

## APPLICATION FOR FUNDING

We are already preparing for our 2021 and need to select the top two charities that will benefit from the Official Practice Walk and the Main Walk. Due to lockdown limitations, we were not able to hold a Presentation Evening this year as we have in the past.

Below is a basic summary of what each applied charity needs funding for. You can also click on '2021 CHARITIES' in the menu tab to view their presentation videos.

CHARITY	PROPOSED PROJECT
Children's Book Network	Children's Book Network Recovery Learning Programme - development of resources and reading toolboxes
Creative Skills factory- Small Mobile Book and Toy libraries	Placing 100 small, mobile book and toy libraries in each street of under resourced communities.
Grootbos Foundation	Nurturing Entrepreneurship at schools (14-18year olds) Entrepreneurship training for green economy (unemployed youths and adults - 60% female) Seed funding for green entrepreneurs (youths and adults - 70% female) Monitoring and evaluation and admin
Health and Welfare Organisation Hawston	Renovation of kitchen: Sustainable Livelihood Project Substance abuse project: HIV counselling and Trauma unit (converting section of back stoep) Overstrand Care Centre Project: Sluice room and arts and crafts room
Hermanus Child and Family Services	Purchase and upgrade of a home in Zwelihle/Mount Pleasant for the intake and care of additional vulnerable children in their cluster foster care scheme
Hermanus Varsity Trust	Modular Unit 1: Environmental Centre of Excellence (Old Synagogue building)
Hermanus Waldorf School	16-seater Quantum to transport children



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CHARITY	PROPOSED PROJECT
Kleinmond Animal Welfare Society (KAWS)	Dog enclosures/kennels Cattery Kitchen/s upgrade Toilet/s upgrade
Northcliff House College	Renovation of school building, playgrounds for Grade R&1, Grade 2-4
Overstrand Hospice	2 cars to use for home visits to provide palliative care in the Overstrand Municipal area
SOFCA	Purchase and Installation of a generator
Two Oceans Aquarium Education Foundation	Turtle Road trips delivering presentations, talks and fun mobile puppet shows as part of the environmental education outreach programme in the Overberg region

## How to Apply for Funds

We encourage all non-profit / public benefit organisations within the Overstrand area to apply for the funds raised during each year's Lighthouse 2 Lighthouse Ladies Walk. Charities are required to compile a one-page summary of a proposed project that would benefit from these funds.

The opening and closing dates for application are announced in the local media, on our Facebook page, on our app and on this website. After the closing date, the Lighthouse 2 Lighthouse committee will study each application according to the selection criteria set out in the Lighthouse 2 Lighthouse Ladies NPO Constitution.

Your charity must:

1. be a registered NPO
2. propose a viable, realistic project with detailed planning and dates
3. own the necessary property and have approved building plans if the request for funds is for a building project
4. show proof of any previous fundraising efforts
5. have a specific project which requires funding - daily running costs or maintenance costs are not considered a 'project'
6. indicate specific target group(s) and size of group for proposed project
7. indicate the community area that will benefit from this project
8. indicate sustainability of the project and charity as a whole



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9. provide a SARS Tax Clearance Certificate for previous years' financial statements

In addition to this set of criteria that our annual charity of choice is measured against, Lighthouse 2 Lighthouse Ladies as a NPO also adhere to the requirements as set out in the NPO Act 71 of 1997 (clause 17&18):

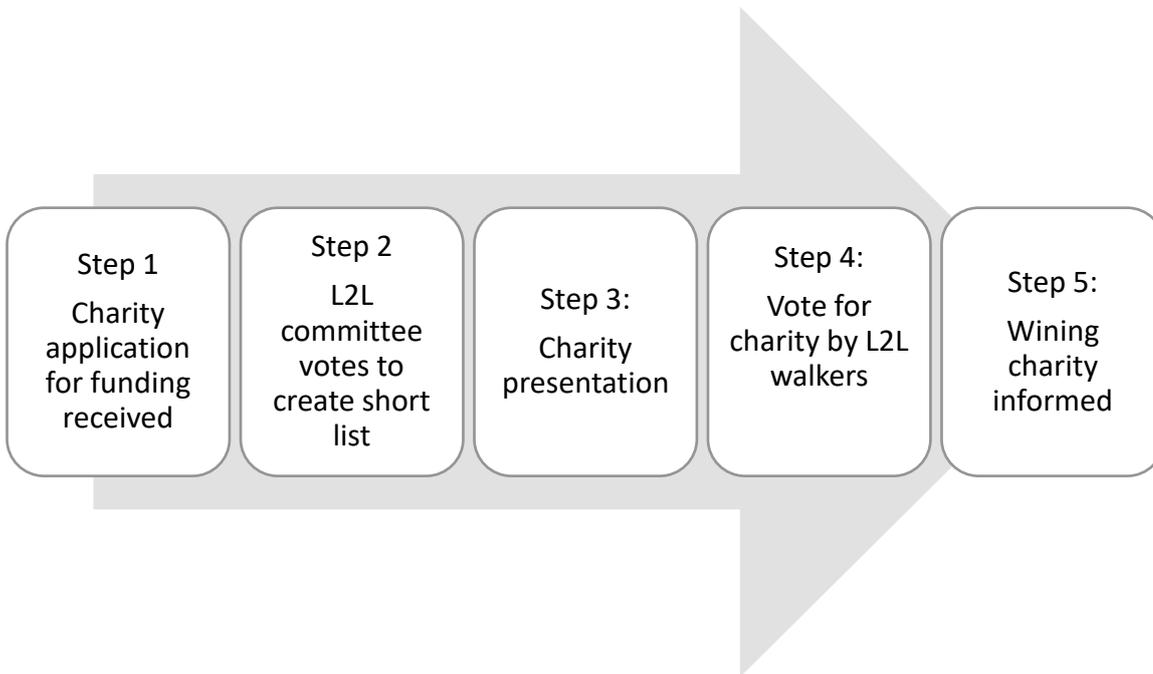
- our funding documents are available for public scrutiny
- annual financial statements are prepared and audited by an accountant
- income and/or property may never be distributed to its members

We set out to comply fully with the requirements set out for a registered NPO and the work as volunteers on Lighthouse 2 Lighthouse Ladies committee is for the benefit of those who need it.



## Beneficiary Selection Process

The selection process is made up of 5 steps and discussed below.



- **Step 1:** Charities **apply for funding** by simply emailing Ronelle van Zyl, Chairperson at [admin@lighthouse2lighthouse.co.za](mailto:admin@lighthouse2lighthouse.co.za) indicating the projects that you need funding for.
- **Step 1:** The Lighthouse 2 Lighthouse committee holds a meeting to **vote for a short-list of charity applications**, with each member basing her vote on the selection criteria set out within our Constitution.

The votes are anonymous and are audited and verified by an independent registered Accountant. The committee is then informed of the results, after which impromptu visits are planned by its members to visit the list of short-listed charities, to observe the daily workings of each charity at grass-roots level. This also provides an opportunity for the committee to evaluate the relevance of the charities' proposed projects.

Should the committee observe any discrepancies between any of the short-listed charities' applications/proposed projects/information given, and what they observed at the charities' premises, they retain the right to question the management/trustees/representatives to clarify any discrepancies.



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Should the committee agree that a charity or charities' project proposal(s) does not adhere to the criteria as set out in our Constitution, the committee retain the right to disqualify the applicant charity and remove the charity from the short-list.

- **Step 3:** The charities that remain on the short-list will then be **invited to prepare a presentation of their proposed project** to the Hermanus business community, previous and future walkers, and other interested parties at a special presentation evening held in Hermanus in the third quarter of each year.

Links of the respective presentations are posted on the website after the presentation evening and after online registration has been completed for the walk, the registered walkers will be sent a link to view the presentations online and to vote for their first and second choice charities.

- **Step 4:** The **votes are** downloaded from the website database in a spreadsheet format and are automatically **tallied**. Our auditor/accountant will check the original votes and the tallying formulas. The authenticated results are then confirmed and released to the committee.
- **Step 5:** The **committee will then let the winning charity know** of its successful bid to receive the funds raised during the annual walk. The charity which receives the second most votes will also be notified and will be able to hold a fundraising event during the official practice walk before the main walk. The other short-listed charities will be notified that they were unsuccessful in their application, are thanked for their participation and effort, and are encouraged to reapply the following year.

## Winning charity's responsibilities and participation

The committee will request that the charity who has won sign a Letter of Agreement. This letter informs them of the Terms & Conditions on which the Lighthouse 2 Lighthouse Ladies Walk will raise funds towards their project, and how the funds raised will be made available to the charity for use.

The committee also encourages the winning charity to become involved in all of the events and activities hosted by Lighthouse 2 Lighthouse in the build-up towards the annual fundraising walk.

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