

GUIDELINES AND FUNDING APPLICATION

KEY INFORMATION TO BEAR IN MIND

De Beers has a long tradition of effective social investment that is at the heart of the company's business philosophy. Today that commitment is expressed, in part, through the work of the De Beers Fund, which, as the company's dedicated social investment vehicle, supports and partners with the development initiatives of various projects and community organisations.

In order to consider giving support to a particular project or organisation, a great deal of information and documentation is required. If adhered to, the application form set out below will ensure that those applying for funding present the best case to the Fund. It is therefore important that ALL the required information below is submitted (and if this cannot be done, a clear written reason for those missing parts must be given). The Fund receives numerous applications on a daily basis and is not in a position to support all worthy causes. *It should therefore be noted that it is not possible to guarantee funding will be approved.*

The following principles are embedded in the De Beers Fund funding strategy, and should be considered when applying for funding:

- ◆ Partnerships and relationships
- ◆ Fostering sustainability
- ◆ Community engagement
- ◆ Community ownership of projects
- ◆ Capacity building
- ◆ Proactive social investment planning and implementation
- ◆ Impact, monitoring and evaluating

While recognising a strategically selected number of best practice projects and national South African initiatives, the majority of the Fund's social investment is directed towards sound development initiatives around De Beers' operations and labour sending areas and towards areas strategic to De Beers. Geographically these areas include:

- ◆ Northern Cape: Finsch (Siyanda, Ga-Segonyana & Taung municipalities)
Kimberley (Frances Baard & Letsemeng municipalities)
Namaqualand (Nama Khoi, Kamiesberg & Richtersveld municipalities)
- ◆ Limpopo: Venetia (Musina & Blouberg municipalities)

The Fund looks to support the following sectors:

- ◆ Education
- ◆ Health
- ◆ HIV/Aids
- ◆ Welfare
- ◆ Skills Training
- ◆ Arts/Culture and Heritage
- ◆ Environment
- ◆ Policy and Advocacy

There are certain fields or sectors that are not usually considered for support by the Fund. Some of these areas are omitted for obvious reasons, while others have had to be excluded, either because the Fund is not structured to be able to contribute to the sector, or because budgetary and other constraints make it impossible for the Fund to make meaningful or consistent contributions to the sector. The following areas are therefore not normally supported by the Fund:

- ♥ Individuals
- ♥ Individual bursaries/bursary funds
- ♥ Religious organisations (other than community outreach), including the construction and maintenance of places of worship
- ♥ Sporting activities, sports and recreation clubs (except for specific community sports development programmes and sport for the disabled)
- ♥ Company promotions and membership subscriptions
- ♥ Musical festivals and choirs
- ♥ Video and film productions
- ♥ Political, or quasi-political bodies
- ♥ Trade unions
- ♥ Overseas tours and exchanges
- ♥ General fundraising circulars (the Fund prefers projects to identify specific priorities or needs)
- ♥ Leveraged giving – meeting the costs of collecting donations from others
- ♥ Endowment trusts
- ♥ Commercial ventures (closed corporations and other for-profit activities)
- ♥ Loans and investments
- ♥ Grand projects which are beyond the capacity of the De Beers Fund to contribute to meaningfully
- ♥ Generalised school requests especially for computers in a context where there is no evidence of focused use and educational purpose
- ♥ Large infrastructural projects e.g. dams, roads, water and housing
- ♥ Advertising in educational or other supplements

Please note that the Fund is only able to support non profit organisations (NPOs) that are recognised by SARS as public benefit organisations (PBOs).

Trustees of the Fund meet three times a year. It is at these meetings that applications are presented and decisions are made, based on a thorough prior assessment of projects/organisations. There is no deadline for the submission of applications.

Please refer to the application form that follows on the next page. You are required to fill this in and submit the completed form together with all the documentation required.

Applications should be posted to:

The De Beers Fund
PO Box 61593
Marshalltown
2107

or hand delivered to:

6th Floor, 28 Harrison Street
Marshalltown

or emailed to: debeersfund@tsi.org.za

Thank you for approaching the De Beers Fund for support.



APPLICATION FOR FUNDING

INSTRUCTIONS:

Please complete your application according to the following format. All sections need to be completed in order for your application to be considered.

IMPORTANT NOTE: if you cannot attach any of the documentation requested, please give reasons why this is not possible.

Section 1 - Organisation's Details

The Fund requires the following details:

1. Name	
2. Physical Address	
3. Postal Address	
4. Website Address	
5. Telephone/s	
6. Facsimile/s	
7. E-mail Address	

8. **An overview of your organisation** (a description of not more than 500 words). This overview should include the following details: date of establishment, location of head office, location of operations, your history/background, main activities/programmes, beneficiary details, your achievements, number of beneficiaries reached, relevant statistics, and any difficulties experienced.

Attached: Yes No

Section 2 - Governance

1. A signed copy of your constitution

Attached: Yes No

2. A list of your Board Members or Trustees or Directors with their designations, i.e. title, first name, surname, designation.

Attached: Yes No

3. A copy of your mission statement

Attached: Yes No

4. A list of your major objectives

Attached: Yes No



Section 3 – Management and Staff

Please provide:

1. A list of the management team of your organisation together with their designations. Attached: Yes No
2. Details of the number of staff members employed by you (full-time and part-time) as well as their qualifications. Please include details of anyone on stipends. Attached: Yes No

Section 4 – Organisation's Status

Please provide:

1. A copy of your NPO registration certificate. Attached: Yes No
2. A copy of your PBO registration detailing your income tax status e.g. Section 18A, or Section 30 organisation. Attached: Yes No
3. Any other relevant registrations e.g. with Government Departments Attached: Yes No
4. Is your organisation a registered VAT vendor? Attached: Yes No

Section 5 – Programmes and Projects

1. If your organisation runs more than one programme or project, please list the names of these programmes or projects and give a short description of each; detailing their aims, impact, anticipated outcome and numbers of direct and indirect beneficiaries (including a racial breakdown). Attached: Yes No
2. List the province, district, municipality and town(s) your organisation operates in. Attached: Yes No
3. How do you ensure the sustainability of your organisation? Please provide a concise written description. Attached: Yes No

Section 6 – Annual Report

Please provide a copy of your latest annual report

Attached: Yes No

Section 7 – Financial Statements

1. The financial year of the organisation ends

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2. Please provide a copy of your latest Audited Financial Statements. If your organisation has an associated Trust, or any other body, that contributes to the finances of the organisation, please also submit the Audited Financial Statements of this body.

Attached: Yes No

3. In order to ensure efficient processes, should your organisation be approved for funding, we will require your banking details. Please submit the banking details typed up onto your organisation's letterhead, signed by two duly authorised senior members of your organisation and stamped by your bank. **Kindly note that this does not guarantee that funding will be approved.**

Attached: Yes No

Attached: Yes No

Section 8 – Budget

Please submit:

1. A copy of your organisation's latest budget showing operating and capital expenditure, as well as income from donations, subsidies, fees, fundraising or any other sources.

Attached: Yes No

2. A list of donors (private sector, public sector, institutions, foreign, etc.) and amounts contributed for the current financial year, as well as donors approached and any amounts anticipated (please indicate whether approved or pending)

Attached: Yes No

3. Do you receive any state subsidies?
If so, please provide details and amounts.

Attached: Yes No

4. Please indicate the organisation's top three priority areas for which funding is being requested. Identify [one specific project](#) and provide a motivation, project specific budget and/or quotations where relevant.

Attached: Yes No

Section 10 – Self Monitoring and Evaluation

We are currently reviewing our approach to how we assess the impact of projects funded and will be implementing revised reporting criteria which will include submission of project and programme indicators for monitoring and evaluation. These reporting criteria will be explained in a grant letter (should the grant be approved) and you will be asked to formally report back to the Fund based on the information you provide in the table below.

We would therefore like to request your assistance in this process by asking you to [provide information as per the table below](#) (as part of your proposal to the De Beers Fund).

Objectives	Activities	Time-frame	Performance indicators	Resources	Measurement of outcomes/ sources of verification	Risks/Potential problems
What needs to be achieved in order for the organisation to achieve its aim?	What are your planned activities for each objective? <i>Probably more than one activity per objective.</i>	When do you plan to undertake these activities? <i>Please state the anticipated start and end dates.</i>	Evidence of achievement of activities.	What are the resources that you need in order to accomplish each activity? <i>Including human resources.</i>	For each performance indicator, how do you intend to measure that it has in fact been achieved? What are your records/tools/instruments? <i>i.e. what is your evidence or proof that each objective has been achieved?</i>	What are the risks to achieving each objective? <i>What setbacks could arise to prevent you from achieving your objectives?</i>

We will allow a certain flexibility in our assessments of projects that already have their own acceptable approaches or systems to address this important area. In this instance, please describe your current monitoring and evaluation systems.

Attached: Yes No

Section 11 – Additional Information

1. If you have photographs of your work that could be used to better explain or motivate your proposal, then please submit these. Your submission of these images is accepted by you as granting the De Beers Fund usage rights of said images.

Attached: Yes No

2. If you have plans or diagrams that would assist in the evaluation of your appeal, then please submit these. If your appeal is for a building project, you must submit the relevant drawings and plans to support the proposal.

Attached: Yes No

3. There may be special circumstances or information that has not been requested in this document that may be relevant to the proposal and may assist in its evaluation. If this is the case, please submit any additional relevant information.

Attached: Yes No

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