



**PetroSA**

**APPLICATION FOR PROJECT FUNDING**

**Section 1 – Organisational Details**

|                                  |  |
|----------------------------------|--|
| <b>Organisation Name</b>         |  |
| <b>Physical Address</b>          |  |
| <b>Postal Address</b>            |  |
| <b>Website Address</b>           |  |
| <b>Telephone Number</b>          |  |
| <b>Fax number</b>                |  |
| <b>e-mail address</b>            |  |
| <b>Contact Persons (2 names)</b> |  |
|                                  |  |



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**Overview of your organisation:**

This should include details about when it was started, location of head office (if any), main activities or programmes engaged in and your achievements to date.



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## Section 2 – Operations

### Board Members / Trustees

| <b>Title<br/>Mr,<br/>Mrs,</b> | <b>Name &amp; Surname</b> | <b>ID Number</b> | <b>Designation</b> |
|-------------------------------|---------------------------|------------------|--------------------|
|                               |                           |                  |                    |
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|                               |                           |                  |                    |

### Management Team

| <b>Title<br/>Mr,<br/>Mrs,</b> | <b>Name &amp; Surname</b> | <b>ID Number</b> | <b>Designation</b> |
|-------------------------------|---------------------------|------------------|--------------------|
|                               |                           |                  |                    |
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**Staff Members**

| <b>Title<br/>Mr,<br/>Mrs,</b> | <b>Name<br/>Surname<br/>Qualification</b> | <b>Permanent<br/>Temporary<br/>Voluntary</b> | <b>Designation</b> |
|-------------------------------|---|--|--------------------|
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**Please indicate the sector or sectors where the organisation is active:**

| <b>SECTOR</b>                  | <b>Tick</b> | <b>SECTOR</b>          | <b>Tick</b> |
|--------------------------------|-------------|------------------------|-------------|
| Education                      |             | Welfare                |             |
| Health                         |             | Environment            |             |
| HIV/AIDS                       |             | SME Development        |             |
| Job Creation/Income Generation |             | Cultural/Heritage/Arts |             |
| Other (specify)                |             |                        |             |



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**Section 3 – Documents Required**

**Please attach the following documents**

| <b>DOCUMENT</b>   | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| Signed copy of your organisations constitution  |            |           |
| A copy of your organisations mission statement  |            |           |
| A copy of your organisations NPO registration certificate   |            |           |
| A copy of your organisations PBO registration detailing your <b>income tax status</b>   |            |           |
| A copy of Tax Clearance Certificate   |            |           |
| A copy of your latest annual report   |            |           |
| List of Trust beneficiaries   |            |           |
| List of Board Members   |            |           |
| Banking details typed onto your organisation's letterhead signed by two senior members who have the authority to do so, and stamped by your bank<br><br><b>(kindly note that this does not guarantee that funding will be approved)</b> |            |           |
| A copy of your organisations latest budget showing operating and capital expenditure, as well as income from donations, subsidies, fees, sales, fundraising or any other source of income   |            |           |



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**Section 4 – Programmes and Projects**

**Programme Name:**

Description:

|  |  |
|--|--|
|  |  |
| Date Started:                            |  |
| Status (Planned or Currently Active)     |  |
| Main Beneficiaries (direct and indirect) |  |
| Number of Beneficiaries                  |  |
| Areas of operations                      |  |



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Any other information that you deem fit for us to know, including photo's, newspaper clippings etc (If any) :





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## **Section 4 – Programmes and Projects**

How do you sustain your project/s?

When is your financial year end?



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Are your financial statements Audited?

Do you receive any state subsidies?

If yes, please give details of department dates and amounts received

| <b>Department</b> | <b>Amount</b> | <b>Date</b> |
|-------------------|---------------|-------------|
|                   |               |             |
|                   |               |             |
|                   |               |             |
|                   |               |             |

Please indicate the top 3 priority areas for which funding is being requested

1.

2.

3.

Please identify one specific project and motivate why it should be funded, include the budget and/or quotations

Project Name:

Motivation:



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**List of Current Donors**

| Name | Amount |
|------|--------|
|      |        |
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**Approached/Potential Donors**

| Name | Amount |
|------|--------|
|      |        |
|      |        |
|      |        |
|      |        |



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**Section 6 – Additional Information**

1. Include any photographs of your work that could be used to better explain or motivate your proposal
2. Include any plans or diagrams that would assist in the evaluation of your proposal
3. Include any other specific information that has not been requested that may be relevant to the proposal

\_\_\_\_\_  
NAME OF APPLICANT ON BEHALF OF THE ORGANISATION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**APPROVED ORGANISATIONAL STAMP**

or

**SIGNATURES OF TWO SENIOR MEMBERS OTHER THAN THE  
APPLICANT**

**Please send completed Application to:**

**Attention:** Community Affairs Manager  
PetroSA  
Private Bag X5  
Parow  
7499