## **PPS FOUNDATION - DONATION REQUEST FORM**

The PPS Foundation is a registered Public Benefit Organisation. Registration No. IT 873/2016(G)



FOUNDATION

#### THE FOLLOWING DOCUMENTATION NEEDS TO ACCOMPANY THIS APPLICATION:

Comprehensive project plan	Proof of bank details (bank letter confirming banking details)
Comprehensive sponsorship proposal	BBBEE Certificate
Costs (minimum of three quotes)	Tax Clearance Certificate
Income Tax Exemption Certificate (Section 18A)	

Please complete, scan and email to infoppsfoundation@pps.co.za

# PART A: INSTITUTION DETAILS Name: Faculty: Campus: Physical Address: Code: Postal Address: Code:

## PART B: CONTACT PERSON'S DETAILS

(Please provide the details of the Project Manager/Project Co-ordinator who will manage this application)

Title:		Mr			Mrs			Ms		Dr	. [		Pro	f	Othe	r				
Name:																				
Surname:																				
Designatio	n: [																			
Email:																				
Cell No:	[												Fax N	10:						
Tel No:																				
PART C	: CO	DNT/	٩СТ	DE	TAIL	s of	= PE	ERSC	DN T	ΟΑ	UTH	ORI	SE							

(Please provide the details of the person who will be the authority representative of the project/application)

Title:		Mr		Mrs		Ms	Dr	. [	Pro	f	Othe	r				
Name:																
Surname:																
Designatio	n: [															
Email:	[															
Cell No:									Fax N	lo:						
Tel No:	[															

## PART D: BANK ACCOUNT DETAILS

Bank Name:													
Account Type:				 	 					 			
		 		 	 	<u> </u>		l	]	 ı	 		
Branch:						I	Branc	ch Co	de:				
Account Holder:													
Account Number:													

## PART E: PROJECT DETAILS

## TELL US ABOUT YOUR PROJECT:

This part of the application form focuses on the project for which you are seeking funding or support.

Project Name:	 -
Project Name:	

## PROJECT MOTIVATION:

Provide a brief outline and aim of the project to support your proposal.

#### **PROJECT DETAIL AND OUTCOMES:**

Provide a brief description, objectives, deliverables and success factors.

#### PROPOSED TIMELINES:

Provide details outlining the duration of the project plan.

## PART F: PROJECT COST

Summarise the project cost plan. Please include copies of quotes.

#### Note: Projects with unclear detail will be considered less favourable.

	Amount
What is the total cost of the entire project?	R
Please provide a breakdown of the costs for project:	R
	R
	R
	R
	R
	R
	R
	R
	R
	R
	R
Please indicate the amount of money you would like the PPS Foundation to consider funding.	R

## PART G: RECENT INFORMATION RELEVANT TO THIS PROJECT

Have you approached any other funders to support this project?

NO
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YES

## If yes, please list the details of other committed sponsors for this project.

Name of other Sponsors	Scope/detail of the initiative	Amount Received	Date

## PART H: PRIMARY BENEFICIARIES OF THE PROJECT

Describe the need(s) that this project is designed to address.

How often will this facility be used?	Annually	Monthly	Weekly	Daily	
Who will make use of this facility?	Students	Lecturers	Other		
	If other, pleas	e specify			

## **PART I: BBBEE REPORTING**

#### The contribution can be classified and described as follows:

Tick	Contribution Category	Description	Amount
	Development programmes		
	Health		
	Education		
	Community training & Skills Development		
	Arts, Cultural or Sporting development programs		

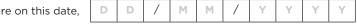
% of the contribution directly benefits black (African, Indian, Coloured and Chinese) South African citizens.

#### Breakdown per race and gender of black South Africa citizens that directly benefited from the contribution:

Race	Male	Female
African		
Coloured		
Indian		
White		
Total:		

## PART J: UNDERTAKING

hereby declare on this date,



that I understand and accept the terms conditions and certify to the correctness of all information, figures, data and documentation contained herein and attached to this application.

I also undertake to supply additional information if required by the PPS Foundation. I also indicate my willingness to abide by the rules, regulations, and instructions issued by the PPS Foundation in respect of any funding awarded and agree to subject my organisation to any audit or monitoring and evaluation initiative required by the PPS Foundation.

I hereby agree and specifically give consent to the PPS Foundation, for purposes of processing, including but not limited to, obtaining, sharing, and retaining records of my personal information relating to this application.

I also understand that completion and submission of this document does not commit to approving this application and subsequent funding.

Name of Applicant:																		
Surname:																		
Designation:																		
Email:																		
Cell No:											Tel	No:						
Date of application s	submi	ssion	:	D	D	/	Μ	Μ	/	Y	Y	Y	Y					

#### **Terms and Conditions:**

- 1. The PPS Foundation uses its discretion to determine the criteria and outcomes of the applications.
- 2. The PPS Foundation reserves the right to change the criteria at any time without prior notice to applicants.
- 3. Any cost exceeding the requested amount that has been approved by the PPS Foundation would be on the account of the applicant or institution.
- 4. The Project Co-ordinator is responsible for ensuring that the project is structurally sound and free from shortcomings. The PPS Foundation cannot be held responsible for any damage caused or extra work required if this is not so.
- 5. The PPS Foundation reserves the right to withdraw funding to successful applicants should it be found at any time that an applicant no longer meets the application criteria, in cases where the applicant has breached any of the terms and conditions.
- 6. Payment will be made directly into the institution's bank account.
- 7. Submission of correct payment details is imperative and this must be confirmed on an official document from the bank stipulating the institutions' banking account details.
- 8. Should the institution opt to withdraw from the programme once the sponsorship has been awarded, confirmation must be sent in writing.
  - 8.1 If payment is made after the withdrawal from the programme is communicated and confirmed, the institution will liable to reimburse the money that was paid out.
  - 8.2 In light of clause 8.1, it is the responsibility of the institution to ensure that full payment of funds received from the PPS Foundation are processed and paid into the PPS bank account within 30 days of suspending the funding.
  - 8.3 Any payment made in error or paid as a result of false information will be recovered from the applicant.
- 9. Incomplete application forms will be disregarded.
- 10. The applicant should ensure accuracy of the project description, and should inform the PPS Foundation of amendment to this in writing to **info@ppsfoundation.co.za**.
- 11. All queries and complaints relating to the university support programme, should be forwarded to info@ppsfoundation.co.za.
- 12. The PPS Foundation shall under no circumstances be liable for any indirect, special or consequential loss the institution suffers arising out of or in connection with the provision or non-provision of any goods or services.
- 13. The PPS Foundation shall not be held liable if any or all of obligations under the agreement cannot be carried out or fulfilled for reasons beyond its control. This includes, but is not limited to; acts of God, industrial dispute, explosion, flooding, lightning, storms, fire, war or threat of war, sabotage, insurrection, civil disturbance or disorder, restrictions, regulations, by-laws, prohibitions or measures of any kind on the part of any governmental authority, import or export regulations or embargoes, defaults of suppliers or sub-contractors or any act or omission of any nature whatsoever.

#### Note to applicant(s):

Complete all sections providing as much detail as possible. Submit your application for funding at least six months before funding is required.

#### Thank you for your application. Feedback would be provided shortly.