most recent 3 months bank statement.</li> </ul>
Organisations more than 18 months old	<b>One Annual Financial Statements as prescribed by the enabling Act.</b>

### 3 ANNUAL FINANCIAL STATEMENTS

- 3.1 Organisations, including schools, that have previously received funding from the NLC must submit one complete set of **the most recent** year's Annual Financial Statements (AFS) with comparative figures. **These must be independently reviewed or audited financial statements.**
- 3.2 Organisations, including schools, that the NLC has never funded must submit **most recent** Annual Financial Statements of the organisation for two **consecutive years signed and dated by a registered and independent Accounting Officer or an Auditor**. The AFS must be for two consecutive financial years, i.e., following each other and without interruption (e.g. FY 2022/2023 and FY 2023/2024).
- 3.3 The AFS must be signed off within the period prescribed by your enabling ACT, e.g. NPO Act requires AFS to be signed of within 9 months after the financial year end.
- 3.4 Independently reviewed or Audited Financial Statements must include comparatives figures for the previous financial year.
- 3.5 The financial year-end on the Financial Statements must be the same as the period stated in the founding documents, e.g if the financial year end as per your founding documents is 31<sup>st</sup> March, the AFS must state the same date.
- 3.6 The Accounting Officer or Auditor's must be **signed and dated** on the company's letterhead and



prepared in line with the requirements of their professional body.

3.7 Organisations are encouraged to confirm registration, including relevant licenses, of their Accounting Officer or Auditor with the Accounting bodies. Please refer to the list of recognised Professional Accounting and Auditing bodies below.

**3.8 The Accounting Officer / Auditor must be registered and in good standing with one of the Accounting or Auditing Bodies listed.**

3.9 The NLC will, as part of the assessment process, verify the registration of the Accounting Officer / Auditor with the Professional Bodies listed. In addition, the NLC will verify that an Accounting Officer has prepared the Financial Statements submitted and whether the Accounting Officer is **licensed** to issue independently reviewed financial statements.

3.10 The NLC has noted with concern that fraudulent and fabricated statements have been submitted in the past. The NLC will take measures against the applicant, and Accounting Officer / Auditor should this be the case with your application.

3.11 The following will not be accepted:

- Draft Annual Financial Statements
- Unsigned and undated independently reviewed Accounting Officer / Auditor's Report
- **Management Accounts for medium/large grants applications**
- **A Compilation Report for medium/large grants applications**
- Financial Statements compiled by an Accounting Student and employees of Accounting Firms not authorised to compile and sign Financial Statements will not be considered, and
- Incomplete Financial Statements

3.12 Independently Reviewed/Audited Financial Statements must be complete and must include the following:

- Detailed income and expenditure (profit or loss) statements,
- Balance sheet (statement of financial position),
- Notes on the financial statements,
- Comparative figures for the previous financial year,
- Independently Reviewed Accounting Officer's or Auditor's report signed and dated



within a stipulated timeframe as per the enabling act of the organisation, and on the accounting firm letterhead, and

- A signed and dated Board Member's / Director's report.

Please see Annexure G for examples of independently reviewed and audited financial statements.

### **Recognised Professional Bodies:**

- South African Institute of Chartered Accountants (SAICA)
- South African Institute of Professional Accountants (SAIPA)
- Chartered Institute for Business Accountants (CIBA, formerly SAIBA)
- Institute of Accounting & Commerce (IAC)
- Chartered Institute of Management Accountants (CIMA)
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Business Management (CIBM)
- The South African Institute of Government Auditors (SAIGA)
- Chartered Secretaries of Southern Africa (CSSA)

### **Audited Annual Financial Statements**

- Auditors registered with the Independent Regulators Board of Auditors (IRBA)

*Only an Auditor registered with Independent Regulators Board for Auditors (IRBA) can give an opinion on Audited Financial Statements.*

## **4 SARS TAX CLEARANCE CERTIFICATE**

4.1 Organisations applying for funding from the NLC MUST submit a compliant SARS Tax Clearance Certificate with the application documents to proof the organisation's current tax compliance status.

**The applicant must sure that the tax compliance status remains compliant throughout all stages.**

## 5 GRANT APPLICATION DISCLOSURE FORM

Note that failure to disclose involvement with other Applicant Organisation or Grantees will impact negatively to your application. All members must declare.

## 6 CONDUIT APPLICATIONS

6.1 The NLC may accept and consider applications for funding from organisations that apply through a conduit, if:

- The organisation has been registered for less than six (6) months at the time of submission of the application; or
- There is a clear need for a project in a community and the community is not registered as a recognised legal entity.

6.2 The application must be submitted by the conduit and must include a statement by the assisted organisation providing reasons why it requires assistance from the conduit **(Annexure B1)**.

6.3 A statement by the conduit outlining the nature of the assistance it will provide to the assisted organisation **(Annexure B2)** e.g., monitoring of project implementation, compilation of progress reports, mentoring & coaching.

6.4 A conduit may **ONLY** apply for one (1) organisation and may not apply for their own programme/s.

6.5 The conduit must be a registered Non – Profit entity and fully compliant with all mandatory requirements.

6.6 **The objectives of the assisting organisation (conduit) should be aligned with the objective of the assisted organisation.**

6.7 Both the assisting and assisted organisation should be located within the same province and within a radius of 100 kilometres to ensure that the conduit can provide the necessary support to the assisted entity.

6.8 The total amount that the conduit may charge for services rendered may not exceed five percent (5%) or an amount of R150 000

6.9 The implementation of the programme will be subjected to monitoring by the NLC.



6.10 Conduits are accountable for the grant, failure to account for the grant will result in the grantee being subject to the NLC's policies regarding breach of the grant agreement including but not limited to grant recovery procedures, delinquency status, and referral to law enforcement agencies.

6.11 If the conduit is in their **cooling off period**, it will not be allowed to apply on behalf of another organisation.

6.12 The assisted organisation that has received funding from the NLC will be subjected to the **cooling off period** and will not be allowed to apply as a conduit or assisted organisation, and on their own.

## 7 APPLICATIONS FOR NEW BUILDINGS/RENOVATIONS/UPGRADES/CAPITAL PROJECTS

Infrastructure related activities are not covered under this call.

## 8 APPLICANT REQUIREMENTS (REGULATION R345, (3) – (6))

8.1 Applicants / conduits are required to demonstrate that:

- The programme applied for will enable the community and other stakeholders to participate in activities that improve the quality of life of the community (i.e., through networks, partnerships, and collaborations)
- The programme is for the public good and that there is a clear demand thereof.
- The programme will produce significant improvements or new developments which would not otherwise take place.
- The programme is financially viable and capable of being implemented.
- The applicant has adequate administration capabilities including suitably qualified and experienced staff, adequate measures, and procedures for sound economic and financial management of the grant and can ensure that proper accounting records are kept.



- The applicant can produce reports detailing the programme’s financial status, activities, implementation plan, and outputs.
- Programme/activities applied for must be aligned to the requested budget.

8.2 Programme/activities applied for must be aligned, detailed and specific to the objective of the Applicant as stated in the **Founding documents**.

## 9 CHARITIES SECTOR-SPECIFIC REQUIREMENTS

1. 9.1 Where applicable please provide quotations from three credible suppliers. Each quotation should clearly include the **supplier's name, address, and VAT registration number** (if applicable). The quotations must be addressed to the **applying organisation and should itemize the goods and services**.

9.2 **Service Registration and Certification for NPOs.** *Expired service certificate will not be accepted.*

Applications to **the Charities Sector** must submit Proof of Registration as an NPO (NPO certificate) and a Service Registration Certificate concerning services provided by the organisation as required by law, where applicable.

In provinces where Service Registration Certificates for specific services are not yet issued when applying, a Letter of Support from the relevant Department / Authority signed by the Senior Official must be submitted (**see details in 9.2 below**).

PROGRAMS	Service Registration / Certification Requirements
	•
<b>VICTIM EMPOWERMENT</b> Gender-Based Violence, Safehouses / Victim Empowerment Centres	<ul style="list-style-type: none"> <li>• NPO Registration Certificate</li> <li>• Service Certificate from DSD / A letter of support (<b>see two below for guidance</b>)</li> </ul>



PROGRAMS	Service Registration / Certification Requirements
<p><b>SERVICES TO OLDER PERSONS</b> Old Age Homes, Luncheon Clubs and Community Based Centres</p>	<ul style="list-style-type: none"> <li>• NPO Registration Certificate</li> <li>• For residential facilities – Registration as a Residential Facility in terms of the Older Person's Act, 2006. (<b>Act no. 13 of 2006</b>)</li> <li>• Community Based Care and Support Service in terms of the Older Person's Act</li> <li>• Service Certificate from DSD / A letter of support (<b>see two below for guidance</b>)</li> <li>• If dispensing medication – Department of Health Licence to dispense medication must be submitted</li> </ul>
<p><b>ANTI-SUBSTANCE ABUSE</b></p>	<ul style="list-style-type: none"> <li>• NPO Registration Certificate</li> <li>• For residential facilities – Registration as a Residential Facility</li> <li>• Prevention of / and Treatment for Substance Abuse Act, 2008 (<b>Act no. 70 of 2008</b>)</li> <li>• Registration certificate for a Community Based Service (Regulation 15)</li> <li>• Service Certificate from DSD / A letter of support (<b>see two below for guidance</b>)</li> <li>• If dispensing medication – Department of Health Licence to dispense medication must be submitted</li> </ul>
<p><b>SERVICES TO PERSONS WITH DISABILITIES</b> - Homes for the Disabled, Protective Workshops</p>	<ul style="list-style-type: none"> <li>• NPO Registration Certificate</li> <li>• For residential facilities – Registration as a Residential Facility</li> <li>• Service Certificate from DSD / A letter of support (<b>see two below for guidance</b>)</li> <li>• Mental Health Certificate if caring for mentally disabled / A letter of support from Department of Health (<b>see two below for guidance</b>)</li> <li>• If dispensing medication – Department of Health Licence to dispense medication must be submitted</li> </ul>
<p><b>CHRONIC ILLNESS MANAGEMENT SERVICES - HOSPICES</b></p>	<ul style="list-style-type: none"> <li>• NPO/ NPC Registration Certificate</li> <li>• For HOSPICES – Affiliation with Hospice Palliative Care Association of South Africa (HPCA)</li> <li>• For residential facilities – Registration as a Residential Facility</li> <li>• Service Certificate from DSD / A letter of support (<b>see two below for guidance</b>)</li> </ul>

PROGRAMS	Service Registration / Certification Requirements
	<ul style="list-style-type: none"> <li>If dispensing medication – Department of Health Licence to dispense medication must be submitted</li> </ul>
<b>HIV and AIDS, COMMUNITY HOME BASED CARE</b>	<ul style="list-style-type: none"> <li>NPO/ NPC Registration Certificate</li> <li>For residential facilities – Registration as a Residential Facility</li> <li>Service Certificate from DSD / A letter of support (<b>see two below for guidance</b>)</li> </ul> <p>If dispensing medication – Department of Health Licence to administer medication must be submitted.</p>
<b>SOCIAL CRIME PREVENTION SERVICES</b>	<ul style="list-style-type: none"> <li>NPO/ NPC Registration Certificate</li> <li>Accreditation Certificate for Diversion service providers and Programmes – from the Department of Social Development or Correctional Services / A letter of support from either Correctional Services or SAPS (<b>see two below for guidance</b>)</li> <li>For residential facilities – Registration as a Residential Facility</li> <li>Service Certificate from DSD</li> </ul> <p>If dispensing medication – Department of Health Licence to administer medication must be submitted.</p>
<b>SERVICES TO CHILDREN</b> (including children with disabilities) Early Childhood Development Centres, Children’s Homes, Child & Youth Care Centre and Drop-in Centres	<ul style="list-style-type: none"> <li>NPO Certificate</li> <li>Place of Care / Partial Care Registration (Regulation 15 Section 82 of the Children’s <b>Act no.</b> 38 of 2005) / Service Certificate from DSD, i.e. After Care Services Certificate or Drop-in Centre Certificate / A letter of support from DBE/ DSD (<b>see two below for guidance</b>)</li> </ul>

### 9.3 Letter of support / confirmation

The content of the Letter should:

- Confirm the existence of the organisation, including the area of operation.
- Confirm services rendered by the organisation.
- Confirm if the DSD / DOH funds programmes or items.
- Be signed by a Senior Official, e.g., Chief Social Worker
- Indicate the expected duration of the processing and issuing the relevant certificate.

- o NB: letter of support is not required for food security programmes.

#### 9.4 Charities Sector Call for Applications 2024-25: Definitions of vulnerability

A detailed description of the vulnerable groups to be considered for funding.

	Category	Included	Excluded
1	<b>OVCs</b>	Orphans and Vulnerable Children (OVCs) refers to children who have lost their parents / caregivers and child-headed households, or who have been removed from their households due to parental incapacity. This further includes street and homeless children who have been left destitute, abandoned, abused and without any stable accommodation.	Children that have not been orphaned or vulnerable.
4	<b>Older persons</b>	People of pensionable age in a residential facility or day-care programme/luncheon club; home-based care programme; or chronic illness facility/programme	Older persons not of pensionable age and not participating in any of the programmes/projects for older persons.
5	<b>People with disabilities</b>	People with different disabilities in residential facilities, day-care programmes, stimulation programmes or work placement and support programmes; also inclusive of self-help centres or protective workshops	Individual people living with disabilities but not part of an organisation.

## 10 FURTHER ASSISTANCE

**All applications must be submitted online. Applicants requiring assistance are encouraged to contact the nearest provincial office to schedule an appointment for assistance with the online submission. Applications sent by courier or email will also be accepted.** Should you require further clarification on the application form and related documents, please contact the NLC Contact Centre on 08600 65383 or the **Provincial Office nearest you (see list below)**.

<p><b>Postal Address</b></p> <p>Grant Funding Office, Private Bag X101 Brooklyn Square 0075 Tel: 08600 65383, Email <a href="mailto:nldtf@nlcsa.org.za">nldtf@nlcsa.org.za</a></p>	<p><b>Eastern Cape Office</b></p> <p>7 Rochester Road, Vincent, East London 5247 Tel: 08600 65383, Email <a href="mailto:EC@nlcsa.org.za">EC@nlcsa.org.za</a></p>
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<p><b>Free State Office</b>  282 Stateway,  Welkom 9459  <i>Tel: 08600 65383, Email <a href="mailto:FS@nlcsa.org.za">FS@nlcsa.org.za</a></i></p>	<p><b>Gauteng Office:</b>  Block D, Hatfield Gardens  333 Grosvenor Street, Hatfield 0083  <i>Tel: 08600 65383, Email <a href="mailto:GP@nlcsa.org.za">GP@nlcsa.org.za</a></i></p>
<p><b>KwaZulu-Natal Office</b>  20 Kingsmead Boulevard  Kingsmead Office Park, 2<sup>nd</sup> Floor Marriot Building  Durban 4001  <i>Tel: 08600 65383, Email <a href="mailto:KZN@nlcsa.org.za">KZN@nlcsa.org.za</a></i></p>	<p><b>Limpopo Office</b>  5 Landros Mare Street  Polokwane 0699  <i>Tel: 08600 65383, Email <a href="mailto:LP@nlcsa.org.za">LP@nlcsa.org.za</a></i></p>
<p><b>Mpumalanga Office</b>  29 Roodt Street, Sonheuwel Dorp, Nelspruit 1200  <i>Tel: 08600 65383, Email <a href="mailto:MP@nlcsa.org.za">MP@nlcsa.org.za</a></i></p>	<p><b>Northern Cape Office</b>  11 A Schmidtsdrift Road, Kimberley, 8301  <i>Tel: 08600 65383, Email <a href="mailto:NC@nlcsa.org.za">NC@nlcsa.org.za</a></i></p>
<p><b>North-West Office</b>  12 Visser Street, Golf View  Mahikeng, 2745  <i>Tel: 08600 65383, Email <a href="mailto:NW@nlcsa.org.za">NW@nlcsa.org.za</a></i></p>	<p><b>Western Cape Office</b>  CHIETA Unit b2 , Racecourse Road, Montague Garden  Cape Town 8000  <i>Tel: 08600 65383, Email <a href="mailto:WC@nlcsa.org.za">WC@nlcsa.org.za</a></i></p>