



## DONATION APPLICATION FORM

### Application for donation from the Ongwediva Town Council for the year 2022/2023 financial year

Completed application form together with the detailed project proposal must be submitted in a sealed envelope clearly, marked "Request for donation" and be placed in a bid box, stationed at the Ongwediva Town Council, Ground floor, Town House on or before 20<sup>th</sup> September 2022 at 14h30.

No faxed, emailed or late submitted documents will be considered.

#### 1. APPLICANT INFORMATION

Name of organisation/group or institution \_\_\_\_\_

Nature of activities or projects \_\_\_\_\_

Area of operations \_\_\_\_\_

Region \_\_\_\_\_

Existing group/project/organisation/institution Yes/No (please circle)

If not exist, indicate the intended date of operation \_\_\_\_\_

If yes, indicate the established date \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address (if any) \_\_\_\_\_

Website address (if any) \_\_\_\_\_

Name of the contact person \_\_\_\_\_

Contact number \_\_\_\_\_

Total value of donation required \_\_\_\_\_

Signature \_\_\_\_\_ date \_\_\_\_\_

All official correspondence must be addressed to the Chief Executive Officer

Sector (please tick)

- Health
  - Education
  - Community
  - Environment
  - Arts and Culture
  - Sports and Recreation
  - Other please specify
- 

**2. THE EXPRESSION OF INTEREST APPLICATION FORM SHOULD BE ACCOMPANIED BY DETAILED PROJECT PROPOSALS IN WRITING AND MUST INCLUDE THE FOLLOWING:**

- (a) Full name of the applicant;
- (b) The name of the applicant's contact person;
- (c) The postal and physical and e-mail addresses of the applicant;
- (d) The proof of registration of the applicant where applicable;
- (e) Areas of operations
- (f) Outline the nature of the project or activity for which the donation is being requested and the expected outcome.
- (g) The identity and location of the intended beneficiaries
- (h) The manner in which such activity or project is expected to benefit the community;
- (i) The number of direct beneficiaries to the project in terms of employment creation;
- (j) A concept idea showing in details how the activity or project shall be implemented and/or sustained;
- (k) (why)The amount or nature of the donation being requested, together with a total budgetary break down costs;
- (l) A list of all project contributors or partners, particularly companies and contacts;
- (m)A list of members or personnel involved with managing the organisation supported by certified copies of identification;
- (n) Information and commitments that the applicant will render to Council in lieu of the donation;

**3. PREFERENCE IS GIVEN TO INSTITUTIONS/GROUPS/ORGANISATIONS AS FOLLOWS:**

- (a) Non-profit organisation/group/institution and demonstrate community support and involvement.
- (b) Working for the benefit of a wide range of stakeholders, in particular the youth, women, elderly and the people living with disability within Ongwediva town.

- (c) Ongwediva based group/organisation or institutions (supported by proof)
- (d) Committed to provide the Ongwediva Town Council with a project implementation progress report. The applicant should not have been previously benefited from the donation of Council;
- (e) Non-profit organizations, institution or group of people that promote any of the following:
  - i. promoting the social welfare of communities within the areas of Ongwediva;
  - ii. promoting the health of communities within the area of Ongwediva;
  - iii. promoting education and training of communities within the area of Ongwediva;
  - iv. promoting the economic advancement of communities within the area of Ongwediva;
  - v. promoting recreational and leisure activities of communities within the area of Ongwediva;

#### **4. DISQUALIFICATION**

- (a) Faxed or emailed documents
- (b) Late submission after the closing date and time
- (c) Non-submission of the documentary proof as required
- (d) Non-submission of the detailed proposal
- (e) Non-submission and/or return of the application form
- (f) Non-initialising of this document

#### **5. GENERAL INFORMATION**

The application will be considered within 90 days; provided that all supporting documentation and information has been submitted with the proposal.

The donation policy of council shall be available on written request from the office of the Chief Executive via the following email addresses: [lnghuulikwa@otc.com.na](mailto:lnghuulikwa@otc.com.na) or [jmuma@otc.com.na](mailto:jmuma@otc.com.na).