



Guide to OSF-SA online EOI and Funding Application

Introduction

The main purpose of this document is to inform you of what information you will be required to supply when submitting your application to OSF-SA online.

For organisations that have no internet infrastructure, this document can be used as the template for submitting your application via email. ONLY organisations who do not have the infrastructure to submit their application online will be allowed to do so.

Structure of the online application

The OSF-SA funding application process is divided into two distinct phases:

Phase 1: The Expression of Interest (EOI)

This Phase is divided into two sections:

- Part 1: Requests information related to legal compliance and OSF-SA criteria for support
- Part 2 Information about the Project that you are requesting funding for.

Please note: It is extremely difficult to make an informed decision if this section is not completed. Writing clearly and concisely about what the project purpose, expected outcomes and the specific activities you plan to undertake are, greatly assists programme staff to do a proper assessment.

Once completed; we review and, based on strategic alignment and budget, we invite full applications. Usually, once EOI's are submitted, the programme team reviews and reverts within 2 weeks of the EOI closing date.

Phase 2: The application

If an Expression of Interest is selected, you will be invited to submit a full application, online.



Phase 1: Part 1. Expression of Interest (EOI)

Legal name of organisation	
What is the name of the project?	
Head office physical address	
Head office postal address	
Contact person for this application	Please note all email correspondence will be sent to this person
Telephone number	
Cell number	
Fax number (if applicable)	
Your email address	Please note all email correspondence will be sent to this email address. NB, remember to check your spam folder.
Website address	
Are you a Higher Education institution?	Yes / No If No, continue with rest of the questions If Yes, end this section of the application
Are you registered with SARS as a Public Benefit Organisation (PBO)?	Yes / No If No, continue with rest of the questions If Yes, end this section of the application
Are you registered with the Department of Social Development as an NPO?	Yes / No
If yes	
What is the NPO registration number?	NPO - Registration number
What is the date of registration?	NPO - Registration date
Do you have a governing / functioning board	Yes / No
Do you have Audited Financial Statements?	Yes / No
If No:	
Do you have a Fiscal Agent?	Yes / No
Do you have an existing MOU with your fiscal agent?	Yes / No
Does your fiscal agent have Audited Financial Statements?	Yes / No
Does your fiscal agent have a governing / functioning board?	Yes / No



Phase 1: Part 2 Expression of Interest (EOI)

Are you submitting for our March/ April or August cycle?	
Are you submitting an EOI for the March or August cycle?	
Has your organisation changed its legal name in the last three (3) years?	Yes / No
If Yes: If yes, what was that name?	
Name of head of the organisation	Date appointed Email address Experience
Total no of staff - Full time	
Total no of staff - Part time	
Please provide the names and positions of all Board Members/ Elected officials	
Project details: N.B. If this application is towards core costs of an organisation, the information below is still required for us to make an assessment.	
What is the amount being requested? Please specify if it is towards core or project costs?	
What is the project budget	
What is the total organisational budget	
TO which OSF-SA programme are you applying for funding? 1. Justice, Equality and Rights 2. Information, Expression and Accountability	
In which province/s will the project be delivered?	
Primary area where the project delivery will take place (if known)	
Programme start date	
Programme end date	
Summary of request – length (3000 characters) Please write as succinctly as possible.	
Overall organisational or project purpose? (not more than 10 lines)	
Project objectives and linked activities – complete the table below. Add more rows if required	



Overall project objective:	
Objectives	Activities linked to objectives
Objective 1	
Objective 2	
Objective 3	

END of Phase 1 - EOI