

NATIONAL LOTTERY DISTRIBUTION TRUST FUND (NLDTF)

SPORT AND RECREATION SECTOR

2010 GUIDELINES AND INFORMATION REQUIRED

All applications must be completed on the recently prescribed **FORM 2010/1**. All 5 pages of the application form **(FORM 2010/0)** must be fully completed, signed and dated.

Do not re-type FORM 2010/1 as it is a legal document that has been gazetted.

Please note that an application should have exactly the **SAME NAME** throughout. This means that **ALL** the documents you attach should match the name on the organisation's Registration Certificate, Constitution, Articles and Memorandum of Association or Trust Deed, namely:

- The applicant organisation (A1 of Application FORM 2010/1)
- The name of the **bank account** (C1 of Application FORM 2010/1)
- The Constitution, School Policy, Articles & Memorandum of Association, Trust **Deed** or **relevant founding documents** of the organisation.
- The most recent **Annual Financial Statements**.

NOTE:

- If the names on any of the above differ, the application will **NOT** be considered.
- In addition the application form must be signed ONLY by a person who is one of the contact persons (see A10 and A11 of the FORM 2010/1) and who holds a valid South African Identity Document.

The following documents **must be submitted** in support of your application:

1. The completed newly prescribed **Application Form**, FORM 2010/1.

The names and positions of no less than **3 non-related bank signatories** must be detailed (C2 of FORM 2010/1)

The **three** (3) **referees** (Section D of FORM 2010/1) must be independent of the organisation and not related to each other i.e. they should not be employees or members of the management committee nor independent auditors or accountants who provide services to the organisation.

- 2. **Proof of Registration** / EMIS number (Recreation Organisations and Schools).
- 3. **Proof of Recognition/Endorsement** from:
 - Relevant Sports Federation; or SASCOC in the case of National Federations, affiliation to federations, Academies, clubs, Sport Tourism.

- Municipalities to obtain a letter of support from the relevant National Federation or Provincial Sport Structure and a Council Resolution approving the upgrading of the sport facilities together with a commitment to maintain the facilities.
- 4. Constitution/Articles of Association, School Policy, Memorandum of Association/Trust Deed or relevant **founding documents**. This is not a requirement for Municipalities and Tertiary Institutions).
- 5. Certified copy of main contact person's **South African Identity Document**.
- 6. The most recent **Annual Financial Statements** of the organisation as follows:

Organisations that have **previously received funding** from NLDTF need to submit the most recent years' **Audited Financial Statement** (one year).

Organisations that have not been previously funded by the NLDTF are required to submit the two most recent consecutive years' signed and dated **Financial Statements** prepared by an independent accounting officer that has a current registration with one of the professional bodies identified in the paragraph below.

The Financial Statements (for new applicants) or the Audited Financial Statements (for previously funded applicants) must contain a statement as to the fair representation of the financial position of the applicant organisation. Please note that one set of financial statements with comparing years' figures do not constitute two sets of financial statements. Financial Statements and audited financial statements are required regardless of the need thereof by the applicant organisation.

The Accounting Officer must have a current and valid registration with one of the following Accounting and Auditing bodies:

- The Institute of Administration and Commerce of Southern Africa
- The Independent Regulatory Board for Auditors
- 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

NOTE: Audits and the preparation of financial statements by independent accounting officers must be prepared within 6 months of your financial year end.

New applicants are required to submit:

- 2009/2010 and 2008/2009 financial statements, if your financial year end is before 28 February 2010, or
- 2008/2009 and 2007/2008 financial statements, if your financial year end is after 28 February 2010.

Previously funded applicants are required to submit:

- 2009/2010 **audited financial statements** if your financial year end is before 28 February 2010, or
- 2008/2009 **audited financial statements** if your financial year end is after 28 February 2010.

All applicants, whose financial year end is after 28 February 2010, are advised that the NLDTF could require you to submit 2009/2010 when your application is being adjudicated.

- 7. A **Sport Business and Implementation Plan** for the specific amount requested in B2 of prescribed FORM 2010/1. The Template, as designed by the NLB, **must** be submitted. This template has been designed to assist applicants to meet all the requirements and to prioritise the items applied for.
- 8. A detailed **project budget** (budget amounts should be inclusive of VAT) with motivation for the specific amount requested. **The applicant is required prioritise its budget items as not all of your requests may be granted.**

ORGANISATIONS APPLYING IN PARTNERSHIP WITH OTHERS

The NLDTF is affording new organisations and organisations who do not currently meet the funding criteria to apply in partnership with organisations that can meet the criteria.

Applicants are reminded that skills transfer, mentoring and capacity building are the basis on which partnerships are considered for a grant.

A **Memorandum Of Understanding** must be signed between the applicant and that beneficiary.

The applications from organisations **applying in partnership** must include:

- All the documents identified in 1-8 above. FORM 2010/1 must be in the name of the organisation that meets all the NLDTF requirements and an indication of the organisation/s being partnered
- A **Memorandum Of Understanding** (MOU) between the partners that clearly spells out the manner in which the partnership will work.

PLEASE NOTE:

- Where there has been a change in the name of the applicant organisation, a duly signed resolution and proof of name change must be submitted.
- DRAFT Financial Statements will not be accepted.
- Incomplete and/or late applications will **NOT** be considered. The closing date for applications is **10 September 2010.**
- Recipients will be required to give recognition to NATIONAL LOTTERY DISTRIBUTION TRUST FUND (NLDTF) for all grants received.

A breakdown of the requirements for the STRATEGIC AREAS OF FUNDING is as follows:

TRANSFORMATION & DEVELOPMENT PROGRAMMES

- Talent and squad identification that includes equipment, training camps and athlete support.
- Athletes support / Equipment / Training camps
- Capacity building (includes training of coaches, administrators, and technical official's attendance of international seminars, conferences and producing manuals)
- Training/courses for:
 - ✓ Coaches
 - ✓ Technical officials
 - √ Administrators
- Manuals (one of the three below or all of them):
 - ✓ Buying
 - ✓ Printing
 - ✓ Translating
- International Seminars /conferences/ assemblies
 - ✓ Identify Venue and Date
 - ✓ Demographics
 - ✓ Number and names of attendees /delegates
 - ✓ Quotes for flight tickets, including class of travel
 - ✓ Registration etc.
 - ✓ Equipment

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 infrastructure.
- Plans
- Commitment to 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, administration and coaches.
- Life skills.
- Generic training courses.
- International accreditation of coaches.
- International accreditation of technical officials.
- Facilitation and co-ordination of all Technical courses to be SAQA accredited.
- Translation of course training manuals/materials.
- Production and development of training material for respective courses.
- Provision of reasonable accommodation for people with disabilities.

DO NOT include any other documents not requested in the prescribed form **(FORM 2010/1)** 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.

FURTHER REQUIREMENTS FOR THE DIFFERENT APPLICANTS:

Macro Body must provide a 4-year plan and detailed budget breakdown of activity costs and a list of other sources of funding, if any, for the project.

National Federations should provide a 4-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 disabled; applications of sporting codes' will be assessed holistically.

National Federation can apply on behalf of Provincial / Regional Federations.

Affiliates to National Federations must provide a 4-year plan and the names of affiliates on behalf of whom they are applying.

For upgrading of facilities, applicants should provide proof of ownership of the facility as well as a maintenance plan for the facility.

All Affiliates to National Federations must provide letters of endorsement from their respective National Federations. Affiliates to National Federations may apply on behalf of Clubs.

Applications from affiliates to National Federations should also include sport for the disabled.

Provincial Academies of Sport must provide names of organisations for which they are applying.

Academies of Sport must also provide a brief report on challenges and successes since inception.

A contribution to infrastructure upgrading and application for equipment will be considered for satellite academies. A schedule of the equipment must be detailed together with cost per equipment item.

Provincial Academies of Sport must detail other sources of income derived from their Provincial Departments of Sport or any other source. Letters of endorsement from SASCOC must accompany their application.

Municipalities (Local Municipalities, District Councils & Metro Municipalities) should ensure that applications are part of an Integrated Development Plan that is accompanied by a Council Resolution approving the upgrading of the sport facilities together with a commitment to maintain the facilities.

Municipalities to include with their applications support from the relevant Provincial Sport Structures.

Schools Can apply for a contribution to new basic sport facilities and the upgrading of existing facilities. They may also apply for sport equipment and sport apparel.

Schools meeting the application criteria may also apply in partnership with Section 20 schools who do not meet the NLDTF requirements, for mentorship purposes. A Memorandum Of Understanding (MOU) must be signed between the relevant parties.

Universities must provide a 4-year plan and details of the sporting codes active in the area, their level of activity (e.g. Membership level) and student numbers.

Where application for a contribution to new and upgrading of existing sport facilities is made, such facilities must be accessible to participants from National Federations and affiliates to National Federations.

Universities may apply for Capital equipment for established programmes where partnerships with Federations can be proven in the development of performance athletes.

Universities may also apply for campus leagues, the enhancement of campus leagues (and inter-departmental programmes within a University) to increase participation levels amongst University students.

Universities may also apply for outreach programmes.

Further Education and Training Institutions must provide details of the sporting codes active in the area, their level of activity (e.g. Membership level).

FET's can also apply for outreach programmes, a contribution towards new facilities and the upgrading of existing sports facilities, where such facilities will be accessible to participants from National Federations and affiliates to National Federations.

FET's may also apply for sport equipment and apparel (playing kit) and campus leagues.

Affiliates to Provincial Federations (clubs / districts / regions) must provide proof of affiliation and endorsement from the Provincial Federation.

They can apply for a contribution towards new basic facilities & upgrading of existing sports facilities.

Affiliates to provincial Federations can also apply for sport equipment and apparel (playing kit); capacity building (training/courses for coaches, technical officials, administrators) and participation in local leagues and Provincial competitions.

Clubs must provide details of teams in the club and the name of the league they are participating in.

Clubs must also provide letters of endorsement from their district, regional or provincial affiliates of National Federations.

Recreation Organisations and Clubs must submit proof of recognition from Sport and Recreation South Africa or Provincial Department of Sport and Recreation where the organisation is provincial.

Recreation Organisations and Clubs must also state clearly in the Sport Business and Implementation Plan the activities of the organisation/club and target groups that will benefit from the project.

Provincial Sport Councils can apply for monitoring and evaluation of sport development and the co-ordination of council meetings.