

**Step 01**

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| **Your project name:** |  |
| **In 50 words or less provide a short description of the proposed project for which funding is needed** |  |

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**Step 03**

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| **Outline the motivation for funding for your project in 5 sentences or less below** |
| Describe and define your charity’s need below. Also indicate community/group that will benefit from this project as a whole. Use the example below to guide you. |
| Example 01:Existing Educational Centre to be repainted and re-roofed for ECD center.Example 02:New vehicle needed to transport the elderly of old age home to and from their doctors appointments and to take them shopping during the week. |
| Your motivation: |



**Step 04**

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| **Estimated funds needed for your project** |
| Include breakdown of cost estimate below needed to complete your project. Use the example below to guide you. |
| Example 01:Existing educational centre to be repainted and re-roofed for ECD center.Painting supplies R 1 200.00Paint needed 10 x 20 Litre buckets at R 900 per bucket R 9 000.00Labour – 20 days at R 550 per day R 11 000.00Transport of material to and from shop R 900.00Dropsheets, brushes, buckets R 4 000.00 New ladder x 2 at R 2300 per ladder R 4 600.00Total R 30 700.00Example 02:New vehicle needed to transport the elderly of old age home to and from their doctors appointments and to take them shopping during the week.Model type of vehicle/bus Single Decker busMake of vehicle 2015 Nissan 15 seater busFuel type DieselEstimated purchase price second hand R 220 000.00Total R 220 000.00 |
| **Insert your estimated projected fees needed to fund your project below:**  |



**Step 05**



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| **Timetable for the execution of the project** |
| Outline of the activities / plan of action to make this happen with dates |
| Example 01:Existing Educational Centre to be repainted and re-roofed for ECD center.01 June: Book painting contractor04 June: Order and pay for painting supplies and materials05 June: Paintwork begins with repairing of walls10 June: Painting of exterior walls begin20 June: Completion of exterior walls and interior walls begin30 June: Completion of project and make appointment for Lighthouse 2 Lighthouse  committee to come and view school and take photos.Example 02:New vehicle needed to transport the elderly of old age home to and from their doctors appointments and to take them shopping during the week.01 June: Do research for best possible vehicle 14 June: Identify vehicle to purchase 16 June: Vehicle to be registered in charity’s name20 June: Completion of project and make appointment for Lighthouse 2 Lighthouse  committee to come and view school and take photos. |
| **Insert your estimated timetable for execution of the project below:**  |

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| **Full name of the person responsible for overseeing this project?** |  |
| **Telephone number** |  |
| **Email address** |  |

