



## APPLICATION NO: LH 01/2024

### PART A

#### Appointment of elected beneficiary for the Lighthouse 2 Lighthouse Ladies 2025

#### Application Document

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

**JULY 2024**

PREPARED AND ISSUED BY:  
Lighthouse 2 Lighthouse Ladies  
NPO Registration No: 169-860  
admin@lighthouse2lighthouse.co.za

CONTACT FOR ENQUIRIES:  
Jennie Vorster  
Beneficiary Liaison  
Cell: 082 890 3494  
Email: l2lbeneficiaryliaison@gmail.com



TENDER REFERENCE NUMBER: LH 01/2023  
Lighthouse 2 Lighthouse Ladies  
NPO Reg: 169-860

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## 1. INVITATION TO APPLY FOR FUNDING

### Please take note of the following dates for this application:

Opening date for applications:	1 August 2024
Compulsory online meeting:	15 August 2024 @ 16:00
Closing date for applications:	30 August 2024 @ 17:00
Announcement of qualifying applicants:	13 September 2024
Closing date for YouTube video upload for successful entries:	18 September 2024
Lighthouse 2 Lighthouse ladies walkers start voting:	23 September 2024
Closing date for Lighthouse 2 Lighthouse online voting:	29 September 2024
Announcement of elected beneficiary for 2025 walk:	1 October 2024

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 be able to provide tax certificates to donors.
- Must propose a viable, realistic project with detailed planning and dates.  
**Daily running costs or maintenance costs are not considered a 'project'.**  
**Funds cannot be utilised for salary payments.**
- If the request for funds is for a building project, then you must own the necessary property and have approved building plans.
- Indicate specific target group(s) and size of group for proposed project.
- Indicate the community that will benefit from this project & indicate sustainability of the project and the charity as a whole.
- Provide a SARS Tax Clearance Certificate for the previous years' financial statements.
- Must be situated in the Overstrand Municipal District – this area covers Rooi Els to Pearly Beach.

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			
<b>APPLICATION NUMBER:</b>	LH 01/2024		
<b>APPLICATION TITLE:</b>	Appointment of elected beneficiary for the Lighthouse 2 Lighthouse Ladies 2025		
<b>CLOSING DATE FOR APPLICANTS:</b>	30 August 2024		
<b>VOLUNTARY INFORMATION MEETING:</b>	15 August 2024	<b>TIME:</b>	16:00 PM
<b>MEETING ADDRESS:</b>	Online meeting TBA		
<b>NPO &amp; PBO REGISTRATION REQUIRED:</b>	Yes	<b>TAX CLEARANCE AND VAT NUMBER REQUIRED:</b>	Yes
<b>CLOSING DATE FOR VOTING:</b>	29 September 2024	<b>ANNOUNCEMENT DATE OF ELECTED BENEFICIARY:</b>	1 October 2024

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

3. APPLICATION PROCEDURE ENQUIRIES AND TECHNICAL INFORMATION REGARDING THIS APPLICATION MAY BE DIRECTED TO THE FOLLOWING PERSON	
<b>CONTACT PERSON</b>	Jennie Vorster
<b>TELEPHONE NO.</b>	082 890 3494
<b>EMAIL ADDRESS</b>	l2lbeneficiaryliaison@gmail.com

4. TAX COMPLIANCE REQUIREMENTS	
TAX CLEARANCE STATUS PIN	
TAX CLEARANCE EXPIRY DATE	
INCOME TAX NUMBER	
VAT REGISTRATION NUMBER	
<ul style="list-style-type: none"> <li>• Applicants must ensure compliance with their tax obligations</li> <li>• 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</li> <li>• Tax clearance certificate to be attached to the application document</li> </ul>	

5. QUESTIONARE 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) Is the NPO founded by a South African organization?	YES		NO	
d) Is the NPO founded by an international organization?	YES		NO	

6. 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. APPLICATION NOTICE TO APPLY FOR FUNDING

### APPLICATION NUMBER: LH 01/2024

Appointment of elected NPO beneficiary for the Lighthouse 2 Lighthouse Ladies for 2025

Registered NPO charities are hereby invited to apply for funding as the elected NPO beneficiary for the Lighthouse 2 Lighthouse ladies 2025.

Entry documents, in English, are available from **01 August 2024**.

Download free of charge from the website: [www.lighthouse2lighthouse.co.za](http://www.lighthouse2lighthouse.co.za)

Or email Jennie Vorster: [l2beneficiaryliaison@gmail.com](mailto:l2beneficiaryliaison@gmail.com) to receive the forms by email.

A voluntary information session will be held **Online @ 16:00 on 15 August 2024 (link to be advised)**.

The closing date and time for entries is 30 August 2024.

Only emailed applications will be accepted.

Please email to Jennie Vorster on: [l2beneficiaryliaison@gmail.com](mailto:l2beneficiaryliaison@gmail.com)

The submitted documents will be vetted by the Lighthouse 2 Lighthouse Ladies committee thereafter, and qualifying charities will be notified on 13 September 2024

All queries related to the above to be directed to Jennie Vorster on the email address above or tel: 082 890 3494.

### 3. BENEFICIARY SELECTION PROCESS EXPLAINED

The selection and qualification process are made up of 5 steps:

- **Step 1:**

Charities **apply for funding** by completing the application document and supplying all required documents by the stated closing date. Late entries will not be accepted. A voluntary online meeting will be held on 15 August 2024 @ 16:00 to discuss the application documentation and process.

**Charities can provisionally begin the production of their video at this stage if they are sure they have all the criteria in place**

- **Step 2:**

The Lighthouse 2 Lighthouse Ladies committee **vet the application**. Qualifying applicants will be notified, and they can proceed to step 3. Unsuccessful applicants will be notified – please try again next year.

The committee arranges site visits to the qualifying applicants, this is to observe the daily workings of the charity, providing an opportunity for the committee to evaluate the relevance of the proposed projects.

Should the committee observe any discrepancies between the charities' applications/proposed projects/information given, and what they observed during the site visit, they retain the right to question the management / trustees / representatives to clarify any discrepancies.

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

- **Step 3:**

The charities that remain on the short-list will then be **invited to prepare a 2-minute video presentation of their proposed project**.

The video must be uploaded onto YouTube by 18 September 2024.

The YouTube URL must also be emailed to [admin@lighthouse2lighthouse.co.za](mailto:admin@lighthouse2lighthouse.co.za) by the same deadline.

The videos will then be uploaded to the Lighthouse 2 Lighthouse Ladies website so that the registered walkers can view and vote for the Beneficiary 2025.

Links of all the 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 2025.

- **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 2025** of its successful application to receive the funds raised during the annual 2025 walk. 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 by which the Lighthouse 2 Lighthouse Ladies will raise funds towards their project, and how the funds will be made available to the charity. The committee also encourages the winning charity to become involved in the events and activities hosted by Lighthouse 2 Lighthouse Ladies in the build-up towards the annual fundraising walk.

<b>SIGNED FOR AND BEHALF OF THE NPO</b>	
<b>NAME AND SURNAME</b>	
<b>DATE</b>	

## PART B



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Lighthouse 2 Lighthouse Ladies  
NPO Reg: 169-860



## Administrative requirements in terms of the NPO policy

### 4. AUTHORITY TO SIGN THE APPLICATION

#### 1. NPO DETAILS

1.1.1 If an applicant is a registered NPO, a certified copy of the resolution by the Board/trustees, duly signed, authorizing the person who signs this application to do so, as well as to sign any contract resulting from this application and any other documents and correspondence in connection with this application and/or contract on behalf of the company must be submitted with this application, before the closing time and date of the application.

1.2 A valid resolution must be signed by:

1.2.1 All Board members / Trustees / Committee members

1.2.2 Chairman of the Board

1.2.3 Company secretary

#### Particulars of resolution by the board of directors/ trustees of the NPO

<b>Date resolution was taken</b>					
<b>Resolution signed by [name and surname]</b>					
<b>Capacity</b>					
<b>Name and surname of the delegated authorized signatory</b>					
<b>Sample signature</b>					
<b>Full name and surname of all board members trustees/committee members with ID numbers (complete on page 16)</b>					
<b>Is a certified copy of the resolution attached?</b>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">Yes</td> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">No</td> <td style="width: 20px;"></td> </tr> </table>	Yes		No	
Yes		No			

<b>Signed for and on behalf of NPO</b>	
<b>Name and Surname</b>	
<b>Date</b>	
<b>Witness 1: Name and signature</b>	
<b>Witness 2: Name and signature</b>	

### 5. GENERAL CONDITIONS OF CONTRACT

### 1. DEFINITIONS:

- 1.1 "Closing time" means the date and hour specified in the application documents for the receipt of applications.
- 1.2 "Contract" means the written agreement entered between the Lighthouse 2 Lighthouse Ladies and the successful applicant.
- 1.3 "Day" means calendar day.
- 1.4 "Delivery" means delivery in compliance of the conditions of the contract.
- 1.5 "Force Majeure" means an event beyond the control of the NPO applicant and not involving the applicant's fault or negligence and not foreseeable.
- 1.6 "Goods" means all the equipment, machinery, property and/or other materials that the applicant is required to purchase under the contract.
- 1.7 "L2L' means Lighthouse 2 Lighthouse

### 2. USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION

- 2.1 The NPO charity confirms that all information provided is correct and true.

### 3. EVALUATION AND ADJUDICATION PROCESS

- 3.1 NPO charities will be vetted according to the information provided. They need to be a registered NPO [at least for 12 months] to register as beneficiary.
- 3.2 NPO charities need to have Tax clearance and not be a previous winner of the application for 5 years.
- 3.3 The NPO charities must be PBO registered and supply Lighthouse 2 Lighthouse Ladies with S18A certificates for their donors.
- 3.4 The qualifying NPO charity finalists will be announced on 13 September 2024. The registered walkers will vote for a winning charity online, after viewing all the 2-minute video presentations between 23-29 September 2024. The winning applicant will be announced on 1 October 2024

### 4. VOTES

- 4.1 The votes are completed online through the Lighthouse 2 Lighthouse Ladies website – only walkers that have registered for the official 2025 walk are permitted to vote.
- 4.2 The committee is then informed of the results, after which visits are planned by its members to visit the short-listed charities, to observe the daily workings of each charity (if necessary). This also provides an opportunity for the committee to evaluate the relevance of the charities' proposed projects.

### 5. TERMINATION FOR DEFAULT

- 5.1 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.

### 6. USE OF DOCUMENTS AND INFORMATION INSPECTION:

- 6.1 Any document, other than the contract itself mentioned in the application documentation shall remain the property of the Lighthouse 2 Lighthouse Ladies and shall be returned to the NPO charity on completion of the NPO charity performance under the contract if so required by them.
- 6 The elected beneficiary shall permit the Lighthouse 2 Lighthouse Ladies to inspect the applicant's records relating to the management of awarded funds and to have them audited by auditors appointed by the Lighthouse 2 Lighthouse Ladies, if so required, at any given time.

### 7. TERMINATION OR INSOLVENCY OF THE NPO

- 7.1 Should the NPO charities knowingly partake in the Lighthouse 2 Lighthouse Ladies application for funding and be under financial administration they will be disqualified from receiving the funding. Even though they are the winning/elected NPO, the funding will not be allocated to them and will be allocated to the runner up.
- 7.2 No NPO charity may enter the application process if they are in a sequestration process.
- 7.3 The Lighthouse 2 Lighthouse Ladies may at any time terminate the contract by giving written notice to the elected beneficiary if the charity becomes bankrupt or otherwise insolvent. In this event, termination will

not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the applicant.

#### **8. AWARDING AND SPENDING OF BENEFICIARY FUNDS**

- 8.1 The awarded funding shall be spent on the project mentioned in the elected beneficiary's proposal.
- 8.2 The method and conditions of payment of the funding to be made to the applicant under this contract shall be specified.
- 8.3 The elected beneficiary shall furnish the Lighthouse 2 Lighthouse Ladies with an invoice accompanied by a copy of the delivery note when beneficiary funding is paid over to the NPO's bank account.
- 8.4 A statement of the elected beneficiary funding with documented evidence shall be delivered to Lighthouse 2 Lighthouse Ladies as proof that the funding was allocated to the proposed project as in the proposal application document.
- 8.5 Payment will be made in South African Rands to the elected beneficiary's NPO bank account only.
- 8.6 All beneficiary funding to be spent within a 12-month cycle from date of receipt of funds in the bank account.

#### **9. SETTLEMENT OF DISPUTES**

- 9.1 If any disputes or difference of any kind whatsoever arises between the Lighthouse 2 Lighthouse Ladies and the elected beneficiary in connection with or arising out of the contract, the parties shall make every effort to resolve such dispute or difference amicably by mutual consultation.
- 9.2 If after 30 days, the parties have failed to resolve their dispute of difference by such mutual consultation, then either the Lighthouse 2 Lighthouse Ladies or the elected beneficiary may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 9.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 9.4 Notwithstanding any reference to mediation and / or court proceedings herein:
- 9.5 The parties shall continue to perform their respective obligations under the contract unless they otherwise agree and;
- 9.6 The Lighthouse 2 Lighthouse Ladies shall pay the elected beneficiary any monies due for winning the application according to the prescripts of the contract.

#### **10. LIMITATION OF LIABILITY**

- 10.1 The Lighthouse 2 Lighthouse Ladies shall not be liable to the NPO charities, whether in contract, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of profits or interest costs residing from this process.

#### **11. APPLICABLE LAW**

- 11.1 The contract shall be interpreted in accordance with South African laws.

#### **12. TAXES AND DUTIES**

- 12.1 The successful elected beneficiary will be entirely responsible for all taxes, duties and other such levies imposed due to winning the application.
- 12.2 The successful elected beneficiary will be responsible to pay any taxes due to SARS through their own NPO organization and should discuss this with their own registered accountant beforehand.
- 12.3 No contract shall be concluded with any successful elected beneficiary whose tax matters are not in order. Prior to the award of an application, SARS must have certified that the tax matters of the winning applicant are in order.
- 12.4 It is the successful elected beneficiary's responsibility to be registered with the South African Revenue Service [SARS] for VAT purposes should the beneficiary fees qualify them to register for VAT purposes.

#### **13. TRANSFER OF WINNING CONTRACT & BENEFICIARY FEES**

The successful elected beneficiary shall not abandon, transfer, or assign the obligations or beneficiary fees to another organization or project other than which it was intended for in the application document.

#### **14. SUBMITTING APPLICATIONS**

- 14.1 Applications must be emailed by 30 August 2024 to this email address only:

[l2beneficiaryliaison@gmail.com](mailto:l2beneficiaryliaison@gmail.com)



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NPO Reg: 169-860

**15. TEST FOR RESPONSIVENESS**

15.1 An entry will be considered non-responsive if:

- The application is not in compliance with the specifications.
- The registered NPO has not fully completed and signed where required, all the returnable documents as listed in the application and;
- The registered NPO has failed to submit any supporting documentation within the stipulated time frame.
- If no video is uploaded by the deadline date.

**16. PAYMENT TERMS**

16.1.1 The amount of funding raised for the successful elected beneficiary will only be announced at the awards evening.

16.1.2 The funding raised will be paid into the registered NPO's bank account as per details supplied by applicant in this document.

16.1.3 The elected beneficiary will nominate a trustee/committee member to be the responsible person to allocate the funding to the proposed project attached to this application document.

**17. SOCIAL MEDIA AND CORRESPONDENCE**

17.1 The winning elected beneficiary and competing NPO charities shall upon reasonable request be available for all media interviews.

17.2 The winning elected beneficiary and competing NPO charities shall be published in the media and social platform. Photographs shall be posted online as well as in newspapers and other media.

17.3 The winning elected beneficiary and competing NPO charities shall give permission by signing this document for all interviews and media to be used at the discretion of Lighthouse 2 Lighthouse Ladies to be used on their online platforms and by media outlets should they wish to publish them.

17.4 The competing charities need to do their part in advertising and raising awareness in their respected communities that they have entered the competition.

**18. GENERAL**

18.1 Invitations to apply for main beneficiary of the Lighthouse 2 Lighthouse Ladies walk are published in locally distributed news media, on the Lighthouse 2 Lighthouse Ladies website and social media platforms.

18.2 All applications to be submitted by email only, typed, in handwriting and/or in non-erasable black ink on the official forms supplied by the Lighthouse 2 Lighthouse Ladies.

18.3 Applications submitted must be complete in all respects.

18.4 The winning elected beneficiary may not re-apply for the Lighthouse 2 Lighthouse Ladies funding until 5 years has lapsed. [They may only apply every sixth year].  
For example, if they win in 2022, they may only enter again in 2028.

18.5 If the funding is not used as allocated in this proposal (Part B - attached to this document) the winning elected beneficiary may be disqualified from applying for funding in the future.

18.6 The elected charity is to be present at as many of the practice walks leading up to the main walk as possible. It is not expected of the charities to walk the routes, just to greet and show support to everyone at the start and finish of each walk.

## 6. CONFLICT OF INTEREST

1. Any persons, having a kinship with persons in the Lighthouse 2 Lighthouse Ladies NPO, including a blood relationship, may make an offer or offers in terms of this invitation to apply for funding. In view of possible allegations of favouritism, should the resulting approval, or part thereof, be awarded to persons connected with or related to persons in service of Lighthouse 2 Lighthouse Ladies NPO, it is required that the NPO or their authorized representative declare their position in relation to the evaluating / adjudicating authority and/or take an oath declaring his/her interest.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the application:

<b>6.1</b>	<b>Full name of applicant or his/her representative</b>	
<b>6.2</b>	<b>Identity Number</b>	
<b>6.3</b>	<b>Position occupied in the NPO</b>	

<b>6.4</b>	Are you currently in the service of the Lighthouse 2 Lighthouse Ladies NPO?	Yes		No	
<b>6.5</b>	Have you been in the service of the Lighthouse 2 Lighthouse Ladies in the last 12 months?	Yes		No	
<b>6.6</b>	Do you have any relationship [family] with persons in the service of Lighthouse 2 Lighthouse Ladies NPO who may be involved with the evaluation and or adjudication of this application?	Yes		No	
<b>6.7</b>	Are any of the NPO's directors, shareholders, trustees, or stakeholders in the service of the Lighthouse 2 Lighthouse Ladies NPO?	Yes		No	
<b>6.8</b>	If you have answered Yes to any of the above, please give details below				



### 9. PROOF OF RESIDENCE IN THE OVERSTRAND

1. Any registered NPO charity in the Overstrand region may enter as beneficiary of Lighthouse 2 Lighthouse Ladies walk.
2. If the registered NPO charity is part of a national NPO organization, the local office should be situated in the Overstrand district.
3. In order to give effect to the above, the following schedule below must be completed and submitted with the application:

<b>9.1</b>	<b>Physical address of the NPO</b>	
	<b>Street</b>	
	<b>Suburb</b>	
	<b>Town</b>	

- **Please attach proof of residency**

### 10 PROOF OF NPO & PBO REGISTRATION

1. All applicants should be registered as an NPO and PBO to partake in this application.

- **Please attach proof of NPO Registration**
- **Please attach proof of PBO Registration**

#### DECLARATION

I, the undersigned [name] \_\_\_\_\_  
certify that the information furnished in paragraph 11 above is correct.

I accept that the Lighthouse 2 Lighthouse Ladies NPO may act against me should this declaration prove to be false.

<b>Signed for and behalf of the NPO</b>	
<b>Name and Surname of signatory</b>	
<b>Position</b>	
<b>Date</b>	

# PART C

## Administrative requirements in terms of the NPO policy

### Appointment of NPO beneficiary for the Lighthouse 2 Lighthouse Ladies 2023

<b>11. TERMS AND CONDITIONS FOR APPLICATION</b>
<b>1. Application Submission:</b>
1.1 Applications must be delivered by the stipulated time to the correct email address, late applications will not be accepted for consideration – only email applications will be accepted.
1.2 All applications must be submitted on the official forms provided (not to be re-typed).
1.3 The successful applicant will be required to fill in and sign a written contract.
<b>2. Tax Compliance Requirements:</b>
2.1 Registered NPO charities must ensure compliance with their tax obligations.
2.2 Registered NPO charities are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.
2.3 Application for your tax compliance status (TCS) pin may be made via e-filing through the SARS website: <a href="http://www.sars.gov.za">www.sars.gov.za</a>
2.4 Registered NPO charities may also submit a printed TCS certificate together with the application.
<b>3. NPO Requirements:</b>
3.1 Registered NPO charities need to be registered as an NPO & PBO according to South African regulations.
3.2 Registered NPO charities will not be accepted as a beneficiary without both NPO & PBO registration numbers.
3.3 Registered NPO charities need to be registered for at least 1-year as an NPO before applying as a beneficiary of the Lighthouse 2 Lighthouse Ladies (12-months bank statements may be requested).
3.4 Registered NPO charities need to provide their latest Annual Financial Statements.

**NB: Failure to provide/or comply with any of the above particulars may render the application invalid.**



## 12. PROPOSAL FOR THE APPLICANT REQUEST FOR FUNDING

Please provide details of your NPO's proposed project 2024 in the section provided. The description should provide details on how the funds will be used as well as a breakdown of the project; and should include:

- Step 1 Project name and a brief description.  
 Step 2 Provide organizational data.  
 Step 3 Outline the motivation for funding for your project.  
 Step 4 Estimated projected fees needed to fund your project.  
 Step 5 Timetable for the execution of the project  
 Step 6 Video presentation details

### Step 1

<b>Your project name:</b>	
<b>Provide a brief description of your proposed project in 50 words or less</b>	

### Step 2

<b>Provide organisational data:</b>					
<b>What type of charity are you? Mark with an X</b>					
<p style="text-align: center;"><b>Animal Charity</b></p> <ul style="list-style-type: none"> <li>• Wildlife Conservation</li> <li>• Pet &amp; Animal Welfare</li> <li>• Hunting &amp; Fishing Conservation Group</li> <li>• Zoos &amp; Aquariums</li> </ul>		<p style="text-align: center;"><b>Environmental Charity</b></p> <ul style="list-style-type: none"> <li>• Environmental Conservation &amp; Protection</li> <li>• Parks &amp; Nature Centres</li> </ul>		<p style="text-align: center;"><b>Health Charity</b></p> <ul style="list-style-type: none"> <li>• Diseases &amp; Disorders</li> <li>• Medical Services &amp; Treatment</li> <li>• Medical Research</li> <li>• Patient &amp; Family Support</li> </ul>	
<p style="text-align: center;"><b>Children's/Youth Charity</b></p> <ul style="list-style-type: none"> <li>• ECD - Early Childhood Programs &amp; Services</li> <li>• Youth Centres</li> <li>• Children's Homes</li> <li>• Feeding Schemes for Children</li> <li>• Youth Education Programs &amp; Services</li> </ul>		<p style="text-align: center;"><b>Human Services Charity</b></p> <ul style="list-style-type: none"> <li>• Children's &amp; Family Services</li> <li>• Shelter &amp; Crisis Services</li> <li>• Food Banks, Food Pantries &amp; Food Distribution</li> <li>• Multi-purpose Human Services</li> <li>• Homeless Shelters</li> <li>• Social Services</li> </ul>		<p style="text-align: center;"><b>Arts &amp; Culture &amp; Education Charity</b></p> <ul style="list-style-type: none"> <li>• Libraries, Historical Societies and Landmark Preservation</li> <li>• Museums</li> <li>• Performing Arts</li> <li>• Adult Education Programs &amp; Services</li> <li>• Special Education</li> </ul>	
<b>If another category, please specify here:</b>					

**Step 3**

**Outline the motivation for funding for your project in five sentences or less:**

Describe and define your charity's need. Also indicate the community/group that will benefit from this project (use the example below to guide you).

**Example:**

Existing Educational Centre to be repainted and re-roofed for ECD centre.  
This centre is used by the local children from Stanford and Gansbaai.

**Your motivation:**

**Step 4****Estimated funds needed for your project**

Include the breakdown of estimated costs needed to complete your project.  
Use the example below to guide you.

**Example:**

Existing educational centre to be repainted and re-roofed for ECD centre:

Painting supplies	R 1,200.00
Paint needed, 10 x 20 litres @ R 900 per tin	R 9,000.00
Labour – 20 days @ R 550 per day	R 11,000.00
Transport of materials	R 900.00
Dropsheets, brushes, buckets	R 4,000.00
#2 New ladder @ R 2300 per ladder	R 4,600.00
<b>Total</b>	<b>R 30,700.00</b>

**Insert your estimated projected fees needed to fund your project below:**

**Step 5****Timetable for the execution of the project**

Outline of the plan of action to make this happen within dates.  
Use the example below to guide you.

**Example:**

Existing education centre to be repainted and re-roofed for ECD centre.

Start date: - 1 June 2025

1 June           Book painting contractor  
4 June           Order & pay for painting supplies.  
5 June           Repairing of walls.  
10 June          Painting of exterior walls begins.  
20 June          Completion of exterior walls & start of interior walls.  
30 June          Completion of project  
1 July            Make appointment with L2L committee to come and view the school and to take photos.

**Insert your estimated timetable for the execution of the project below:**

<b>Full name of the person responsible for overseeing this project?</b>	
<b>Telephone number</b>	
<b>Email address</b>	

## Step 6

<b>VIDEO REQUIREMENTS:</b>
1. The video should be a maximum of <b>2-minutes long</b> .
2. The video can be made using any video device e.g., cell phone or camera.
3. The video needs to be uploaded to YouTube and the URL link emailed to us on <a href="mailto:admin@lighthouse2lighthouse.co.za">admin@lighthouse2lighthouse.co.za</a> . We will upload it onto the L2L Ladies website. <b>Without this link your video cannot be uploaded onto our website.</b>
<b>Consider the following when planning the video:</b>
<ul style="list-style-type: none"> <li>• The video needs to appeal to and connect with the target audience to gain support for your cause and your project.</li> <li>• The video should motivate why the L2L walkers should vote for you.</li> <li>• The video should explain the positive impact that this project will have on your organisation and the community.</li> <li>• The video needs to talk about the sustainability of the project and your charity as a whole.</li> <li>• The video needs to be creative and have a pitch ready. Add any information you think might be relevant. Keep it short, be authentic and be specific.</li> </ul>

**The videos links of the 2024 beneficiaries, for you to view as examples are available on request from: [admin@lighthouse2lighthouse.co.za](mailto:admin@lighthouse2lighthouse.co.za)**

**It is up to you to include all the relevant information.**

**The only limit is your imagination.**

<b>UPLOAD REQUIREMENTS:</b>
<ul style="list-style-type: none"> <li>• The video links will be uploaded onto the Lighthouse 2 Lighthouse Ladies website in time for the registered walkers to vote.</li> <li>• The registered walkers will then vote for their favourite charity from 23 - 29 September 2024 - the votes will be tallied electronically.</li> <li>• The L2L committee take no part in the choosing of the winning charity.</li> <li>• The elected beneficiary for the 2025 walk will be announced on 1 October 2024</li> </ul>

<b>13. CHECKLIST</b>
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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	<b>Application (Part A – Page 1 &amp; 4)</b> Completed?	Yes	No
2	<b>Tax Clearance Certificate (Part A – Page 5)</b> Provide Tax Compliance Status Pin and Income Tax number	Yes	No
3	<b>Authority to Sign application (Part B – Page 9)</b> Is the form duly completed and is a <b>certified copy</b> of the resolution letter attached?	Yes	No
4	<b>Declaration of Interest (Part B – Page 13)</b> Is the form duly completed and signed?	Yes	No
5	<b>Copy ID's – directors, members (Part B – Page 14)</b> Certified copies attached?	Yes	No
6	<b>Bank Account (Part B – Page 14)</b> Is the bank account confirmation letter attached?	Yes	No
7	<b>Annual Financial Statements (Part B – page 14)</b> Are the latest audited AFS attached?	Yes	No
8	<b>Proof of residence (Part B – Page 15)</b> In Overstrand (Rooi Els to Pearly Beach) attached?	Yes	No
9	<b>Proof of NPO registration (Part B – Page 15)</b> Attached?	Yes	No
10	<b>Proof of PBO registration (Part B – Page 15)</b> Attached?	Yes	No
11	<b>Proposal for funding (Part C)</b> Completed?	Yes	No

<b>Name of NPO</b>	
<b>Name &amp; Surname of Signatory</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

**PLEASE NOTE THAT IF YOU APPLIED LAST YEAR AND THERE ARE NO CHANGES  
TO YOUR INSTITUTION, ITEMS 3, 5, 8, 9 & 10 NOT REQUIRED**