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Section A: Guidelines

The Basics

Why we need this information from your organisation	Together with Tsogo Sun Group, Southern Sun Hotels has formalised its social investment and responsibility programme to ensure compliance with national and international standards and the various requirements of government. The programme now includes the compulsory submission of this application form together with supporting documentation from all organisations requesting assistance from the company.													
What we need from your organisation	<ol style="list-style-type: none"> 1. Completed pages 3 to 8 of this Southern Sun Hotels CSR Application Form 2. Your supporting documentation (checklist on page 7) 3. Your PBO registration letter / NPO Certificate 													
When to submit your application for assistance	We accept applications during the first week of every month for evaluation during the third week of the following month.													
Submission details	You may fax a copy of your completed Application and PBO / NPO Certificate to our CSR Consultant on 086 503 3864 . Thereafter the original signed Application together with supporting documentation should be posted to us at: PO Box 3503, Pinetown, 2132.													
Useful websites for PBO and NPO organisations	<table border="1"> <thead> <tr> <th>Website</th> <th>Organisation</th> </tr> </thead> <tbody> <tr> <td>www.sars.gov.za</td> <td>South African Revenue Services</td> </tr> <tr> <td>www.socdev.gov.za</td> <td>Department of Social Development</td> </tr> <tr> <td>www.npo.gov.za</td> <td>Registered NPO Database</td> </tr> <tr> <td>www.sangonet.org.za</td> <td>SangoNet Development Information Portal</td> </tr> <tr> <td>www.saifundraising.org.za</td> <td>SA Institute of Fundraising</td> </tr> </tbody> </table>	Website	Organisation	www.sars.gov.za	South African Revenue Services	www.socdev.gov.za	Department of Social Development	www.npo.gov.za	Registered NPO Database	www.sangonet.org.za	SangoNet Development Information Portal	www.saifundraising.org.za	SA Institute of Fundraising	
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www.saifundraising.org.za	SA Institute of Fundraising													

The Details

Authorised signature	Your completed Application must be signed on behalf of your organisation by a duly authorised signatory. Failure to sign the Application may result in your submission being disregarded.	
Confidentiality	The information provided to Southern Sun Hotels in this Application will be treated as confidential and will not be disclosed to any third party.	
Supporting documents	Certified copies of supporting documents (checklist on page 7) must be submitted together with your Application. Failure to submit applicable supporting documents may result in your application being disregarded.	
Verification	Southern Sun Hotels reserves the right to request additional information or documents, or to perform audit procedures to substantiate or verify any of the answers provided to the questions in this Application Form.	





Section B: Applicant

Applicant Details

Registered name Registered name of your organisation												
Trading name If different from the registered name												
Legal form of your organisation	Trust		Close Corp		Company		Foundation					
Registration number												
VAT registration number	4											
Income Tax reference number												
Status of your organisation	NPO		NPO 18A		PBO		PBO 18A					
NPO / PBO registration number												
Physical address												
Postal address												
Website address	www .											

Applicant Contact

Name and surname													
Designation													
Landline number	0			-					-				
Cellular number	0			-					-				
e-mail address				@									





Applicant Summary

Organisation type (B-BBEE)	Enterprise		QSE		EME	
	> R35m turnover		< R35m > R5m turnover		< R5m turnover	

Headcount Your organisation's human resource information	Number of employees (salaried)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	What % of salaried employees are black men?	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	What % of salaried employees are black women?	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	What % of salaried employees are disabled?	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	Number of volunteer employees (non-salaried)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	What % of volunteer employees are black men?	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	What % of volunteer employees are black women?	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	What % of volunteer employees are disabled?	<input type="text"/>	<input type="text"/>	<input type="text"/>	%

Financial information Your organisation's financial situation	Annual turnover	R <input type="text"/>
	EBITDA	R <input type="text"/>
	NPAT	R <input type="text"/>
	Annual Budget (current year)	R <input type="text"/>
	Annual Budget (last year)	R <input type="text"/>
	Surplus / Shortfall (last year)	R <input type="text"/>
	Annual procurement spend	R <input type="text"/>
	Annual payroll spend (leviable amount)	R <input type="text"/>
	Annual paid skills development levies	R <input type="text"/>

Primary source of funding Your organisation's regular donors (Type of donation = cash or in-kind)	Donor Name	Type of Donation	Frequency	Length of Partnership
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Primary source of funding details Comments about your organisation's primary donor funding	<input style="height: 80px;" type="text"/>
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Section C: Beneficiaries

Beneficiary Summary

Focal Area							
Indicate your organisation's focal area(s) by placing a ✓ in the appropriate block							
Education		Health		Welfare		Environment	
Adult basic education		Community health		Animal welfare		Community development	
Arts and culture		Donors and research		Care of the aged		Crime	
Industry specific training		Drug / other addictions		Child welfare		Research and surveys	
Mentorship programmes		HIV / Aids		Community services		Housing	
Pre-school to tertiary		Mental disabilities		Disaster relief		Nature conservation	
Special needs education		Physical disabilities		Feeding schemes		Urban regeneration	
Sports development		Terminal illness		Violence against women		Waste management	
Teacher training		Wellness and awareness		Youth development		Wildlife preservation	

Beneficiary classification Who are your organisation's beneficiaries?	
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Beneficiary composition	Number of direct beneficiaries	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	% of direct beneficiaries who are black children	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	% of direct beneficiaries who are black youth	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	% of direct beneficiaries who are black women	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	% of direct beneficiaries who are black men	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	Approximate number of potential beneficiaries	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	% of potential beneficiaries who are black children	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	% of potential beneficiaries who are black youth	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	% of potential beneficiaries who are black women	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
	% of potential beneficiaries who are black men	<input type="text"/>	<input type="text"/>	<input type="text"/>	%

Beneficiary location Where are your organisation's beneficiaries located? What is your organisation's reach?	
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Recent initiatives undertaken	Need	Initiative	Impact	Result
List some recent initiatives your organisation has undertaken, including impact and results				





Section D: Assistance

Assistance received

Previous assistance received from Southern Sun Hotels Details of previous assistance your organisation has received from Southern Sun Hotels, including date received and nature of the contribution	
Previous assistance received from Tsogo Sun Gaming Details of previous assistance your organisation has received from Tsogo Sun Gaming, including date received and nature of the contribution	
Previous assistance received from Tsogo Sun Group Details of previous assistance your organisation has received from Tsogo Sun Group, including date received and nature of the contribution	

Assistance sought

Type of assistance Place a ✓ in the appropriate column	Prizeletter	Services	Equipment	Time	Finance
Duration of assistance Place a ✓ in the appropriate column	Once-off	Short-term	Long-term	Ongoing	Annual
Assistance sought Describe exactly what your organisation is requesting from Southern Sun Hotels					
Application of assistance Describe how the assistance will be applied					
Motivation for assistance Motivate why your organisation's request for assistance should be granted					





Section E: Checklist

Related Section	Document to be submitted together with completed Application Form	Please ✓ the appropriate block		
		Doc Attached	Doc to follow	Doc not available
	NPO Registration Certificate			
	NPO Annual Narrative to Department of Social Development (DSD)			
	Proof of Submission of NPO Annual Narrative to DSD			
	NPO Annual Financial Report to DSD			
	Proof of Submission of NPO Annual Financial Report to DSD			
	PBO Validation / Confirmation Letter from SARS			
	PBO Annual Narrative to SARS			
	Proof of Submission of PBO Annual Narrative to SARS			
	PBO Annual Financial Report to SARS			
	Proof of Submission of PBO Annual Financial Report to SARS			
	BEE Rating Certificate (self-assessments will also be accepted in 2007)			
	Organisation Constitution			
	Organisation Mission, Vision, Values, Objectives and Strategy			
	Organisation Organogram			
	Summary of Employment Equity Plan (EEP)			
	Proof of submission of EE Plan to Department of Labour			
	Summary of Skills Development Plan (SDP)			
	Proof of registration with applicable SETA			
	List of Top Ten BEE Suppliers with contact details			
	List of primary Donors with contact details			





Section F: Signature

Declaration	I, (name) the undersigned, hereby declare in my capacity as (designation) and duly authorised thereto that the information provided herein is to my knowledge factually correct.
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Date	Thus done and signed at (place) on this day of (month) (year)
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Signature	
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Section G: Interpretation

Eligibility

<p>What we look for</p>	<p>Applicants must demonstrate evidence of serving real needs, innovation and a capacity for long-term, widespread impact through core function and replicability in order to be eligible for assistance. In addition, we look for organisations that demonstrate:</p> <ul style="list-style-type: none"> • The ability to deliver results • Accountable administration, controls and sound financial management • Systematic evaluation and reporting • Non-duplication of other initiatives in a given community • The potential to become largely self-sustaining in the future <p>From the point of view of the community, we look for organisations that:</p> <ul style="list-style-type: none"> • Respond to a need expressed by a given community • Involve that community in key aspects of the undertaking • Have the willingness and the ability to transfer education and skills to that community in a manner that transcends enablement to true empowerment.
<p>What makes an organisation eligible for consideration?</p>	<p>In order to be eligible for consideration for assistance from the company, applicants must comply with the instructions outlined within this application form.</p> <p>In addition, they are required to:</p> <ul style="list-style-type: none"> • Submit a formal application in writing (on an official letterhead representative of the beneficiary) • Demonstrate that the beneficiary of their organisation / project falls within one (or more) of the CSR Programme's Primary Areas of Focus, as defined • NOT represent or demonstrate any of the eligibility limitations detailed below.
<p>What limits an organisation's eligibility?</p>	<p>Applicants who represent any of the following groups are not eligible to receive assistance:</p> <ul style="list-style-type: none"> • Individuals • Labour unions • Political campaigns and / or activities (except where this is deemed to be appropriate in accordance with the company's policy on political donations) • Religious groups for religious purposes • Previously assisted applicants who apply for assistance again, and who: - had undertaken to publicly recognise the company's contribution but neglected to do so; or apply for assistance within the same fiscal year during which they had already received a contribution (the company will support an applicant once per financial year).





Acronyms

Term	Definition
A B E T	Adult Basic Education and Training
B - B B E E	Broad-Based Black Economic Empowerment
B E E	Black Economic Empowerment
C B O	Community Based Organisation
C S I	Corporate Social Investment
C S R	Corporate Social Responsibility
D S D	Department of Social Development
E B I T D A	Earnings Before Interest, Taxes, Depreciation and Amortization
E C I	Employee Community Involvement
E E	Employment Equity
E E P	Employment Equity Plan
E M E	Exempted Micro Enterprise
G R O	Grass Roots Organisation
N G O	Non-Government Organisation
N P O	Non-Profit Organisation
N P A T	Net Profit After Tax
N P B T	Net Profit Before Tax
P B A	Public Benefit Activity
P B O	Public Benefit Organisation
Q S E	Qualifying Small Entity
S A I F	Southern African Institute of Fundraising
S A R S	South African Revenue Service
S E T A	Sector Education Training Authority
S D P	Skills Development Plan

Enquiries

Enquiries	Please address related enquiries to our Corporate Citizenship, B-BBEE and CSR Consultant, Candy Compton on tel: 084 516 7525 or by fax: 086 503 3864 or by e-mail: candy@designandpromotion.com
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