



Project Approval Committee Application

***TO BE COMPLETED BY APPLICANTS** (an applicant is anyone who completes this form and may be an external party to WWF SA)

**** TO BE COMPLETED BY WWF SA**

PART A] Basic Information

***Project Title				
*/**Amount asked	R	*/**Funder		*/**Contractor (Legal entity)
*/**Executant (Lead person)	*/**Email:		*/**Tel:	
*/**Estimated Start date	*/**Estimated End date		*/**Period in months	
**CRM Number				
**Decision				
**Decision conditions				
**Ratifications, extensions, contracts, amendments				
**Unit			**WWF SA Manager	
** Programme/ Practice				
**Review Dates				
Date 1: Month/ year	Date 2: Month/ year		Date 3: Month/ year	
Review dates may either be set by the applicant or by the Project Approval Committee (if no dates set by the applicant). Review dates are periodically planned performance reviews that are planned and budgeted for in the project. Details of the review are recorded below.				
Review Details				

PART B] Detailed Information

*About your Organisation?	<p>Please attached the following information as an Addendum 1:</p> <ul style="list-style-type: none"> Organisational profile (Legal entity type, founding date, vision, mission, objectives, outcomes) Abridged CV and competencies of the project leader. Key competencies of the organisation to deliver on outcomes promised in this proposal. <p>Any further supporting information must be limited to 4 pages or less and attached as Addendum 2.</p>
<p>1) The questions below, per section, provide a framework for the type of questions asked when reviewing your application and serves as a guide for you to draft your response. You do not have to answer all the questions, but the more you address the greater the chance of the project being approved.</p> <p>2) Please be concise when answering the questions only providing relevant information. Any additional information can be attached as Addendum 3.</p> <p>3) We recommend that you read through all the questions first, and then formulate a response to the questions as a whole, rather than trying to answer each question, to avoid repetition. Please erase the questions after you have inserted your response in the section.</p> <p>4) Where possible, please <u>quantify</u> your response. If you cannot, then please clearly define and qualify your value proposition.</p>	

1. Strategic Intent?	<p><i>What is the problem you want to address? What is your theory of Change? What are your primary assumptions?</i></p> <p><i>What is the outcome you want to achieve? Why is this unique?</i></p> <p><i>Are there similar initiatives to the one proposed? Why is this proposal different?</i></p> <p><i>Why is this outcome a critical and catalytic investment to make now? What will it change if successful?</i></p> <p><i>What does success look like if this project is successful?</i></p> <p><i>What broader initiative is this outcome contributing to?</i></p> <p><i>Who will value this project when successful?</i></p> <p><i>How will the impact of this project be sustained once the project is completed?</i></p> <p><i>What is your vision for how this project will have impact at the scale of the problem you are addressing, beyond this project? What change will this project catalyse?</i></p> <p><i>What is your role in delivering this outcome? (Executant, intermediary, service provider, other?)</i></p> <p><i>Who are the other actors who you expect to play a role in delivering the project outcome and reasons for the importance of their participation?</i></p> <p><i>What is the socio-economic impact for this proposal?</i></p> <p><i>Who within WWF have you discussed the proposal with?</i></p> <p><i>What is your contribution to the WWF Goals?</i></p>																				
2. Objectives?	<p><i>What is your lead objective?</i></p> <p><i>What are you supporting objectives?</i></p>																				
3. Outcome?	<p><i>Describe the primary outcome for this project when successfully delivered?</i></p> <p><i>What are the potential other outcomes that could result from this project that serve as strategic opportunity for future projects?</i></p>																				
4. Planned Activities?	<p><i>What are the key activities of the project, preferably in logical flow order, necessary to create the desired outcome? Why are these activities important in delivering the outcome? Ideally, we should be able to easily link your budget lines to your activities described.</i></p>																				
5. Target audience / stakeholders / beneficiaries?	<p><i>Who are the primary target audiences you want this project outcomes to be visible to? Why?</i></p>																				
6. Monitoring and Evaluation?	<p>Please note, that where a project investment is more than R 1 million, a project success evaluation budget item needs to be included in the budget (M&E budget line 10):</p> <p><i>How will success be measured?</i></p> <p><i>What are the key milestones of success in the project life cycle?</i></p> <p><i>What are the measurable outputs and indicators (including baselines) of success per milestone?</i></p> <p><i>How will the indicators be measured?</i></p> <p><i>What is the primary value proposition for this project? (i.e. What unique outcome are you offering the Trust that makes this project important enough to invest in? Relative to the funding requested, what is the big change proposed through this project?)</i></p> <p><i>What are the measurable outputs that will define the value proposition promised by this project?</i></p> <p><i>What is the value of the outputs and what will their impact be after the project?</i></p> <p>If you have a 1- 2 Page Project Plan, please attach the plan as Addendum 4.</p>																				
7. Human Resource Planning?	<p>What are the operational roles required to deliver the value proposition proposed?</p> <table border="1" data-bbox="422 1700 1445 2051"> <thead> <tr> <th data-bbox="422 1700 837 1756">Team Members</th> <th data-bbox="837 1700 1445 1756">Role/ Responsibility</th> </tr> </thead> <tbody> <tr> <td data-bbox="422 1756 837 1792">Project manager:</td> <td data-bbox="837 1756 1445 1792"></td> </tr> <tr> <td data-bbox="422 1792 837 1818">Team:</td> <td data-bbox="837 1792 1445 1818"></td> </tr> <tr> <td data-bbox="422 1818 837 1845">Team:</td> <td data-bbox="837 1818 1445 1845"></td> </tr> <tr> <td data-bbox="422 1845 837 1872">Team:</td> <td data-bbox="837 1845 1445 1872"></td> </tr> <tr> <td data-bbox="422 1872 837 1899">Support staff:</td> <td data-bbox="837 1872 1445 1899"></td> </tr> <tr> <td data-bbox="422 1899 837 1973">Partners: (incl. their role and which elements of the project they will resource)</td> <td data-bbox="837 1899 1445 1973"></td> </tr> <tr> <td data-bbox="422 1973 837 2000">Other:</td> <td data-bbox="837 1973 1445 2000"></td> </tr> <tr> <td data-bbox="422 2000 837 2027"></td> <td data-bbox="837 2000 1445 2027"></td> </tr> <tr> <td data-bbox="422 2027 837 2051"></td> <td data-bbox="837 2027 1445 2051"></td> </tr> </tbody> </table>	Team Members	Role/ Responsibility	Project manager:		Team:		Team:		Team:		Support staff:		Partners: (incl. their role and which elements of the project they will resource)		Other:					
Team Members	Role/ Responsibility																				
Project manager:																					
Team:																					
Team:																					
Team:																					
Support staff:																					
Partners: (incl. their role and which elements of the project they will resource)																					
Other:																					

PLEASE COMPLETE THE DETAILED BUDGET FORMAT BELOW

8. Total Amount?	<p>Total amount being asked? R _____</p> <p>Please complete the funding profile table:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Funding source</th> <th style="width: 15%;">Secured/ Unsecured?</th> <th style="width: 15%;">Amount</th> <th style="width: 25%;">Funding Expected outcomes?</th> <th style="width: 20%;">% of total</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>...add more rows if needed...</td><td></td><td></td><td></td><td></td></tr> <tr><td>TOTAL</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Funding source	Secured/ Unsecured?	Amount	Funding Expected outcomes?	% of total	1					2					3					...add more rows if needed...					TOTAL				
Funding source	Secured/ Unsecured?	Amount	Funding Expected outcomes?	% of total																											
1																															
2																															
3																															
...add more rows if needed...																															
TOTAL																															
9. Risk?	<p>What are the top 3- 5 risks (Based on the significance of the impact it will have when it occurs and based on the high likelihood of it occurring) that will compromise the achievement of the outcomes? If this funding applied for is secured, but the unsecured funding is not secured, what is the risk to the project?</p>																														
10. Project impact?	<p>How long after the project period is completed will the success of the project be realized (based on what is known /estimated)?</p>																														

***PART C] Project Budget**

		Estimates (in Rands)		
		Year 1 (FY ending: _____)	Year 2 (FY ending: _____)	Year 3 (FY ending: _____)
A	Opening Balance			
	<i>Funding Source</i>			
1	<i>Funding source 1</i>			
2	<i>Funding source 2</i>			
3	<i>...add rows if needed for more funders...</i>			
4	<i>Amount sought from the fund being applied to</i>			
B	Total Funding			
C	Total Funding plus opening balance			
Expenses				
01	Salaries			
02	Temporary Staff			
03	Consultants			
04	Travel & Subsistence			
05	Capital Expenditure			
06	Operating expenses			
07	Education / Training			
08	Printing/Publication (Communication costs)			
09	Project Promotion (Fundraising & Communications costs)			
10	Project Evaluation (If total >R 1 million, set aside 10% of budget for evaluation or less depending on the scale of the evaluation needed)			
11	Cost Recovery			
	Other			
	<i>Subtotal:</i> <i>Direct Project Expenditure</i>			
D	TOTAL EXPENDITURE			
E	CLOSING BALANCE (C-D)			

Budget Notes:

A: If there is existing funding provide the total opening balance. If there is no funding the opening balance will be 0.

B: If there is funding from other sources, please enter the sources and enter the amount you wish to apply to the fund for. If there is no other funding then only the amount you seek from fund will appear here. If you have more than 5 funders, only list the 5 largest and refer to the rest in the submission document.

D: If there are other expenses not covered by the categories presented please enter the total amount of expenses and specify the other expenses in the submission document.

Internal WWF Use Only

Approved Projects: Ratifications / Amendments / Budget Extension / Contracts over R 100 000 (Part A only)	
New Approval: Contract under R 100 000 plus draw down (Part A only)	
New Approvals (Whole Submission)	

Process Checklist (place an X)

Has this project been through a Project Development process (a PDG or approved Reference group)?	Yes		No	
If yes, which one?: TYPE HERE				
Has this project been approved by the Head of Unit to proceed to the PAC?	Yes		No	
Has the relevant administrator reviewed this submission before submitting for this meeting?	Yes		No	

Project Classification (place an X)

In the Programme portfolio of projects...

...this project is the first of its kind	Yes		No	
...this project is linked to preceding projects	Yes		No	
Please list the ref numbers for the linked projects:				
...this project is expected to go to scale	Yes		No	

** Submission Classification (place an X)

WWF-SA Strategic Goal	Land and Biodiversity Stewardship	Province	Eastern Cape	
	Oceans		Free State	
	Wildlife		Gauteng	
	Climate & Energy		Kwa-Zulu Natal	
	Food		Mpumalanga	
	Water		Northern Cape	
	Governance		Limpopo	
	Markets		North-West Province	
	Consumption		Western Cape	
			National	
Green Trust theme	Marine	Other		
	Freshwater			
	Landscapes			
	Climate/ Low Carbon			
	Species of Special Concern			
	Environmental Leadership			