



APPLICATION NO: LH 01/2022

Appointment of elected beneficiary for the Lighthouse 2 Lighthouse Ladies for 2023

Application Document

NAME OF NPO:	
NPO REGISTRATION NUMBER:	
PBO REGISTRATION NUMBER:	
RESIDING ADDRESS OF NPO:	

JULY 2022

PREPARED AND ISSUED BY:
Lighthouse 2 Lighthouse Ladies
NPO Registration nr: 169-860
admin@lighthouse2lighthouse.co.za

CONTACT FOR ENQUIRIES:
Dr Michele Serfontein
Chairperson
Tel number: 083 287 3383
Email: admin@lighthouse2lighthouse.co.za



TENDER REFERENCE NUMBER: LH 01/2022
Lighthouse 2 Lighthouse Ladies | admin@lighthouse2lighthouse.co.za

NPO Reg: 169-860

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1. INVITATION TO APPLY FOR FUNDING

You are hereby invited to apply for requirements for funding as beneficiary for the Lighthouse 2 Lighthouse Ladies for 2023.

Vison, mission, and objective of the Lighthouse 2 Lighthouse Ladies:

Vision:

To bring light to the Overstrand Community by fundraising for charities.

Mission:

To host walking events along the coastline from Agulhas Lighthouse to Danger Point Lighthouse, to raise funds for selected charities in the Overstrand.

Objectives:

Main event: To host an annual walk for ladies to raise funds for a proposed project as presented by a registered Non-Profit Organisation (NPO) in the Overstrand Municipal area, as selected by the registered walkers.

To raise funds for a proposed project of a Non-Profit Organisation in the Overstrand area, selected by the ladies registered for the 100km walk from L'Agulhas Lighthouse to Danger Point Lighthouse.

Additional events: To host walking events for mixed groups to raise funds for proposed projects as requested by charities in the Overstrand Municipal area.

How to Apply for Funding

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 complete the attached application document and adhere to the registration criteria.

Please take not of the following dates for this application:

Opening date for applications:	08 July 2022
Compulsory online Zoom meeting:	13 July 2022 @ 15:00
Closing date for applications:	1 August 2022 @ 17:00
Announcement of qualifying applicants:	19 August 2022



Closing date for YouTube video upload for successful entries:	26 August 2022 @ 17:00
Lighthouse 2 Lighthouse ladies walkers start voting:	2 September 2022
Closing date for Lighthouse 2 Lighthouse online voting:	8 September 2022
Announcement of elected beneficiary for 2023 walk:	9 September 2022

After the closing date, the Lighthouse 2 Lighthouse Ladies committee will vet each application according to the selection criteria set out in the Lighthouse 2 Lighthouse Ladies NPO Constitution.

The qualifying criteria are set out below:

- Must be a registered NPO for at least 12 months.
- Must be PBO registered and provide tax certificates to donors.
- Must propose a viable, realistic project with detailed planning and dates.
- Must own the necessary property and have approved building plans if the request for funds is for a building project.
- Must show proof of any previous fundraising efforts.
- Must have a specific project which requires funding – daily running costs or maintenance costs are not considered a ‘project’. Funds cannot be utilised for salary payments.
- Indicate specific target group(s) and size of group for proposed project.
- Indicate the community area that will benefit from this project.
- Indicate sustainability of the project and charity as a whole.
- 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 an NPO, also adheres 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 aim 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.

1. APPLICATION DETAILS			
APPLICATION NUMBER:	LH 01/2022		
APPLICATION TITLE:	Appointment of elected beneficiary for the Lighthouse 2 Lighthouse Ladies 2022		
CLOSING DATE:	1 August 2022	CLOSING TIME:	17:00 PM
COMPULSORY INFORMATION MEETING:	13 July 2022	TIME:	15:00 PM
MEETING ADDRESS:	Online via Zoom		
NPO REGISTRATION REQUIRED:	Yes	TAX CLEARANCE AND VAT NUMBER REQUIRED:	Yes
CLOSING DATE FOR APPLICANTS:	1 August 2022	APPOINTMENT DATE OF ELECTED BENEFICIARY:	9 September 2022

2. APPLICANT DETAILS	
LEGAL NAME OF ORGANISATION	
TRADE NAME	
POSTAL ADDRESS	
STREET ADDRESS	
NAME OF CONTACT PERSON	
CELL NUMBER	
EMAIL ADDRESS	
COMPANY REGISTRATION NO.	
NPO REGISTRATION NO.	
PBO REGISTRATION NO.	

3. APPLICATION PROCEDURE ENQUIRIES AND TECHNICAL INFORMATION REGARDING THIS APPLICATION MAY BE DIRECTED TO THE FOLLOWING PERSONS	
CONTACT PERSON	Michele Serfontein
TELEPHONE NO.	0832873383
EMAIL ADDRESS	admin@lighthouse2lighthouse.co.za

4. TAX COMPLIANCE REQUIREMENTS	
TAX CLEARANCE STATUS PIN	
TAX CLEARANCE EXPIRY DATE	
INCOME TAX NUMBER OF NPO	
VAT REGISTRATION NR OF NPO	
a) Applicants must ensure compliance with their tax obligations	

- b) Applicants are required to submit their unique personal identification number [pin] issued by SARS to enable the Lighthouse 2 Lighthouse Ladies to view the taxpayer's profile and tax status
- c) Tax clearance certificate to be attached to the application document

5. QUESTIONNAIRE TO PARTICIPATING BENEFICIARIES

a) Is the NPO a resident of RSA?	YES		NO	
b) Is the NPO' head office situated in the Overstrand region?	YES		NO	
c) Does the NPO receive funding under 2 million Rand per year?	YES		NO	
d) Is the NPO founded by South African organization?	YES		NO	
e) Is the NPO founded by an international organization?	YES		NO	

6. NPO REGISTRATION

NPO REGISTRATION NUMBER

7. PBO REGISTRATION

PBO REGISTRATION NUMBER

8. CAPACITY UNDER WHICH THIS APPLICATION IS SIGNED

NAME OF PERSON DULY AUTHORISED TO SIGN THIS APPLICATION

SIGNATURE

DATE

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE APPLICATION INVALID.

2. CHECKLIST

please check that all the following forms have been duly completed and signed and that all supporting documents as requested are attached to the application document:

1.	Certificate of clarification meeting attendance – Did the applicant attend the online meeting?	Yes		No	
2.	Authority to Sign application – Is the form duly completed and is a certified copy of the resolution letter attached?	Yes		No	
3.	Certified copy of CIPC certificate attached?	Yes		No	
4.	Tax Clearance Certificate – Provide Tax Compliance Status Pin and Income Tax number	Yes		No	
4.	Declaration of Interest – Is the form duly completed and signed?	Yes		No	
5.	Confirmation of bank account – Is the stamped bank statement attached to this tender?	Yes		No	
6.	Proof of financials completed?	Yes		No	
7.	12 Months bank statements attached to application?	Yes		No	
8.	Proof of bank account letter attached?	Yes		No	
9.	Proof of residence in Overstrand attached?	Yes		No	
10.	Proof of NPO registration attached?	Yes		No	
11.	Proposal for the applicant completed and attached [Part B]	Yes		No	
12.	Proof of PBO registration	Yes		No	

3. APPLICATION NOTICE & INVITATION TO APPLY FOR FUNDING

APPLICATION NUMBER: LH 01/2022

Appointment of elected NPO beneficiary for the Lighthouse 2 Lighthouse Ladies for 2022

Registered NPO charities are hereby invited to apply for funding as the elected NPO beneficiary for the 2022 Lighthouse 2 Lighthouse ladies.

Entry documents, in English, are obtainable from Friday, 01 July 2022, download free of charge from the website: www.lighthouse2lighthouse.co.za

A compulsory information session will be held at **15:00pm on 13 July 2022 via zoom call.**

The closing date and time for entries is **1 August 2022 at 17:00pm.**

Hardcopies or emailed copies of documents need to be delivered to the following address by this specified closing time:

**Ocean Basket
Shop 2
Station Square Mall
Corner of Lord Roberts & Main Rd,
Hermanus**

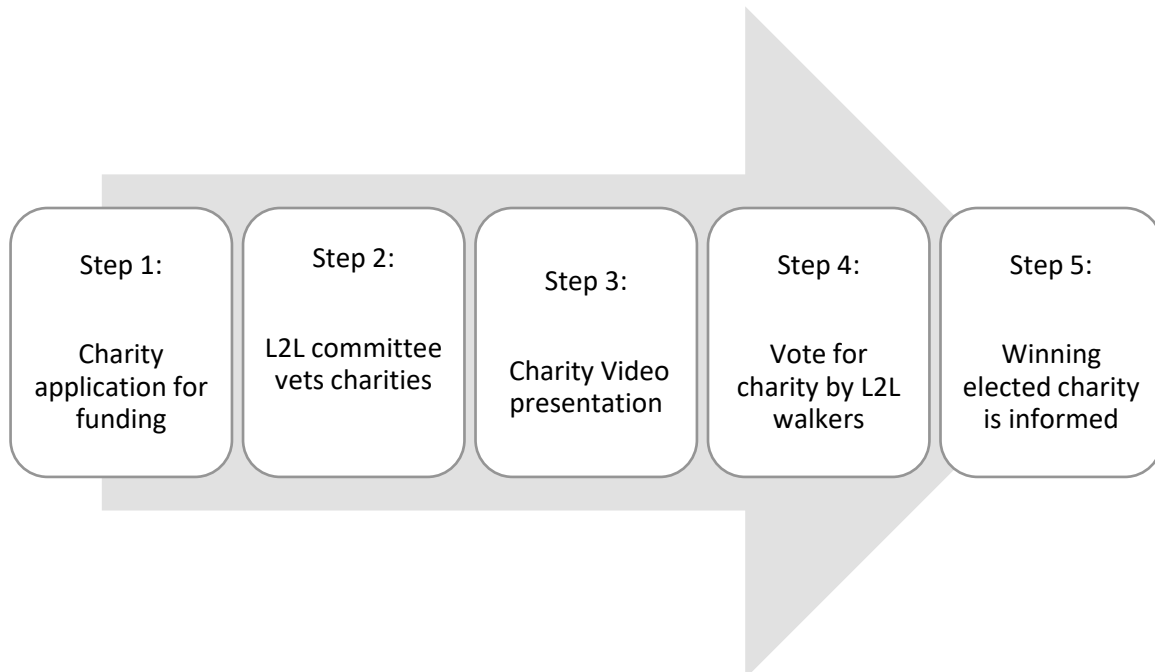
The submitted documents will be opened and vetted by the Lighthouse 2 Lighthouse Ladies committee thereafter, and qualifying charities, will be notified on 20 August 2021.

Please refer to Michele Serfontein at email: admin@lighthouse2lighthouse.co.za and/or telephone number: 0832873383

All queries related to the above to be directed to Michele Serfontein

4. BENEFICIARY SELECTION PROCESS EXPLAINED

The selection and qualification process are made up of 5 steps as per points set out below:



- Step 1:**
 Charities **apply for funding** by completing the application document and supplying all required documents by the closing date. Late entries will not be accepted.
 A compulsory online Zoom meeting will be held on 13 July 2022 at 15:00 to discuss the application documentation and process.
All applicants are required to attend this meeting.

- Step 2:**
 The Lighthouse 2 Lighthouse Ladies committee **vets the applicants** according to the application documents. Qualifying applicants proceed to step 03.
 Unsuccessful applicants will be notified as well as the successful applicants.

The committee then arranges site visits to the short-listed charities, to observe the daily workings of each charity. This 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.

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 3-minute video presentation of their proposed project**. The videos will be uploaded to the Lighthouse 2 Lighthouse Ladies website so that the registered walkers can view and vote for the Beneficiary 2023.

The applicants must compile a presentation **3-minute video to be uploaded onto YouTube** by 25 August 2022 by 17:00.

Links of the respective presentations are posted only 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 the Beneficiary 2023.

- **Step 4:**

The **votes are** downloaded from the website database in a spreadsheet format and are automatically **tallied**. The authenticated results are then confirmed and released to the committee.

- **Step 5:**

The **committee will then inform the elected Beneficiary 2023** of its successful application to receive the funds raised during the annual walk for 2023. The other short-listed charities will also be notified and will be thanked for their participation and effort. They are encouraged to reapply the following year.

Winning charity's responsibilities and participation

The committee will request that the winning charity **sign a Letter of Agreement**.

The letter of agreement is binding, and the elected charity will commit to spend the received funding as per the proposal submitted.

This letter informs them of the Terms & Conditions on which the Lighthouse 2 Lighthouse Ladies will raise funding 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 Ladies** in the build-up towards the annual fundraising walk.

SIGNED FOR AND BEHALF OF THE NPO	
NAME AND SURNAME	
DATE	