



The City of Cape Town (CCT)
Grant’s-in-Aid – Detailed Project Plan

Financial Year: 1 July.....to 30 June.....

SECTION	DETAILS AND REQUIREMENTS																
1.	Organisation name and logo:																
2.	<table><tr><td>Requested amount from the COCT</td><td>R</td></tr><tr><td>Email Address:</td><td></td></tr><tr><td>SCM number (Registered and Activated):</td><td></td></tr><tr><td>CSD number:</td><td>MAAA</td></tr><tr><td>Organisation type eg. NPO,NGO,NPC etc</td><td></td></tr><tr><td>NPC/NGO/NPO etc. number:</td><td></td></tr><tr><td>Tax Pin:</td><td></td></tr><tr><td>Tax expiry date:</td><td></td></tr></table>	Requested amount from the COCT	R	Email Address:		SCM number (Registered and Activated):		CSD number:	MAAA	Organisation type eg. NPO,NGO,NPC etc		NPC/NGO/NPO etc. number:		Tax Pin:		Tax expiry date:	
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3.	Executive Summary: (Summary of the organisation and the purpose of this report. Eg. Our organization does XYZ and the purpose of this report is to apply for funding for a project XYZ which is a XYZ project) 																
4.	Aim of the organisation: (What does the organisation aim to do?) 																

5.

Problem Statement:

5.1. Problem and Intervention statement

(Describe the problem the organisation is trying to solve through the project that will be funded by the CCT and how this problem will be solved.)

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5.2. Intervention's relationship to ACB's Strategic Vision and/or CCT Goals:

(Describe how the project relates to the ACB strategic vision or CCT goals.)

5.2.a.) Cultural Objectives:

(e.g. creative stimulation and enrichment, knowledge, ideas and insight gained, appreciation of diversity, sense of belonging to shared cultural heritage)

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5.2.b.) Social Objectives:

(e.g. improved mental and physical wellbeing, social differences bridged, social recognition enhanced, greater sense of value, safety and security)

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5.2.c.) Economic Objectives:

(e.g. professional practice capabilities, employment-enhancing skills, individual economic benefit, local economy supported, sector development, increased reach)

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5.2.d.) Environmental/Place Objectives:

(e.g. positive sense of place and local character, understanding of ecological issues, natural world valued, motivation for environmental stewardship)

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5.2.e.) Civic Objectives:

(e.g. collaboration, citizenship, membership, participation, access to beneficial networks, agency and voice enabled, sense of civic pride and civic trust enhanced)

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5.2.f.) Quality Objectives:

(e.g. rigor, risk, presentation, excellence, level of organisation, responsiveness to participants)

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6.

Project Details:

6.1. Type of project

List the type of project from the options below. Choose one or more:

- ☐ Temporary public art
- ☐ Visual and performing art
- ☐ Heritage awareness and story telling
- ☐ Therapeutic intervention

6.2. Project description as per Annexure A2:

(Describe in detail what the project is about)

6.2.a.) Outputs:

(List the outputs of the project. The outputs is something tangible and measurable)

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6.2.b.) Outcome:

(List the outcomes of the project. Which is what you hope to achieve as a result of this project)

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6.2.c.) Area of benefit:

(This means the geographical location where beneficiaries is coming from)

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6.2.d.) Area of implementation:

(This means the geographical location where the project implementation will take place.)

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6.2.e.) Target group description:

(This means the type of group being targeted e.g. Woman, youth, disabled, men, children etc.)

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6.2.f.) Target number:

Direct beneficiaries:

Indirect beneficiaries:

Direct beneficiaries ie. This means the recipients directly benefiting from program through training component or recipient of a final product. Eg participants

Indirect beneficiary: (if applicable)ie. The beneficiaries not benefiting directly from the project but still gains an experience eg. Audience.)

6.3. Project sustainability:

Is this project sustainable? Yes or No. If yes please explain how it is sustainable?

(Example: Will the project be able to carry on, on its own after the funding is depleted and how?)

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6.4. Project timeline:

(Example of a timeline could be something that looks like this table or similar.

Note: Project to be completed within agreed upon timeframe)

Activity	Date	Time Period	Funding Allocation

7.

Project Closing as per Annexure A2

7.1. Evaluation tools

List the evaluation tools you will make use of that is suitable to the project and how you aim to measure the extent of success with these tools.

(Example pre vs post evaluation forms, quantitative vs qualitative analysis, project reviews etc.)

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7.2. Evidence

List the type of evidence you will provide for your project.

(Example pictures, links, media coverage, testimonials, attendance registers etc.)

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7.3. How can this information be verified

Explain how the information provided above will be or can be verified.

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Duly Authorised Person of the Organisation

Full name:

RSA Id number:

Position at organisation:

Date:

Signature: