



OVERBERG SMALL GRANTS: COMMUNITIES IN CONSERVATION

Applications deadline: 17:00 on 31 October 2018

Funding cycle: 1 January to 15 September 2019

Email to: overbergsmallgrants@gmail.com

Post to: P.O Box 148, Gansbaai, 7220 (Attention: Lily Upton)

By hand: Grootbos Foundation or Whale Coast Conservation offices

Whale Coast Conservation and the **Grootbos Foundation** have been appointed by the **Table Mountain Fund** to administer small grants facilities. We are looking for 14 projects that will grow the Green Economy and provide social upliftment within the Overberg Region.

The **Grootbos Foundation/Whale Coast Conservation** aims to assist local organisations and individuals to facilitate **conservation** projects in the Overberg District through the allocation of small grants,

1. To support the growth and development of new entrants to the conservation sector;
2. To facilitate the inclusion and involvement of a wider range of stakeholders in conservation;
3. To support coastal and marine conservation initiatives;
4. To mentor social enterprise development projects which create income for impoverished communities via conservation-based activities; and
5. To facilitate alien clearing by empowering local contracting teams.

Applications will be adjudicated by a joint **Grootbos Foundation/Whale Coast Conservation** committee. Only one application per organisation is eligible for a grant of not more than R30 000 in the 3 year funding cycle. Preference will be given to projects that promote conservation and can show positive environmental change. .





Please attach the following documents to your application:

- A copy of your ID or business registration
- Proof of bank account
- Any letters of authorisation needed to complete your project
- Quotes for any equipment more than R1000 in value

Please note: no late applications will be accepted. No applications submitted after 17:00 on 31 October will be accepted.



SMALL GRANT SUMMARY

1.	PROJECT TITLE		
2.	APPLICANT		
3.	BENEFICIARY OF GRANT	Full registered name of the entity or Full names of an individual:	
		Company/Trust/NPO registration number or ID no if an individual:	
4.	BENEFICIARY'S ADDRESS	Physical Address:	
		For attention:	
5.	PROJECTED PROJECT DATES	Start Date:	
		End Date:	
6.	PROJECT MANAGER	Name:	
		Designation:	
		Tel number:	
		Email address:	
7.	MENTOR TO BENEFICIARY: (Other than Small Grant facility manager)	Name:	
		Designation:	
		Tel number:	
		Email address:	
8.	FUNDS APPLIED FOR	(GRANT LIMITED TO R30 000)	
9.	FUNDED BY		
			
11.	BANK ACCOUNT		
	Name of account holder:		
	Bank:		
	Branch:		
	Branch code:		
	Account number:		
	Account type:		



APPLICATION DETAILS

PROJECT NAME:

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FOCUS AREAS – PLEASE TICK RELEVANT BOXES

Conservation		Sustainable Livelihoods	
Biodiversity Conservation (Fauna/Flora)		Agri Processing	
Marine & Coastal Conservation		Skills Training	
Environmental Education		Job Creation	
Citizen Science		Sustainable Harvesting	
Eradication Alien Invasive Plants		Removal of Alien Invasive Plants	
Beneficiation of AIP material		Beekeeping	
Renewable Energy		Empowering women and girls	
Reduction in waste			
Other: (Please describe)			

Region/Town in which the project will take place:

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PROJECT LIFE CYCLE:

Pilot Project		Ongoing Project	
Once-off Project			

Project Details:

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Please describe your project. This will be your main project description, should your project be approved. Please list your project objectives and 3 milestones to achieve during your project's cycle.

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Description continued:

Large empty text box for project description.

How will your project benefit or promote conservation in your area? (200 words)

Large empty text box for conservation benefits.

BENEFICIARIES (Who will benefit from your project? How many people will be involved?)

How many people will benefit from your project

Empty box for number of beneficiaries.

Please describe your beneficiaries and how will your community benefit from your project?

Large empty text box for describing beneficiaries and community benefits.



Do you need special permission to carry out your enterprise? Who is the authority? Do you have the necessary authorisation? Please attach a copy as part of your application.

How will your project continue, once you have used your Small Grants funding?

If you are not based in the Overberg, motivate how your project will benefit the local community or region.

How will you measure success for your project? What are your project milestones: (i.e number of people participating in the project, number of products created, timelines and time periods etc.)

Project Budget:			
Description	Units	Rate	SubTotal
Project Total:			



GUIDELINES FOR REPORTING - In the event that your project is approved, you will be required to report on the following:

Funds for projects are provided by the Grootbos Foundation/Whale Coast Conservation/Table Mountain Fund, and consequently the Grantors are accountable to the funders for the way in which those funds are spent. Thus an essential condition of any grant is that the Beneficiary reports on project progress and expenditure as specified in the contract. The Beneficiary confirms that they are aware that project reporting not only plays an important role in enabling the Grantor to monitor its support for conservation activities, but are equally important to meeting its commitments to the Table Mountain Fund.

In order to standardise and simplify reporting procedures, the following format should be used.

Narrative Report

The Beneficiary shall furnish the Grantor with a preliminary report by 1 June 2019 and a final report within 1 (one) month after completion of the project or before 15 September 2019. The final report should account for the **entire duration** of the project. Information should be presented in the following sequence:

1. Project number and title.
2. Name, organisation and contact details of executant.
3. Reporting period.
4. Project summary (please provide a one-paragraph summary of the scope and objectives of the project).
5. Summary describing the project's conservation impacts achieved.
6. Project objectives (please refer Annexure "B").
7. List significant changes to the objectives (if any) during the reporting period.
8. Describe progress towards the achievement of the objectives. Include any outputs not achieved and why.
9. Describe any constraints that may have affected progress and measures taken to address them.
10. Discuss the sustainability of the project once the grant funding has been used.
11. Referring to the financial report, explain any variances between budget and actual expenditure, relating them to the progress of the project.
12. Equipment status: List the items of capital equipment purchased with project funds and state their age and condition.
13. Describe any lessons learned, and provide any recommendations.
14. Provide a statement of conclusion which summarises the successful completion and conservation value of the project.
15. Acknowledgement of the Grantor and Table Mountain Fund.



Financial Report

The Beneficiary shall furnish the Grantor with a financial report with the final report. The final financial report must be submitted within 1 (one) month after completion of the project. The financial report should take the form of a Statement of Income and Expenditure as indicated in the table below. The final financial report should account for the **entire duration** of the project.

Code	Item	Budget (as per Table below)	Actual Expenditure	Variance
	TOTAL (per year)	R	R	R

The Beneficiary must retain documentary evidence of expenditure (vouchers, receipts, etc.) and submit these to the Grantor for audit purposes, if required.