



Proposal to:

NGO/CBO CAPACITY BUILDING PROJECT

Submitted by:

<i>Name of Organisation</i>	
<i>Contact Person</i>	
<i>Telephone Number</i>	
<i>Fax Number</i>	
<i>Cell Number</i>	
<i>E-Mail Address:</i>	
<i>Date of Submission</i>	

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1. Executive Summary

A one to two paragraph summary of the complete project

2. Project Motivation

- *Justify why you have selected the particular training/technical assistance program for your organisation.*
- *List all capacity building needs of your organisation*
- *What plans does your organisation have to contribute to skills development in the Food and beverages manufacturing industry?*
- *How will the identified training/technical assistance intervention contribute to improved capacity to deliver your products and services?*

Training/technical assistance results/ benefits to the business

Any form of intervention to assist the enterprise in setting up or improving any/all identified gaps in the business will be highly appreciated. The benefits of either training or technical assistance will be evident in the following areas:

Financial management of the business
Improved operational systems
Improved marketing practices
Knowledge and compliance with HR regulation
Better and continuous improvement of staff in work related matters
Sustainability of the business
Realisation of return on investment
Creation of jobs
Opportunities for expansion into mainstream economy

3. The Proposed Project Scope

An explanation of your planned project scope (including numbers)

4. Project Objectives

List the Key objectives of your project

5. Specific Exclusions from Project Scope

List any exclusions from the project

6. Project Deliverables and Results

Project Budget

Summary of the proposed budget for the project:

Proposed Total Budget (Inclusive of VAT)	
Proposed Total Number of Beneficiaries	
Proposed Technical Assistance/Training Program	

7. Project Approach and Plan

See attached Project Plan Template

8. About the Organisation

8.1 Details of Organisation

NAME of ORGANISATION	
Legal Entity	
<i>Please attach a company registration certificate with Registrar of Companies</i>	
SARS Tax Clearance Certificate (please attach)	
Physical Address	
Postal Address	
Full Name of Project Manager	
Accreditation Status, if applicable	
Accreditation ETQA, if applicable	
<i>Please attach a Letter of Accreditation</i>	
Skills Development Levy Number, where applicable	
Is the organisation up to date with Skills Development Levy payments?	
Do you have Employment Equity Plan?	
Current EE Status	
BEE Ownership status	

8.2 Products and services

- *List of products and services provided to customers.*
- *An explanation of the Organisation's relevant experience in delivering the products and services rendered*

8.3 Current Capacity of the Organisation

Intended total number of staff – list them together with their position/s	
List other resources that the organisation currently have in place to deliver the products and services	

9. DECLARATION

This proposal must be signed below by a duly authorised person to commit the organisation.

Contact details of responsible person who will act on behalf of the organisation	
<i>Name and Surname</i>	
<i>Telephone Number</i>	
<i>Fax Number</i>	
<i>Cell Number</i>	
<i>E-Mail Address:</i>	
<i>Signature</i>	
<i>Name and Surname</i>	
<i>Telephone Number</i>	
<i>Fax Number</i>	
<i>Cell Number</i>	
<i>E-Mail Address:</i>	
<i>Signature</i>	