

APPLICATION FORM

SMALL GRANTS PROGRAMME APPLICATION FORM

This form is for community-based organisations seeking 1-year support for smaller projects in Alexandra. GMA prioritises initiatives that support education, community care, or environmental improvement, and that demonstrate community participation and collaboration.

SECTION 1: ORGANISATION INFORMATION

Provide key details about your organisation and its links to the Alexandra community.

Organisation Name	
Project Name	
Date of Establishment	
NPO Registration Number, or	
PBO Registration Number	
Physical Address	
Postal Address	
Contact Person (Name, Position, Email, Phone)	
Website / Social Media Links	
Current operations in Alexandra area (Yes/No; if no, explain; if yes, describe current operations)	

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SECTION 2: MANAGEMENT AND GOVERNANCE

List your management and board members, including years of service, gender, and race to reflect diversity and experience.

Management Team

Name	Position	Years with Organisation	Gender (M/F)	Ethnicity (A/W/C/I/Other)

Board / Governance Team

Name	Position	Years with Organisation	Gender (M/F)	Ethnicity (A/W/C/I/Other)

SECTION 3: DOCUMENTATION CHECKLIST

Organisation Documents:

- NPO registration
- PBO registration
- Tax Clearance Certificate / Letter of good standing from SARS
- Latest financial statements (audited if applicable)
- Project photographs (if available)
- Letter of recommendation from other funders / stakeholders (if applicable)
- Organisational budget for next financial year
- Most recent annual report (if applicable)

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- Banking details (Letter from Bank and one-month bank statement)

Project Documents:

- Project plan (including objectives, activities, timelines, and deliverables)
- Most recent project report (if applicable)

SECTION 4: PROJECT PROPOSAL

Select focus area: Education, Community Care, or Environment.

Note: Community care initiatives are limited to orphans and vulnerable children; women empowerment/centres for abused women; and people living with disabilities.

Describe the challenge your project addresses. Describe your project objectives, activities, outputs, and timeline. Use supporting data or community evidence where available. If this project is already operational, describe what success the project has achieved to date.

GMA encourages projects that build environmental awareness and community responsibility — for example, through recycling, food gardens, or local clean-up activities. If applicable, applicants should briefly describe in their proposal how such activities will be incorporated into their project.

SECTION 5: MONITORING & EVALUATION

Describe how you will track progress and measure outputs and outcomes.

SECTION 6: BUDGET

Provide a 1-year budget. Operational costs should be included in the project budget, but clearly identifiable.

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SECTION 7: SUSTAINABILITY

Explain how benefits will continue after GMA funding ends (after 1 year).

SECTION 8: RISKS & MITIGATION

List potential risks and mitigation strategies.

SECTION 9: FINANCIAL MANAGEMENT

- Indicate the total grant amount requested for 1 year and what it will be used for.
- Describe your financial management systems and controls
- State your current sources of funding
- Has the organisation previously received donations from the GMA? If so, how much and for what?
- Describe your fundraising activities
- Does your organisation have any income-generating initiatives?