

GRANT APPLICATION FORM



“To provide support that helps, grows, and enriches our communities”

Our Vision – what we want to achieve:

Being positive caring members of our communities is an important part of who we are. The Harcourts Foundation will enable us to better support our team in the way that they wish to support their communities.

We have a clear focus on providing grants in areas where Harcourts offices operate to reputable community based organisations which need funding for projects and initiatives designed to benefit as many people as possible.

Our Current Focus:

- As most of the funding for The Harcourts Foundation is generously provided by Harcourts offices, we will only consider applications from groups for a specific event, project, item, or initiative where Harcourts has an office.
- Priority is also given to those areas where the Harcourts office is currently a financial contributor to The Harcourts Foundation.

In the event that we receive more applications that meet the criteria than we have funds available, we will prioritise those applicants who demonstrate that their grant will have the widest community impact.

Guidelines:

Under the terms of the deed of The Harcourts Foundation and the taxation laws, The Harcourts Foundation can only make grants to registered charity organisations

- Grant applications must be for a specific event, project, item, or initiative.
- Requests for the event, project, item, or initiative must be scheduled to occur within one month of the upcoming Grant decision meeting date (meetings are held monthly)
- Grants will not be given for items already purchased or events/initiatives/projects already held.
- If the Grant is not used for the purpose for which it was applied, we will request that you return it so we can provide it to another group elsewhere. We may ask for supporting documents such as quotes etc.
- If you are a branch of an organisation where another branch has been successful in achieving a Grant from us in the past, this does not mean you automatically qualify for a Grant. Each application will be considered independently based on funds available and circumstances at the time.
- If you are successful, please do not apply within the next 12 months, as we would like to assist other organisations.
- You may apply as a national or regional organisation, however your application must be for a specific community event, project, item, or initiative that fits the criteria.

Please do not submit funding requests for:

- Individual needs – our focus is on supporting as many people as possible within our communities.
- Overseas or other travel costs – (individuals or groups) unless a direct community benefit can be shown.
- Religious, political, lobby causes/activities.

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1	Name of Group: NPO Reg No.: Street Address: Postal Address: Telephone Number: Facsimile Number: Project Contact Person’s Details: Name and Position: Telephone Number: Email Address: Website: Nearest Harcourts office (if known):
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2	Required Documentation The applicant organisation must provide: 1. Copy of NPO Certificate (issued by the Directorate for Non Profit Organisations) 2. Organisations Profile
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3	Your Organisation’s Funding <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Source of Funding</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr><td>Government (national / local)</td><td></td></tr> <tr><td>Private</td><td></td></tr> <tr><td>Real Estate Company</td><td></td></tr> <tr><td>Membership / Subscription</td><td></td></tr> <tr><td>Admission Fees</td><td></td></tr> <tr><td>Donations</td><td></td></tr> <tr><td>Fundraising</td><td></td></tr> <tr><td>Grants</td><td></td></tr> <tr><td>Other</td><td></td></tr> <tr><td>TOTAL</td><td></td></tr> </tbody> </table> <p>If your organisation has received any other grants (including from The Harcourts Foundation) for this project or another in the last 12 months please attach these details to the end of the application form.</p>	Source of Funding	Amount	Government (national / local)		Private		Real Estate Company		Membership / Subscription		Admission Fees		Donations		Fundraising		Grants		Other		TOTAL	
Source of Funding	Amount																						
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Admission Fees																							
Donations																							
Fundraising																							
Grants																							
Other																							
TOTAL																							

4**Project Activity Information**

Please describe your organisation's purpose and goals:

Description of project:

Total budget for the project:

Amount (R) being requested (attach quotes if desired):

How does your project relate to The Harcourts Foundation's funding guidelines and current focus?

Describe the people and size of the group which will benefit from this Grant.

Will you be able to achieve your project goals if you do not receive a Grant for the full amount from The Harcourts Foundation? Please explain.

What is the expected time frame of the project? Are there any foreseeable risks?

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Declaration :

It is the wish of The Harcourts Foundation with respect to the Harcourts offices and people who generously contribute to it that maximum use is made of the funds available. Please help us achieve this wish, through agreeing to the following.

In the event that we are successful in our application, we agree:

1. Any Grant provided by The Harcourts Foundation will be used ONLY for the purpose it was given and we will provide relevant receipts, records etc as proof.
2. To use the Grant within four months of it being awarded.
3. If it is not used for the intended purpose, or within four months, to return it.
4. If the intended initiative does not go ahead, to return the Grant.
5. Any unused portion of the Grant will also be returned along with relevant receipts showing the final cost. The unused portion is not to be used for other purposes.
6. To provide a report within four months of the Grant being awarded noting the benefit to the community and that that report can be used by the Foundation for promotional purposes.
7. To be available to assist with further enquiries.
8. All of the requested and attached information supplied in this form is true and correct and will be used for the purposes of assessing our application for funding from The Harcourts Foundation.
9. We have read and accepted the guidelines as listed on The Harcourts Foundation website, www.harcourtsfoundation.org.

Signed:

Position:

Date:

5	Endorsement by Principal of Harcourts Office: This application has been endorsed by : Office Name : Principal : Date : Signature :
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6	Send This Form To: Fax: The Harcourts Foundation Ambassador 086 565 8382 Post: The Harcourts Foundation Ambassador, Postnet 52, Private Bag X3, Westville, 3630 Email: foundation@harcourts.co.za
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