



social development

Department:
Social Development
NORTHERN CAPE



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY



NDA

National
Development
Agency

Northern Cape Department of Social Development

Excellence Awards

2018/2019

APPLICATION FORM

SECTION A ADMINISTRATIVE DETAILS

Organisation / NPO Name: _____

Service Rendered: _____

Registration Number: _____

Location of Organisation: _____

Physical Address: _____

Postal Address: _____

Contact Person: _____

Phone: _____

Fax:

E-mail:

Fill in and hand deliver at District office on or before the 29 June 2018



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SECTION B

1. NAME OF PROJECT

2. BACKGROUND OF THE ORGANISATION:

3. WHICH SERVICES DOES THE ORGANIZATION PROVIDE? Please provide evidence

4. HOW MANY BENEFICIARIES DOES THE ORGANIZATION SERVE ON MONTHLY BASIS? Please provide a breakdown of the categories served on a monthly basis.



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SECTION C GOVERNANCE

1. IS THERE A MANAGEMENT STRUCTURE IN PLACE: (YES/ NO) Please provide a copy of the Organisational structure.

2. GIVE A CLEAR NARRATIVE THAT DEMONSTRATES HOW DECISIONS ARE MADE IN THE ORGANIZATION (Additional Information on a separate page can be submitted)

3. LIST THE POLICIES THAT YOUR ORGANIZATION HAVE IN PLACE.

4. HOW IS THE IMPLEMENTATION OF POLICIES MONITORED?

5. In a brief SWOT analysis identify your four major strengths, weaknesses, opportunities and threats for achieving your goals.

<u>Strengths:</u> 1. 2. 3. 4.	<u>Weaknesses:</u> 1. 2. 3. 4.
<u>Opportunities:</u> 1. 2. 3. 4.	<u>Threats:</u> 1. 2. 3. 4.



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FINANCIAL MANAGEMENT

**1. DOES THE ORGANIZATION KEEP ACCURATE FINANCIAL RECORDS?
(YES/NO)**

Please provide the copy of Audited financial report/Bookkeepers for 2016/17

**2. WHAT ARE THE FINANCIAL CONTROLS PUT IN PLACE TO ENSURE
PROPER FINANCIAL MANAGEMENT**

If yes how please explain:

**3. IS THERE RECORD OF ANNUAL PRESENTATION TO STAKEHOLDERS?
(YES/NO)**

**If yes please provide AGM minutes and a copy of Narrative report submitted for
2016/17**



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SECTION D PARTNERSHIP

1. DOES THE NPO HAVE ANY FORMAL RELATIONS WHERE BENEFICIARIES CAN BE REFERRED TO?

2. DOES THE NPO WORK COLLABORATIVELY WITH OTHER RELEVANT STAKEHOLDERS WITH SIMILAR OBJECTIVES IN THE COMMUNITY?



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SECTION E

SERVICE IMPACT

1. HOW HAS THE PROJECT CONTRIBUTED TOWARDS IMPROVING LIVES OF COMMUNITY

Describe/ give a brief overview in not more than 100 words of your main achievements, what your organization has done to transform itself. You may use bullet points.

2. What is your principle reason for entering the Awards? (Tick whichever option is the most t appropriate)

A. Because you believe you have progressed sufficiently to win an award?	<input type="checkbox"/>
B. To obtain an independent assessment of the extent to which you are fulfilling the required criteria?	<input type="checkbox"/>

Closing date for the submission of applications and supporting evidence is:

Final submission date: 29 June 2018

NB: DON'T FORGET TO ATTACH YOUR SUPPORTING EVIDENCE!!!