**1. INFORMATION ABOUT MAGI**

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| **Purpose:** | The Multi-Agency Grants Initiative (MAGI) is a collaborative grant-making initiative which is managed by Hlanganisa Institute for Development in Southern Africa (HiDSA). MAGI’s primary role is to contribute towards strengthening the active voice and agency of local communities in shaping their own development, alongside other critical role players in government and civil society. MAGI’s purpose is to provide small grants to community-based organisations and to support the development of their capacity, so that the voice and agency of marginalised communities is strengthened and democracy is deepened. |
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| **Criteria:** | * Groups applying for funding must be properly constituted; * It should be clear that the project meets a definite need. The benefit to the community must be clearly defined; * The community must contribute to the project, through time, materials and/or financially; * There must be a clear outline of the participation of women in leadership and decision making, as well as the specific outcomes for women in terms of empowerment and benefits (where applicable). * There must be a clear demonstration that the project is operating in an area of identified needs. * Benefits to the community must be clearly defined. |
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| **MAGI will support:** | * Institutional costs * Capacity building and training * Direct programme and activity costs * Workshops, events, exchange visits, peer learning * Small infrastructure development and small items of equipment. |
|  |  |
| **MAGI will NOT support:** | * Bursaries * Early childhood development / education institutions * Individual entrepreneurs and enterprises * Home-based care * Loans and seed funding |
|  |  |
| **Grant Sizes:** | * R50 000 to R100 000 (12 -18 months) depending on organisational assessment. |
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| **Apply to:** | **Email**: [admin@hlanganisa.org.za](mailto:admin@hlanganisa.org.za) or [info@hlanganisa.org.za](mailto:info@hlanganisa.org.za).  **Post:** 3rd Floor, Building 9, St David’s Place, Parktown, 2193 or Postnet Suite 365, Private Bag X 30500, Houghton, 2041.  **Fax:** 086 538 6638 |
| **Note** | Emailed applications should be in word format. The deadline for applications is **7 June** **2019**. No late applications will be accepted. |

**2. ADMINISTRATIVE INFORMATION**

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| 1 | Date of submission of application: | Click or tap here to enter text. |
| 2 | Organisation name: | Click or tap here to enter text. |
| 3 | Name and position of contact person: | Click or tap here to enter text. |
| 4 | Province: | Choose an item. |
| 5 | Phone number: | Click or tap here to enter text. |
| 6 | Alternative number | Click or tap here to enter text. |
| 7 | Fax number: | Click or tap here to enter text. |
| 8 | Organisational Email:  (please use organisational email and not personal emails) | Click or tap here to enter text. |
| 9 | Physical address: | Click or tap here to enter text. |
| 10 | Postal address (if different to the physical address): | Click or tap here to enter text. |
| 11 | In no more than five sentences, what does your organisation do? For example, what type of organisation is it, what is your core business, and who are the people you serve? | Click or tap here to enter text. |
| 12 | NPO number (if there is one): | Click or tap here to enter text. |
| 13 | When was the organisation established? | Click or tap to enter a date. |
| 14a | Have you ever been funded by MAGI before? | Yes  No |
| 14b | If yes, for which period(s) were you funded? | Click or tap here to enter text. |

**3. REQUEST FOR FUNDING**

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| ***CONTEXT AND PROBLEM STATEMENT*** | | |
| 15 | Describe the context in which you work. For example, urban/rural, demographics, main form of employment, biggest challenges faced by the community, etc. | Click or tap here to enter text. |
| 16 | What is the specific issue this project seeks to address? Please describe the issue, how it affects the community, what its main causes are and why it is important to address it. | Click or tap here to enter text. |
| 17 | Why are you applying for this specific funding? What links this project to the call for proposals and MAGI’s focus? | Click or tap here to enter text. |
| ***PROJECT DESCRIPTION***  *Please use this section to give a short overview of the project. You can give more information in the Activity Plan (Appendix).* | | |
| 18 | What is the overall goal of the project? (What is the main thing you want to achieve?) | Click or tap here to enter text. |
| 19 | In relation to this goal, what specific results or changes do you want to achieve? Please list no more than three. | Click or tap here to enter text. |
| 20 | In no more than three sentences, what will you do in order to achieve these results? | Click or tap here to enter text. |
| 21a | How many people will benefit from this project? | Click or tap here to enter text. |
| 21b | How will they benefit? | Click or tap here to enter text. |
| 22 | How does your community contribute to the project? Please describe the role the community plays (for example through volunteering, materials and/or financial support). | Click or tap here to enter text. |

**4. ABOUT THE ORGANISATION**

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| ***STAFF, MANAGEMENT AND GOVERNANCE*** | | | | | | | | | | | | | | | | |
| 23 | Please list your staff and volunteers, and indicate for each person their position, their gender, whether they are a staff member or a volunteer, and whether they are part-time or full-time. | | **Name** | | **Position** | | | | **Gender** | | | **Staff/ volunteer** | | | | **Parttime/ fulltime** |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | | Click or tap here to enter text. |
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| 24a | Please list your management team. | | **NAME** | | | | | | **POSITION** | | | | **GENDER** | | | |
| Click or tap here to enter text. | | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | | |
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| 24b | Briefly describe how the management structure of the organisation works | | Click or tap here to enter text. | | | | | | | | | | | | | |
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| 25a | Please list your board members. | | **Name** | | | | | **Position** | | | | | | | **Gender** | |
| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | | Click or tap here to enter text. | |
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| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | | Click or tap here to enter text. | |
| 25b | Briefly describe the role of the board in your organisation. | | Click or tap here to enter text. | | | | | | | | | | | | | |
| 26 | What skills do the staff and board bring to the organisation? Please mention any training/mentorship that individuals or the organisation have had. | | Click or tap here to enter text. | | | | | | | | | | | | | |
| 27 | How often does the organisation meet? Select the most accurate option | |  | | | | | | | | | | | | | |
| ***MEASURING PROGRESS AND IMPACT*** | | | | | | | | | | | | | | | | |
| 28 | How do you measure progress and impact in your work? | | Click or tap here to enter text. | | | | | | | | | | | | | |
| ***NETWORKING, COLLABORATION AND COMMUNITY SUPPORT*** | | | | | | | | | | | | | | | | |
| 29 | How do you collaborate and network with others (for example, other civil society organisations, and government departments)? Please give some examples. | | **Organisation/group** | | | | | | | **How you collaborate** | | | | | | |
| Click or tap here to enter text. | | | | | | | Click or tap here to enter text. | | | | | | |
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| 30 | Please give the names of two people respected in your community who know about your work and who can be contacted to support your application. They should not work for or receive anything from your organisation. | | **Name** | | | | **Position** | | | | | | | **Telephone number** | | |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | | | | | | Click or tap here to enter text. | | |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | | | | | | Click or tap here to enter text. | | |
| ***FINANCIAL INFORMATION*** | | | | | | | | | | | | | | | | |
| 31 | Contact details for your Treasurer or Bookkeeper if you have one: | | Name: Click or tap here to enter text.  Contact number: Click or tap here to enter text. | | | | | | | | | | | | | |
| 32 | Bank details of the organisation: | | Bank name | | | Click or tap here to enter text. | | | | | | | | | | |
| Name in which the account is registered | | | Click or tap here to enter text. | | | | | | | | | | |
| Branch name and code | | | Click or tap here to enter text. | | | | | | | | | | |
| Account type | | | Click or tap here to enter text. | | | | | | | | | | |
| Account number | | | Click or tap here to enter text. | | | | | | | | | | |
| 33 | Please describe the financial systems and procedures you have in place, if any: | | Click or tap here to enter text. | | | | | | | | | | | | | |
| 34 | Do you have any documents or guidelines describing how finances must be managed? Please describe these. | | Click or tap here to enter text. | | | | | | | | | | | | | |
| 35 | Do you have audited financial statements? | | Yes  No | | | | | | | | | | | | | |
| 36 | Do you have an annual plan and budget? | | Yes  No | | | | | | | | | | | | | |
| 37 | Have you received money before? If yes, complete the table: | | Yes  No | | | | | | | | | | | | | |
| **Received from (funder)** | | **Amount** | | **Purpose (for what?)** | | | | | | | **For what period of time?** | | | | | |
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**APPENDIX: ACTIVITY PLAN AND BUDGET**

***ACTIVITY PLAN***

**Instructions: Please complete the table using the overall goal and results you developed in questions 17 and 18. For each result, please list the activities you propose to do to help you achieve that result.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Overall project goal:**  Click or tap here to enter text. | | | | |
|  | **Activities**  ***What is it, when will it take place, who will be involved, how long will it be for etc.*** | **Target groups**  ***Who will be targeted by each activity?*** | **Timeframe**  ***When the activity will happen*** | **Budget**  ***For each activity, indicate how much you are budgeting for it*** |
| **Main result 1:** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Main result 2:** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Main result 3:** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |