

## SA LOTTO FUNDING APPLICATION INFO

### How To Apply For Funding

Watch the NLC website, the print media and major radio stations for adverts calling for applications for grants in the sector that is relevant to your organisation.

Calls for applications are also announced during the live broadcasts of the Lotto draw.

Distributing agencies for the various sectors make their calls at different times.

Each agency tries to make one call a year, but extra calls can be made.

You can only make an application when a call for applications has gone out.

### Application Documents

Obtain the necessary documents from the NLC. These are:

The prescribed application form. This changes from time to time and you must use the form that is current at the time of the call for applications.

Guidelines applicable to the current round of applications.

You can also download the documents from the website (only available when a call applications has been published), or obtain them from the NLC offices around the country.

### Project Motivation, Plan And Budget

Use the guidelines to prepare the following documents that will accompany the application form and comprise the heart of your application:

A project motivation that explains the importance of the initiative for which you are seeking funds.

A detailed business plan for the project.

A detailed and realistic budget for the project.

### Supporting Documents

The application must include the following supporting documents:

Registration certificate as a non-profit organisation, Section 21 company, public benefit trust, or school registered with the Department of Education.

The organisation's constitution, articles and memorandum of association, or deed of trust.

Most recent annual financial statements signed and dated by a registered accounting officer.

– Organisations that have not previously received NLDTF funding are required to submit a two year annual financial statements signed by an independent accounting officer.

– Organisations previously allocated NLDTF funding need only to submit financial statements for one year, which must be audited.

Signed auditor's report or, for first time applicants, a signed accounting officer's report.

### Additional Documents

Where an application is related to the development or renovation of a heritage site, you must submit an approval from the relevant provincial or national authority.

Where an application includes the building or upgrading of infrastructure, you must provide proof of ownership of the land and/or building or proof of tenure.

Where an application involves the purchase of assets or equipment, quotations must be provided for these items.

Please read the guidelines carefully and ensure that all the required information is submitted.

In addition, you should try and get your application in as early as possible once a call is issued.

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#### Miscellaneous Purposes

The fourth and smallest category of funding from the NLC is for Miscellaneous Purposes. This category is allocated 2% of the fund for disbursement to applicants who meet the requirements. The members of the Board serve as the distributing agency for the Miscellaneous Purposes category of funding.

Applications to the Miscellaneous Purposes category will only be considered from non-profit organisations whose activities or projects fall outside the mandate of the Distributing Agencies for Arts, Culture and National Heritage, Charities, and Sport and Recreation.

There is no public call for applications and therefore applicants may apply at any time. However, applicants are requested to ensure that there is a sufficient period between the submission of the application and the commencement of the project.

In order to be considered for funding, applicants must submit the following documentation:

The prescribed application form, which can be obtained by e-mailing [info@nlb.org.za](mailto:info@nlb.org.za). The request for an application form must include a one line description of the project.

Proof of registration as a non-profit organisation.

The organisation's constitution or founding documents.

The two most recent annual audited financial statements.

A motivation for project, which explains its significance.

A project implementation plan

A detailed and realistic budget for the project.

**What Organisations Are Funded** - <http://www.nlcsa.org.za/what-organisations-are-funded/>

Non-profit entities working for the public good are eligible for funding from the National Lotteries Commission. This covers a wide range of organisations including:

Non-profit organisations (NPOs)

Non-governmental organisations (NGOs)

Section 21 companies

Public benefit trusts

Sporting bodies and sports clubs

Educational institutions

Recreational clubs; and

Cultural bodies

Eligible organisations range from national structures right down to small community groups. We not only welcome applications from small organisations, but actively encourage them.

GENERAL OVERVIEW (see link above for online viewing)

About the NLC

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### **The Funding Process**

The processing and awarding of grants involves a number of steps.

In line with the amendment of the Lotteries Act, grants have now been categorized into three sizes:

Categories of grants    Amount

Small grants    R1- R500.000

Medium grants R500 001 - R5 000 000

Large grants    In excess of R 5 000 000

Applicants are only eligible to apply for a new grant after 12 months from date of receipt of funds.

In order to respond to the challenges of poverty and inequality and align with the National Development Plan (NDP), as well as to demonstrate the relevance of NLC funding, regulations published in April 2015 allow the Commission to pursue two modes of funding:

Application-based funding (as has been the case since 2001)

Proactive funding (in line with Government's plans)

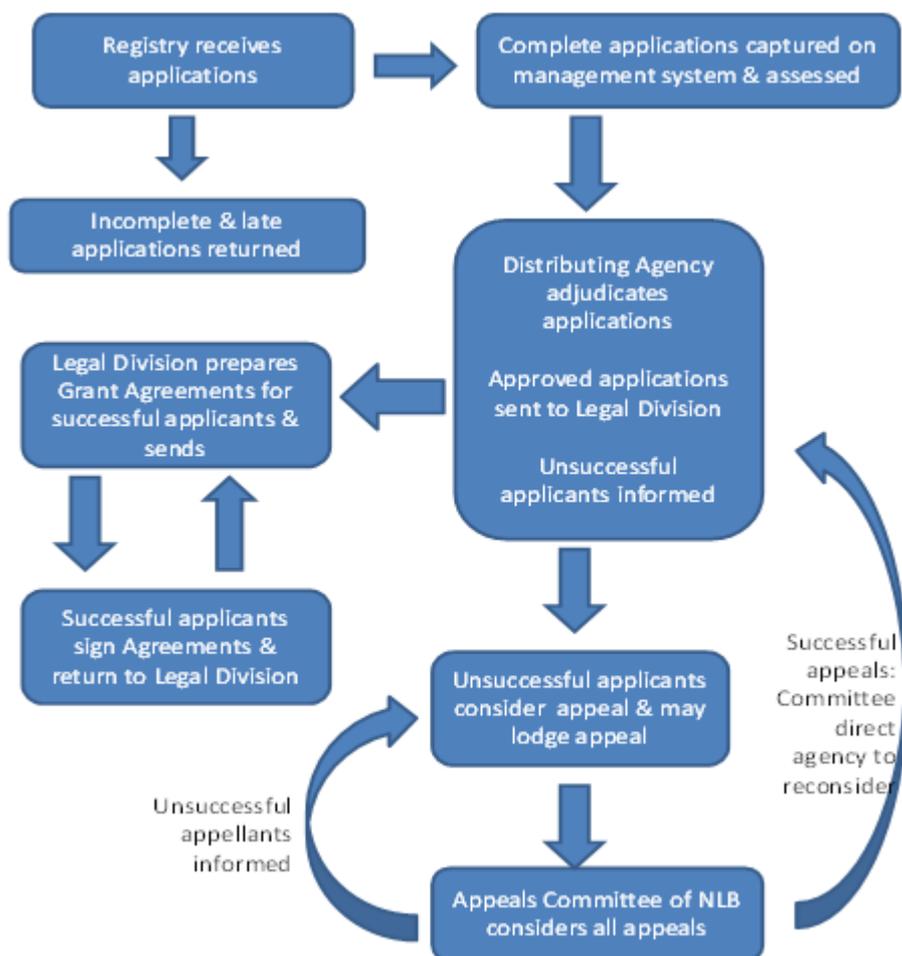
Proactive funding will help the Commission to support innovative projects with greater impact and emergency support for natural and other disasters among others.

The administrative work is undertaken by the Central Applications Office, the decisions on awarding or declining of grants that are made by the Distributing Agencies for the various sectors, and the contractual arrangements which are managed by the Legal Division.

The process is set out in the diagram and notes presented below:

### FUNDING PROCESS

Notes To Diagram



### Administrative groundwork

The Registry receives all applications made. Incomplete, late, faxed or emailed applications are returned to the applicant.

Complete applications submitted within the deadline are then captured on the management system and assessed.

### Adjudication of applications

The adjudication of each application by the relevant Distributing Agency then takes place.

Applications that are granted funding are sent to the Legal Division for preparation of a grant agreement.

Where applications are declined funding, this information is sent to the applicant together with reasons for the decision.

Every unsuccessful applicant has the right to appeal against the decision of the Distributing Agency. (See Appeals process below)

#### Finalising contracts

The Legal Division translates the decision of the Distributing Agency into a Grant Agreement that is sent to the successful applicant.

The applicant signs the Grant Agreement and returns it to the Legal Division. The funding arrangement is now operational.

#### Appeals process

An applicant whose grant application has been turned down may submit an appeal to the Appeals Committee of the National Lotteries Commission if they believe that the reason for decline is unjustified.

The appeal process is not a means to correct errors e.g. if the application was declined because financial statements were not submitted, the applicant cannot submit the financial statements with the appeal and expect to be successful in the appeal.

If the Appeals Committee considers that the Distributing Agency erred in its decision to decline a grant, it will refer the application back to the agency for reconsideration. The Distribution Agency may either confirm its earlier decision or decide to award a grant.