



NATIONAL LOTTERY DISTRIBUTION TRUST FUND (NLDTF)

SPORT AND RECREATION - 2009 GUIDELINES

All applications must be completed on the prescribed FORM 05/1. Applicants are not allowed to re-type FORM 05/1 as it is a legal document that has been gazetted.

All five pages of the application form must be fully completed, signed and dated.

In addition, the application form must be signed **ONLY** by a person who is one of the designated contact persons (see A11 and A12 of the FORM 05/1) and who holds a valid South African Identity Document.

Please note that an application should have exactly the **SAME ORGANISATION NAME** on **ALL** of the required documents, namely:

- The **applicant organisation** (A1 of Application FORM 05/1).
- The name of the **bank account** (C1 of Application FORM 05/1).
- **Proof of Registration**, if applicable.
- The **Constitution, Articles & Memorandum of Association, or Trust Deed** of the organisation.
- The signed and dated **Annual Financial Statements**, with comparative figures for the 2 most recent and consecutive financial years prepared by an independent accounting officer registered with one of the bodies listed in section point 5 below.

If the names on any of the above differ, the application will NOT be accepted.

The following documents **must be submitted** with the completed Application Form, FORM 05/1:

1. Proof of Registration (Recreation organisations and schools)
2. Proof of recognition from:
 - Relevant National Federation or SASCOG.
 - Municipalities must obtain a letter of support from the relevant National Federation or Provincial Sport Structure.
3. Constitution, Articles and Memorandum of Association or Trust Deed (this requirement excludes municipalities and tertiary institutions).
4. A certified copy of main contact person's South African identity document.
5. The past 2 consecutive years' complete set of annual financial statements, signed and dated by an independent Accounting Officer. The Financial Statements must contain a statement as to the fair representation of the financial position of the applicant organisation.

Please note that one complete set of financial statements reflecting the previous year's comparative figures does not meet the NLDTF requirements. Also note that even if your organisation is not required by law to perform an audit, your application will only be considered if it is supported by the required financial statements.

The Accounting Officer should be a registered member of one of the following Accounting and Auditing bodies:

- The Institute of Administration and Commerce of Southern Africa
- The Public Accountants and Auditor's Board
- The Institute of Municipal Financial Officers
- The Chartered Institute of Management Accountants
- The Southern African Institute of Chartered Secretaries and Administrators
- The Chartered Association of Certified Accountants
- The South African Institute for Business Accountants
- The South African Institute of Certified Bookkeepers
- The South African Institute of Professional Accountants

6. A Business and Implementation Plan for the specific amount requested (B6 of prescribed FORM 05/1).
7. A detailed project budget with motivation for the specific amount requested. **The applicant must prioritise its budget.**
8. In the event of applications for sports equipment, applicants must include a detailed budget breakdown, including valid quotations.

NOTE:

- All applicants, including those previously funded, must submit the **TWO MOST RECENT YEARS'** complete, approved, signed and dated sets of annual financial statements, Registration Certificate, and Constitution, Articles and Memorandum of Association or Trust Deed as indicated above.
- Where there has been a **CHANGE OF NAME**, all documents (duly signed special resolution etc.) detailing the name change must be submitted.
- **DRAFT FINANCIAL STATEMENTS** are not acceptable!
- **INCOMPLETE AND/OR LATE APPLICATIONS** will not be considered.
- The names and positions of no less than **THREE NON-FAMILY BANK SIGNATORIES** (C2 of FORM 05/1) must be detailed in the prescribed form.
- The **THREE REFEREES** (Section D of FORM 05/1) must be independent of the organisation and not related to each other. They should also not be employees or members of the management committee or independent auditors or accountants who provide services to the organisation.

DO NOT include documents not requested in the prescribed form (FORM 05/1) and these Guidelines. Adjudication is based **ONLY** on the information contained in the required documents.

Organisations that have received funding previously and have not submitted all outstanding **Progress Reports** in accordance with the Grant Agreement will **NOT** be considered.

The following strategic areas of funding will entail:

TRANSFORMATION & DEVELOPMENT PROGRAMMES

- Mass participation.
- Talent identification for participation.
- The applicant can apply for talented athletes to participate at the Provincial and National championships.
- Joint programmes with Provincial Academies of Sport in relation to nutrition, sport science, medical and life skills.

INFRASTRUCTURE

Applications for the upgrading of existing sports facilities must include the following:

- Proof of ownership of land and/or buildings or evidence of security of tenure.
- A letter of commitment to maintain the facility.
- Building Plans
- Universal access to facilities and reasonable accommodation for people with disabilities.
- Quotations, including period for which valid.
- Proof of support of the municipality, sports federation, community and/or Local Authority including traditional leaders, where applicable.

CAPACITY BUILDING

- Includes courses for clubs, regional, provincial and national facilitators, technical officials, administrators and coaches.
- Life skills.
- Generic training courses.
- International accreditation of coaches.
- International accreditation of technical officials.
- Facilitation and coordination of all technical courses to be SAQA accredited.
- Translation of course training manuals and materials.
- Production and development of training material for respective courses.
- Reasonable accommodation for people with disabilities.

Further requirements for the different categories of applicants:

Macro Body must provide a four-year plan and detailed budget breakdown of activity costs and a list of other sources of funding, if any, for the project/s.

National Federations should provide a four-year plan as well as details of the beneficiaries, areas of focus, membership level, and transformation targets. In addition to the above, the application should clearly indicate the provincial spread of the funding and the goals and objectives to be achieved. All National Federations must provide letters of endorsement from SASCOC. NOTE applications from National Federations should also include sport for the disability applications as sporting codes' applications will be assessed holistically. National Federations cannot apply on behalf of Provincial and/or Regional Federations.

Affiliates to National Federations must provide a four-year plan and, if applicable, the names of affiliates on behalf of whom they are applying. For the upgrading of facilities, applicants should provide proof of ownership of the facility as well a maintenance plan for

the facility. All Affiliates to National Federations must provide letters of endorsement from their respective National Federation. Affiliates to National Federations may include in their application requests on behalf of Clubs. Applications from Affiliates to National Federation should also include sport for the disabled.

Provincial Academies of Sport must provide names of organisations for which they are applying, if applicable. Infrastructure upgrading and application for equipment will be considered for satellite academies. A schedule of the equipment must be detailed together with details of cost. Provincial Academies of Sport must declare sources of income derived from their Provincial Department of Sport and any other source. Letters of endorsement from their Provincial Department of Sports must accompany their application. Provincial Academies of Sport must also provide a brief report on the challenges and successes they experienced since inception.

Municipalities (Local Municipalities, District Councils & Metro Municipalities) should ensure that applications are part of an Integrated Development Plan and should be accompanied by a Council Resolution approving the upgrading of the sport facilities together with a commitment to maintain the facilities. Municipalities must include with their applications support from Provincial Sport Federations.

Schools can apply for new basic facilities and the upgrading of existing facilities. They may also apply for sports equipment and playing kit.

Tertiary Institutions must provide a four-year plan and details of the sporting codes active in the area and the level their Membership. Where an application for the upgrading of existing sports facilities is made, such facilities must have unhindered access to participants, National Federations and Affiliates to National Federations. Where partnership with Federations can be proven, capital equipment can be applied for established programmes for the development of athletes. Campus leagues, the enhancement of inter-campus leagues within a tertiary Institute can be applied for to increase participation levels amongst students.

Further Education and Training Institutions must provide details of the sporting codes active in the area and their level of activity (e.g. Membership level). FET Institution's can also apply for outreach programmes.

Clubs must provide details of teams within the club and the name of the league in which they participate. Clubs must also provide letters of endorsement from their district, regional or provincial Affiliates to National Federations.

Recreation Organisations and Clubs must submit proof of recognition from Sports and Recreation South Africa or the relevant Provincial Department of Sport and Recreation. The Business Plan of Recreation Organisations and Clubs must state clearly the activities of the organisation/club and groups that will benefit from the project.

Provincial Sport Councils can apply for monitoring & evaluation of sports development & transformation at provincial level.