

Growthpoint Properties Corporate Social Investment funding Application form guideline

(Please use the briefing information to help you complete the application form)

1 BACKGROUND AND PROJECT RATIONALE

This section should provide a brief introduction to the current situation related to the context and beneficiaries of the project. The background should also describe:

- The problem or critical issue which the proposal seeks to resolve
- How the proposal and service offering relate to other relevant national strategies and policies
- How the proposal relates to Growthpoint's objectives and within Growthpoint's Theory of change
- Whether there are other programmes and activities which will complement the proposal
- How the need for the project was determined
- How intended beneficiaries were involved in project identification and planning
- If there is a relationship with a relevant government department on the project. Provide details on co-funding if applicable

Finally, the section should describe the relevant experience and capabilities of the project Applicant.

2 OBJECTIVES

2.1 Development objectives

- Describe the way in which project objectives are addressed in national development strategies and policies.
- Describe the specific national objectives to which the proposal, if successful, is expected to contribute.
- How is the project expected to contribute to improved well-being and livelihood of the project beneficiaries and the larger community?

2.2 Immediate objectives

- This section should describe what the project is expected to achieve in terms of effects among intended beneficiaries. Specifically, the section discusses what changes are expected to occur among intended beneficiaries if project implementation is successful.
- The section should also discuss whether project operations would/could be extended to other locations, as well as whether the experience can be applied to other sectors.

3 PROJECT IMPLEMENTATION

3.1 Expected project results

- This section should describe the overall results that the project is expected to accomplish and whether there may be unintended effects (possible assumptions) of the project, and how these possible challenges would be addressed.
- Describe the project's Theory of Change (ToC) and how it links to Growthpoint's ToC.

3.2 Project activities and work plan

- Describe how each immediate project objective will be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity. (Use a Table). Include reference to project risks.

3.3 Project Beneficiaries

- Describe who and how many people are expected to benefit from the project, both directly and indirectly.
- Describe how the beneficiaries were selected, and explain the parameters of finalisation.
- Explain how the intended beneficiaries have been involved in project design, and their expected role in project implementation and evaluation.

4 MANAGEMENT OF PROJECT

Describe:

- Who will be responsible for planning and management of project operations as well as the roles of other bodies and organizations associated with the project?
- What arrangements will be established to ensure that there will be effective coordination with other relevant programmes and activities?
- How will project outcomes and impact be sustained or expanded or replicated (Where relevant)?
- What are the risk factors and consideration thereof and what has been to mitigate these risks?

5 PROJECT MONITORING AND EVALUATION

- Describe the proposed mechanism and procedures for the monitoring of project activities to ensure they occur as planned, that they remain directed towards stated objectives, and that appropriate corrective action is taken if required. This will link to your Theory of Change framework.
- Describe how the evaluation will be conducted and who will conduct it

6 SUSTAINABILITY

Provide details that relate to the sustainability of your organisation.

7 BUDGET

Provide the overall budget here, in line with the project plan and workflow. The budget line items must reflect the summarised version of the programme. The detailed version of the budget will be requested if the programme has been shortlisted for a presentation.