

PPC FUNDING APPLICATION FORM



Table of Content

Pg

1	Section 1: Introduction	3
2	Section 2: Organization's Details	6
3	Section 3: Organization's Structure	9
4	Section 4: Funding details	10
5	Section 5: Attachments	14

SECTION 1

1. INTRODUCTION

Our Corporate Social Investment (CSI) endeavours are central to the group's values of making a contribution to society, valuing diversity and respecting others; which underpins PPC's aim of being a responsible corporate citizen. In line with the PPC's strategic focus of igniting change in the communities in which we operate, PPC offers programs which support organizations that are making a difference in communities.

2. HOW TO SUBMIT A PROPOSAL

An application form (see below), along with the attachments need to be completed and submitted.

3. WHAT YOU NEED TO GET FUNDING?

The project should be aimed at one of PPC strategic focus areas of education, infrastructure development , Enterprise Development and Skills development. Preference will be given to organizations based and/or operating in the PPC operating areas. The beneficiaries of funds must have registered NPO certificate, a constitution, a board of management and a financial advisor.

4. FUNDING CRITERIA

When evaluating requests for funding, the following criteria shall be considered:

- Funding must serve to enhance the image of PPC as a caring corporate citizen within the community. Adequate information regarding branding and communications shall be included in the application and must be communicated to Group CSI. Preference should be given to funding that enhance PPC's reputation.
- No funding will be made for individual pursuits or for personal gain.
- Beneficiaries must have the capacity to implement.
- Beneficiaries must be a legal entity with a section 18A tax status.

- Preference must be given to organizations with beneficiaries that have 75% previously disadvantaged individuals.
- Only original proposals which have been addressed to PPC will be considered
- In terms of this policy no funding will be provided for:
 - Political party activities (directly and indirectly)
 - Trade union activities (directly and indirectly)
 - Church/religious organisations, unless the organisation has a formally constituted outreach programme that directly benefits the community
 - PPC employees or their immediate families
 - Organisations where PPC employees hold shares
 - Visits/trips to other countries, whatever the cause or reason
 - Attendance of or sponsorship of national and international conferences
 - Award ceremonies unless an PPC initiated project
 - Table sponsorships and fund-raising events, except where initiated by PPC
 - Sports Events
 - Celebrations, events and excursions
 - Government departments (inaugurations, launches, functions or award ceremonies). The only exception being support to public benefit organisations such as police stations, ambulance services and fire brigades subject to them complying with the relevant documentation requirements
 - Traditional leadership events and inaugurations
 - Start-up projects, unless the project is a recommended by the commercial division of PPC

5. WHEN CAN I APPLY FOR FUNDING?

The application should be submitted electronically or via post for the attention of the
GROUP CSI MANAGER

PPC CSI

P.O. Box 787416

Sandton, 2146

email: csi@ppc.co.za

6. WHAT HAPPENS AFTER SUBMISSION?

Your application will undergo an assessment by the Corporate Social Responsibility department. You shall receive feedback on the status of your application within 14-21 working days after submission.

7. WHAT HAPPENS IF I HAVE BEEN ACCEPTED?

A sponsorship agreement must be signed and sent to the Corporate Social responsibility department. An invoice must be sent to the PPC CSI for payment to be processed. All allocated funds must be spent within the given financial year.

Invoice Details: ATT Group CSI Manager

PPC Group Services Proprietary Limited

Registration number 2015/209296/07

VAT number 4300271899 (“Group Services”)

NAME OF THE ORGANIZATION: _____

DATE: _____

AMOUNT REQUESTED: _____

The details below should be completed fully.

SECTION 2: DETAILS OF ORGANISATION

Beneficiary Details

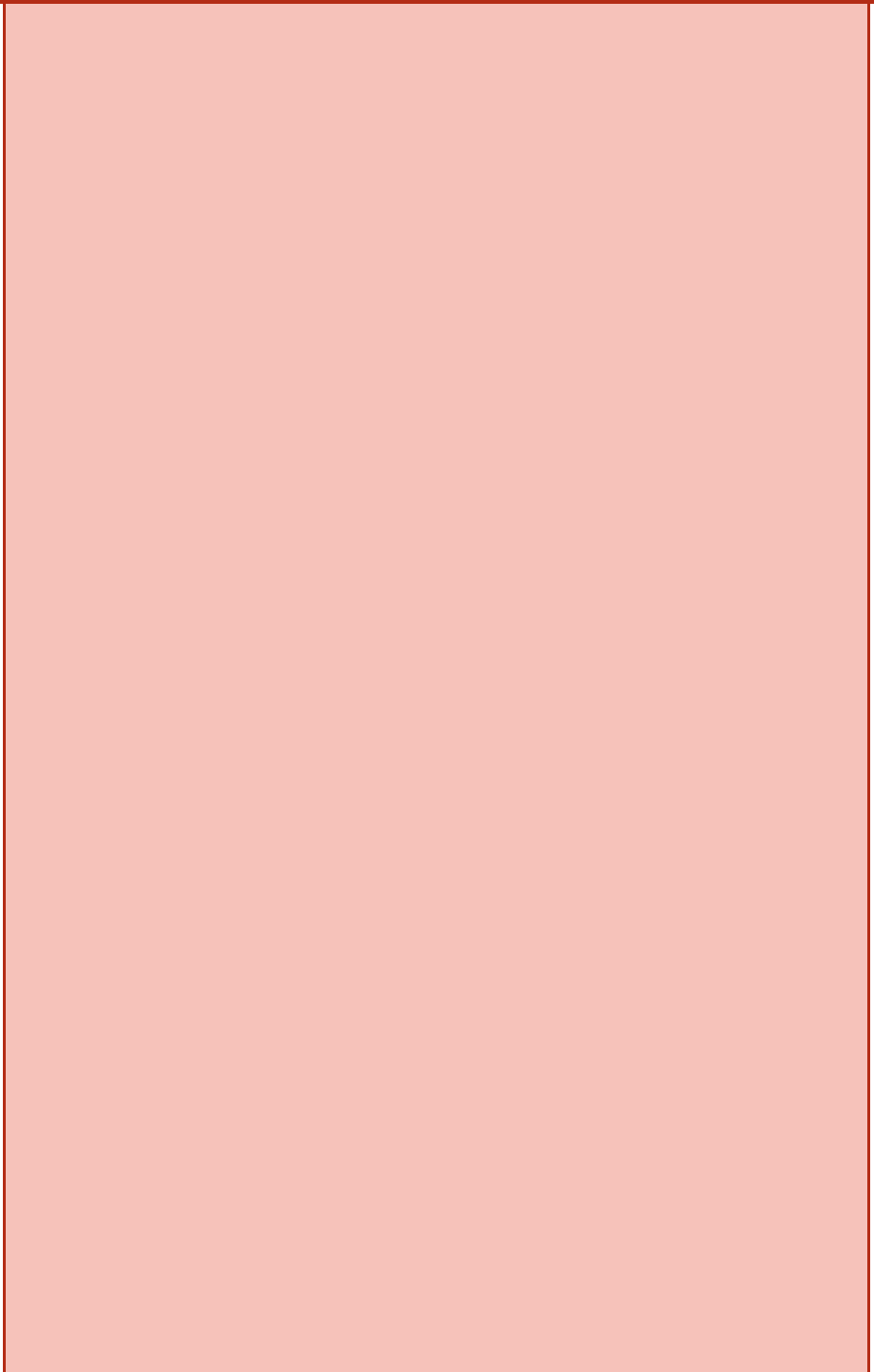
Organization Name	
Date of Establishment	
PBO No	
NPO no	
Physical address	
Province	
Municipality	
Postal Address	
Telephone No	
Name and Position of person submitting request	
Contact information	
Cell NO	
Email address	
Website Address	

Executive Summary of your Project

Briefly provide an overview of what your organization does, why you need the funding and what will it be used for.

Background of Organization

Brief background of
organization



SECTION 3

Board of Directors/Trustees

Name	ID No	Designation	Race				Gender		Disabled	
			A	C	I	W	M	F	Y	N

Management

Name	ID No	Designation	Race				Gender		Disabled	
			A	C	I	W	M	F	Y	N

Managing Director

Please provide a brief resume of the MD/CEO of the organization

Management

Staff Component Demographic Breakdown	Race				Gender		Disabled	
	A	C	I	W	M	F	Y	N
Number of Full time staff								
Number of Part time Staff								
Total Staff								
Volunteers (if applicable)								

SECTION 4:

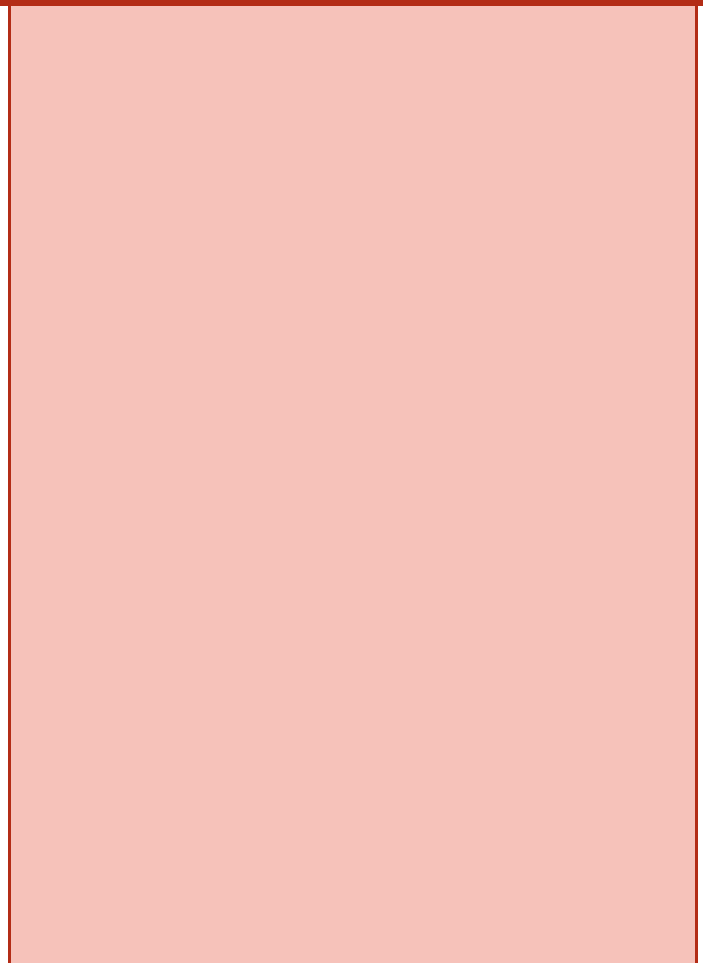
FUNDING REQUEST

Project Description

Please provide a detailed description for the project for which these funds will be utilized

Project Rationale

Please provide details of the project rationale.
Rationale/Context that makes the project necessary.



Project Objectives

What are the project outcomes and the timelines etc.



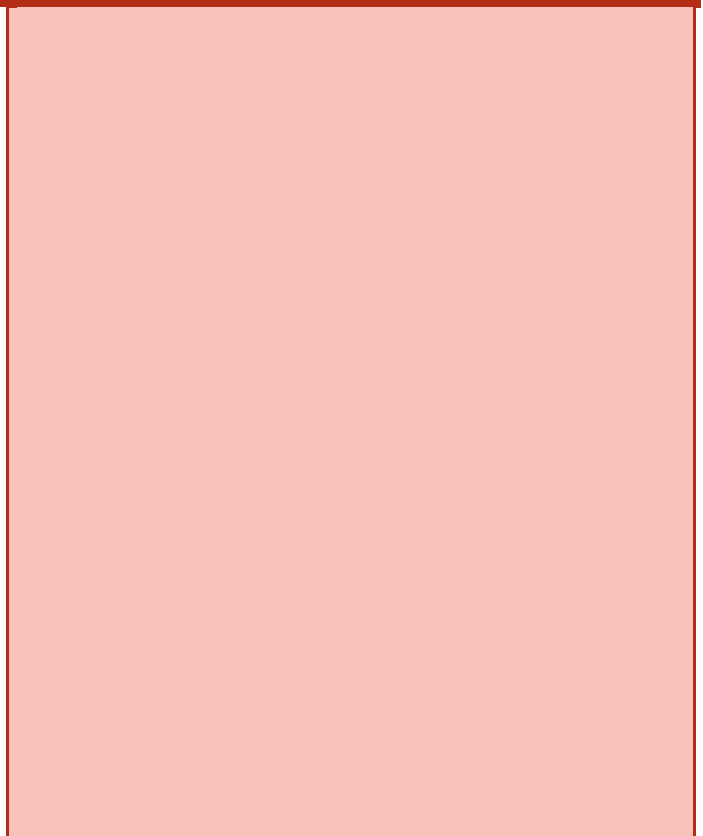
Project Monitoring & Evaluation

Indicate the expected results for the project and how Monitoring and Evaluation will take place.

A large rectangular area that has been redacted with a solid light red color, covering the right half of the page's content area.

Project Risks/ Challenges

What are the risk and challenges faced by the project and how are they mitigated?

A large rectangular area that has been redacted with a solid light red color, covering the right half of the page's content area.

Beneficiary Demographics

Beneficiaries	Race				Gender		Disabled	
	A	C	I	W	M	F	Y	N
Number of Primary Beneficiaries								
Number of Secondary Beneficiaries								
Total Beneficiaries								

Project Budget	<i>(Please provide a detailed budget of the project for which the funds will be used. Please include staff costs, outsourcing service and operational cost)</i>
Description	Amount

Other Donors		
Name of Donor include contact person and number	Status of Funding application	Amount

Deadline for Funding

What happens if this funding is not approved?

SECTION 5

ATTACHMENTS

No	Document	Attach Y/N	Reason if not attached
1	Latest Annual Report		
2	Latest set of Audited Financial statements		
3	Does your organization have a Trust or any other bode that contributes to the finances of the organization .Please submit audited financial statements of that body.		
4	Most recent Management accounts		
5	Latest /budget showing operating, capital expenditure as well as income		

6	Budget for the specific project that you are requesting funding for		
7	A recent letter of reference for your organization or project		
8	A copy of your NGO registration certificate		
9	A copy of your PBO registration certificate and details of your tax status e.g. section 18A		
10	Any other relevant registration documents e.g. with gov depts.		
11	A signed copy of your constitution		
12	Three contact details of other donors		
13	Quotation for the materials, training equipment etc. that you are requesting funding for in this proposal		

Kindly forward completed application forms to:
Group CSI Manager
011 3869074
csi@ppc.co.za