

APPLICATION FOR PROJECT FUNDING

Section 1 – Organisational Details

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



PetroSA

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.



PetroSA

Section 2 – Operations

Board Members / Trustees

Title Mr, Mrs,	Name & Surname	ID Number	Designation

Management Team

Title Mr, Mrs,	Name & Surname	ID Number	Designation



PetroSA

Staff Members

Title Mr, Mrs,	Name Surname Qualification	Permanent Temporary Voluntary	Designation

Please indicate the sector or sectors where the organisation is active:

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



Section 3 – Documents Required

Please attach the following documents

DOCUMENT	YES	NO
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 income tax status		
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 (kindly note that this does not guarantee that funding will be approved)		
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		



PetroSA

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



PetroSA

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



Section 4 – Programmes and Projects

How do you sustain your project/s?

When is your financial year end?



PetroSA

Are your financial statements Audited?

Do you receive any state subsidies?

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

Department	Amount	Date

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:



PetroSA

List of Current Donors

Name	Amount

Approached/Potential Donors

Name	Amount



PetroSA

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