

CHECKLIST FOR CONTENTS FOR A DETAILED PROJECT DESCRIPTION/PROJECT FUNDING APPLICATION FOR SPECIAL HOUSING NEEDS CAPITAL GRANT

Cover letter from Institution

This letter must include confirmation that the NPO believes that it has the intention and capacity to take on the ownership, operation and management of the proposed project and associated buildings / property – usually signed by the Director or other designated person such as the Financial Manager or in their place the Chairman of Board.

Business Plan

This usually takes the form of a report / narrative document (length can vary considerably from 10 – 20 pages excluding all appendixes depending on the complexity of the project), which addresses the following and is in turn supported by the subsidy application form and its various appendixes. The title page should indicate the name of the project, name of responsible NPO (its logo where available), locality (town), date, etc.

1. **Summary profile:**
 - 1.1. Project name:
 - 1.2. Name of organisation:
 - 1.3. Locality:
 - 1.4. Status quo:
 - 1.5. Type of care:
 - 1.6. Scale: (number of beneficiaries)
 - 1.7. Capital value and housing subsidy requirements: Value of SHN capital grant required (refer later for detail)
2. **Description of need**
3. **Project objectives**
4. **Current status of project** - Care and services already being provided, if any; Actions already taken to develop the project; Funding and / or support currently being received
5. **Project beneficiaries** – who will the project assist (types of beneficiaries) and type of care to be provided – specifically the project to be funded as outlined in this business plan (not other / prior beneficiaries), scale (how many beneficiaries will it assist), how they are placed, criteria for placement. Note that beneficiaries are not identified in the application and nor is it necessary they have been identified by the NPO if the need is demonstrated and the support of the relevant oversight Department has been secured.
6. **Services to be provided**
7. **Management**
 - 7.1. Organisational details – details of organisation / NPO including (refer also to appendixes); NPO registration number and date of registration with DSD / establishment; PBO registration documentation with SARS, number and list of board members, contact details of the chairperson, constitution; list of affiliations; annual narrative (NPO) report. Financial: name of bookkeeper and contact details. banking details on bank letterhead; names of signatories, financial management and controls; Annual financial statements by accountant for NPO reporting; SARS registration Tax exemption document and copies of VAT certificate
 - 7.2. Experience - Experience / track record

- 7.3. Board / management approval of project (resolution or minutes) and resolution of the management committee who the authorised signatory will be
- 7.4. Organisational management – Name and contact details of the Manager, director or CEO, who will run and operate the project / facility, lines of authority / accountability (e.g. organogram), human resources / staff, contact details of relevant personnel
- 7.5. Registration(s) with oversight departments where applicable - regular reports to the oversight departments
- 7.6. Registration of NPO on Central Supplier Database (where required by the PD)
- 7.7. Immediate care givers (e.g. foster care parents): recruitment (indicate how they are identified), training, service conditions (including how personnel are remunerated or in the case of foster care arrangements between NPO and foster mother, code of conduct, supervision)
- 7.8. Social work / health practitioner oversight – who does the placements, does the organisation have its own social worker/ nurse or what agreement is in place with another organisation which has a registered social worker or agreement with DSD
- 7.9. Financial management for the project – indicate financial sources, fundraising, financial management and controls, operating budget for the project – refer to appendix on operational budget.
- 7.10. General administration - of project– internal monthly reports for management / board and or donors - what records are kept, reports from social workers, daily reports in book, incident reporting, minutes of meetings, statistics; reports to DSD (e.g. 16/2 report on foster care every two years) and DoH if applicable
- 8. Stakeholders** – list each stakeholder and their role on the project - usually including relevant oversight Department (e.g. DSD / DoH), municipality (officials and ward councillor) and / or traditional leader donors, support organisations, letters of support from schools, clinics, etc. would also be good. Note that a letter of support will be required from the Municipality and letters of endorsement from oversight departments.
- 9. Locality** (including which local municipality the project falls within)
- 10. Property description & ownership** – ownership, extent (ha / sqm), title deed no, erf no, street address, power of attorney from land owner to develop land that is not refer to relevant appendixes
- 11. Site suitability**
 - 11.1. Existing use – e.g. current occupants / tenants if any, existing buildings, vegetation
 - 11.2. Zoning – including any possible rezoning that might be required, letters of support from neighbours would be good if rezoning is required.
 - 11.3. Locational suitability in terms of proximity to necessary social facilities (e.g. schools, clinics, transport) and absence of hazards (e.g. shebeens, railway lines etc).
 - 11.4. Topography - assessment / comment in terms of slope
 - 11.5. Geotechnical - assessment where no existing assessment in area (profile, samples, foundations implications)
 - 11.6. Extra-ordinary development conditions – to be covered by DHS variance grant
 - 11.7. Infrastructure Confirmation of access to required infrastructural services to the site - connectors (including roads, water, sewerage, electricity, telephone) – indicate if there are any on site connections that are required (e.g. water and sewer connections, water meter) and confirm this can be provided for through project budget or otherwise
 - 11.8. Environmental – where applicable – confirmation that there are no environmental issues or if present, how this will be addressed

12. Building and construction

- 12.1. Design specifications - In the case of a new-build project: design specifications (refer to appendixes)
- 12.2. Construction estimate based on quotes or a detailed bill of quantities (may also be included in appendixes) – this will exclude things like conveyancing, may exclude some project management
- 12.3. Implementation – tender procedures, construction management, construction delivery method, contractors / builder's agreement to be used, site supervision, management of materials on site, payment of suppliers
- 12.4. Quality assurance - how quality will be assured including certification of foundations / slabs etc. - how will construction will be undertaken in order to comply with norms and standards of relevant DHS and Municipality
- 12.5. NHBRC – project enrolment and builder registration if applicable (both typically required for a new-build but usually only builder registration with NHBRC required for a extension)

13. Capital costs

- 13.1. Grant funding requirements
- 13.2. Co-funding - if there is co-funding then indicate e.g. via a table what will be funded by the DHS and what from other sources
- 13.3. Total capital requirements – in the form of a budget (income and expenditure) be compiled. The income should reflect the total capital grant applied for (including the variation) and co-funding from the NPO where applicable. In the case of co-funding from organisation or other sources (e.g. letter from donor /funder, confirmation from the bank that funding is set aside for this purpose). Expenditure costs should include all costs – i.e. professional fees (including conveyancing, project management, geotech architectural professional. Quantity surveyor,), land, construction – including extensions, renovations, alternations and where the NPO did not use state funding for project preparation these costs must be shown too if the NPO needs to be refunded.

14. SHN grant drawdowns according to milestones

15. Cash-flow

16. Implementation programme (Gant chart)

17. Equipment and furnishings – what is to be provided and how it will be financed

18. Operational budget - estimate of annual operating costs (for running costs and maintenance) and anticipated or secured funding sources (including DSD/ DoH grants). This should be in the form of a budget and should reflect both costs and income sources and the project net surplus (deficit).

19. Motivation - Why is the project needed and why it is appropriate?

Appendixes to the detailed project description/funding application form and / or Business Plan

1. Locality map
2. Photographs of the site and buildings where applicable
3. Copy of the Surveyor General diagram of the property in question (where applicable) or town layout plan where applicable
4. Deed of transfer/ title deed noting any restrictions if applicable and valid sale agreement or lease agreement

5. Land legal report e.g. in rural areas (where applicable)
6. Proof of zoning (where applicable)
7. Topographical assessment report or contour map (if applicable)
8. Geotechnical report – this may be a copy of an existing report done by the municipality or a report provided by a structural engineer based on a soil lab investigation report (if applicable)
9. Letters of support
 - 9.1. Standard letter of endorsement for proposed project from either DSD or DoH. This needs to confirm that the project concept is appropriate, in line with their policy and that there is a local need for the project.
 - 9.2. It is noted that the NPO must submit proof of requesting that the project be included in the municipal IDP.
 - 9.3. Letter of support for proposed project from Municipality. This letter should state that the NPO requested that the project be included in the IDP and that the project is in line with the IDP objectives.
10. In the case of a new-build project or in the case of an acquisition where extensions or significant renovations are required:
 - 10.1. Site plan
 - 10.2. Building plan - Elevations and floor plans for building including energy efficiency fenestration calculations, water plan, door and window schedules for (architectural input)
 - 10.3. Fire plan
 - 10.4. Foundations design with bending schedules
 - 10.5. Elemental costing – the Bill of Quantities will be prepared upon project approval
 - 10.6. Construction estimates (based on elemental costing provided by a quantity surveyor)
 - 10.7. DHS variance calculator to provide for extraordinary development conditions signed by engineer. (e.g. topography, location, clay)
 - 10.8. NHBR calculation of cost of registration where applicable
11. Budget, cash-flow and drawdown milestones for payment of tranches.
12. Municipal services: Confirmation of services, (i.e. water, electricity and sanitation, refuse collection). Confirmation of bulk / link services may be required in rural areas and that should be provided by the local or district Municipality.
13. Institutional due diligence assessment report
14. Establishment / founding documents of NPO
15. Proof of NPO registration (certificate)
16. Audited financial statements of the NPO for the past 2 years
17. Annual report of the NPO for the past 2 years
18. Facility and registration certificate of the organisation from DSD /DH
19. Central supplier database certificate
20. Letter or other documentation demonstrating securing of co-funding (e.g. from donor or bank confirmation of funding set aside for this purpose)
21. Letter confirming approval by the Board of the project concept (good to indicate the number and type of beneficiaries) and their authorisation of the subsidy application and their authorisation of an official of the organisation to sign all documents relating to the project – signed by the Chairperson of the Board – indicating the meeting date at which the decision was taken.