



## TERMS OF REFERENCE

### INVITATION TO SUBMIT PROPOSALS FOR GRANT APPLICATIONS FOR CORPORATE SOCIAL INVESTMENT PROGRAMS

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#### 1. INTRODUCTION

- 1.1. The Gauteng Gambling Board (GGB) is a Schedule 3C Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA). The GGB has been established in terms of section 3 of the Gauteng Gambling Act, 1995 as amended ("the Act") to regulate gambling.
- 1.2. Prior to the promulgation of the Act in betting on horse-racing and other sporting events was the only form of legal gambling in Gauteng. This Act legalized other forms of gambling in the province and provided for the establishment of the GGB. The form of activities regulated by the GGB in Gauteng are; casino gaming, betting on horse-racing and sporting events, bingo, limited payout gaming machines and the manufacturing and supply of gaming equipment.
- 1.3. Moreover, the functions of the GGB are to:
  - a) Oversee and control gambling activities in Gauteng including licensing of individuals and entities to conduct gambling and related activities.
  - b) Managing and administration of the Sports Development Fund (SDF).
  - c) Advising the MEC of the Department of Economic Development on matters relating to gambling.
  - d) Supervising and enforcing compliance with the requirements of the Financial Intelligence Centre Act by the gambling industry.
  - e) Supervising and enforcing compliance with the requirements of the National Gambling Act by the gambling industry.

## **2. OBJECTIVE**

- 2.1. The objective of this call for proposals is to invite non-profit organisations to submit their proposals for grant funding through Corporate Social Investment (CSI) in support of special projects and development initiatives intended to alleviate the socio-economic challenges faced by the Gauteng community.
- 2.2. Through our CSI initiatives the GGB thrives to be a “responsible corporate citizen”, by recognising that the organisation is an integral part of the broader society in which it operates, and thus making the organisation co-responsible for the wellbeing of society.
- 2.3. Our CSI programmes seeks to improve the lives of disadvantaged people across multiple developmental sectors. Ideally the philanthropic responsibility to support welfare causes should also aim towards shared value by identifying business opportunities and/or skills development in response to social problems.
- 2.4. The GGB will contribute towards provincial Socio-Economic improvement as represented by inclusive growth, sustained job creation, reduced poverty and inequality, through an effective gambling industry regulation.
- 2.5. Most importantly, the Social Development spending strategy is linked to the achievement of government priorities such as GEYODI (women, children, youth and people with disabilities), the GGT2030 priorities and are spatially referenced to ensure even distribution to all regions in Gauteng.

## **3. FUNDING FOCUS AREAS**

- 3.1. In adjudicating applications, the GGB will only consider applications from Non-Profit Organisations (NPO), Not for Gain Organisations (NGO) and Not for Profit Company (NPC) which have focus in underdeveloped areas. The program must seek to advance the interests and participation of women, youth, and people with disabilities. Priority will be given to programmes that focus on Enterprise development programs targeting Small, Medium and Micro Enterprises (SMMEs) that have the potential to improve their competitiveness and sustainability to become part of the mainstream economy and create employment. The project should be geared on socio-economic development and supplier development projects for SMMEs.

#### 4. AVAILABLE FUNDING

- 4.1. Funding will be allocated at the discretion of the GGB and subject to budget availability.
- 4.2. Multi-year funding on projects will not be considered.
- 4.3. Successful candidates will be subjected to a cooling off period for the following 2 years.

#### 5. PROPOSAL EVALUATION CRITERIA

- 5.1. The evaluation panel will apply predetermined evaluation criteria to score applications. The criteria will include but may not be limited to a motivation for the project or the business case, an implementation plan or methodology.
- 5.2. Evaluation of the applications will be conducted in two stages;
  - a) **Stage One** will be the evaluation of applications on Administrative Compliance and Functional Evaluation.
  - b) **Stage Two** will be the evaluation of the Financial Sustainability, while taking into considering a fair geographical spread across all 5 regions in the Gauteng province, as well as the impact of the program in the identified community.

#### Stage 1A - Mandatory Administrative Evaluation criteria:

##### The following mandatory criteria will apply for all application:

- a) Applicants must provide a complete prescribed application form.
- b) Applicants must provide a project proposal (including concept, budget and motivation).
- c) Applicants must provide a signed entity registration documents i.e.
  - *Constitution / Articles and Memorandum of Association / Trust Deed*
  - *Institutions established by an Act of Parliament must only cite the enabling Act*
  - *Proof of registration for non-profit organisations, Section 10 Companies, Public Benefit Trusts and Schools registered with the Department of Education (except Private Schools)*
  - *Municipalities and Tertiary Institutions are excluded from this requirement but they must cite the enabling Act.*
- d) Entity profile.

- e) POPIA consent form.
- f) Certified ID copies of Trustees/Directors.
- g) Most recent Annual Financial Statements of the organisation for two consecutive years signed and dated by a registered and independent Accounting Officer or an Auditor or such other equivalent information acceptable or waiver on good grounds by the Board.
- h) SARS Tax registration (VAT number, if applicable).
- i) Bank confirmation letter.

**Where applicable the following mandatory criteria will apply:**

- a) Where an application is related to the development or renovation of a heritage site, applicants must submit an approval from the relevant provincial or national authority.
- b) Where an application includes the building or upgrading of infrastructure, applicants must provide proof of ownership of the land and/or building or proof of tenure.
- c) Where an application involves the purchase of assets or equipment, quotations must be provided for these items.
- d) Where an application require funding towards training and development must provide accreditation certificate by the relevant SETA.

***NB: None submission of the above will lead to your bid being non-responsive and will be disqualified for any further evaluation process.***

**Stage 1B - Evaluation Criteria for Functionality**

A total of **100 points** is allocated for functional evaluation. The minimum threshold for the evaluation is **70 points**. Any bidder who fails to meet the minimum threshold shall not be considered for further evaluation.

***Any form of misrepresentation is discouraged and will result in automatic disqualification. The GGB reserves the rights to report fraudulent misrepresentation to the relevant authorities***

FUNCTIONALITY & CAPABILITIES	EVIDENCE/ SUPPORTING INFORMATION REQUIRED	MAXIMUM POINTS	POINTS SCORED
<b>1. RELEVANT EXPERIENCE</b>		5	
<p><b>1.1 Adequate track record of service to the community.</b></p> <ul style="list-style-type: none"> <li>• Less than 1 year’s experience (<b>0 point</b>)</li> <li>• Less than 2 years’ experience (<b>1point</b>)</li> <li>• More than 2 years’ experience but less than 5 years’ experience (<b>3 points</b>)</li> <li>• More than 5 years’ experience (<b>5 points</b>)</li> </ul> <p>An applicant who fails to provide a <b>signed reference letter(s)</b> will be allocated (0) points under this category. Applicants are required to submit both status report of programs implemented and reference letters in order to qualify for the allocation of points.</p>	<p><i>NGO, NPO or NPC profile stating years of Community development experience should be indicated in the profile. The profile shall include a list of programs implemented by the NGO, NPO or NPC timeframes and year of implementation. A letter of reference is required from the community beneficiaries or from previous funders.</i></p>	5	
<b>2. DEVELOPMENTAL OBJECTIVES</b>		10	
<p><b>2.1 Merit of the proposal or developmental objectives</b></p> <p>The proposal must adequately articulate the developmental objectives for the identified target</p>	<p><i>The proposal must be aligned to the focus areas for the CSI (as outlined in this “call for proposals”. It must</i></p>	10	

FUNCTIONALITY & CAPABILITIES	EVIDENCE/ SUPPORTING INFORMATION REQUIRED	MAXIMUM POINTS	POINTS SCORED
<p>population and the community. These objectives must demonstrate a clear alignment to the CSI focus areas.</p> <ul style="list-style-type: none"> <li>• Proposal adequately address the developmental objectives of the target population and the community and demonstrates a clear alignment to the CSI focus area. <b>(10 points)</b></li> <li>• Proposal does not address the developmental objectives of the target population and the community. <b>(0 points)</b></li> </ul> <p>An applicant who fails to provide a <b>signed letter of support by the community representative or intended recipient</b> will be allocated (0) points under this category. Applicants are required to submit both a profile outlining developmental objectives and a letter of support in order to qualify for the allocation of points.</p>	<p><i>provide details on the need that is being addressed and shall be supported by the community and/or intended recipient</i></p>		
<p><b>3 METHODOLOGY ON APPROACH</b></p>		<p><b>45</b></p>	
<p>The quality of the applicant’s proposal will be scored in terms of the following criteria:</p> <p>The proposal must be comprehensive and include the following:</p>	<p><i>A detailed project plan that includes the proposed methodology, approach to be</i></p>		

FUNCTIONALITY & CAPABILITIES	EVIDENCE/ SUPPORTING INFORMATION REQUIRED	MAXIMUM POINTS	POINTS SCORED
<p>3.1 Methodology and approach <b>(10 points)</b></p> <ul style="list-style-type: none"> <li>• Project proposal reflects a detailed full scope of work for the program. (5)</li> <li>• Project proposal reflects knowledge of the field, target populations and the local community. (5)</li> </ul> <p>3.2 A project plan including: <b>(35 points)</b></p> <ul style="list-style-type: none"> <li>• Clear plan for implementation of each planned activity. (5)</li> <li>• Timelines for the delivery of the project (5)</li> <li>• An appropriate plane to monitor and evaluate the outcome (performance analysis and reporting). (5)</li> <li>• Appropriate internal controls are in place to ensure that the program benefit the intended beneficiaries. (5)</li> <li>• Sufficient staffing and partnerships to ensure success. (5)</li> <li>• Detailed line-item budget which reflects an achievable and realistic sound financial management. (10)</li> </ul>	<p><i>followed and budget allocation. Outlining how the proposed methodology will achieve the scope of work and expected deliverables, while also demonstrating that there are internal controls in place to reach the marginalized community the project will serve.</i></p>		
<b>4. SOCIO-ECONOMIC IMPACT</b>		<b>40</b>	

FUNCTIONALITY & CAPABILITIES	EVIDENCE/ SUPPORTING INFORMATION REQUIRED	MAXIMUM POINTS	POINTS SCORED
<p><b>4.1 The applicant must be able to demonstrate high level of impact</b></p> <ul style="list-style-type: none"> <li>• Focus in those communities that are within Gauteng, and at least 75% directly benefitting black people. <b>(10 points)</b></li> <li>• Identification of the total (value) target population by demonstrating support for any of the following groups (youth, women, people living with disabilities and/or military veterans). <b>Please provide evidence on how the target population data/numbers has been identified. (10 points)</b></li> <li>• Demonstrate clear goals and outcomes and how they will contribute towards potential improvements to quality of lives of the disadvantaged community <b>(10 points)</b></li> <li>• Demonstrate that the program has a potential for future sustainability, and that there will be a clear transfer of skills and/or contribution towards job creation. <b>(10 points)</b></li> </ul>	<p><i>Demonstration of goals and outcomes and how they will improve the livelihood of the previously disadvantaged communities in the Gauteng Province</i></p>		
<b>TOTAL POINTS</b>		<b>100</b>	



FUNCTIONALITY & CAPABILITIES	EVIDENCE/ SUPPORTING INFORMATION REQUIRED	MAXIMUM POINTS	POINTS SCORED
<b>MINIMUM POINTS REQUIRED</b>		<b>70</b>	

### Stage 2 – Financial sustainability

The final phase of the evaluation will consider the **financial or budget requirements** of each individual project.

- a) Step 1 - The GGB will only consider community projects targeting individuals from the Gauteng Province, and will consider an equitable and geographical distribution of funds. To this end, the GGB will contribute toward accelerating spatial transformation in the province by ensuring that projects funded are spread across all 5 Gauteng regions, in no particular order i.e.
- City of Tshwane
  - City of Johannesburg
  - City of Ekurhuleni
  - Westrand District
  - Sedibeng District
- b) Step 2 – Allocation of financial requirements will be implemented however (subject to the availability of funds and geographical considerations), priority will be given for **capital investment** toward a projects against the **day to day operations** of the NGO. The rational is to ensure that the NGO has the ability to maintain a diverse source of revenue that enables it to continue to provide ongoing quality services regardless of changes in funding sources, in target population, and other changes among its internal and external environment.

Applicant	Total value of project (R)	Capital (R)	Opex (R)	Total number of beneficiaries	% Impact (value/beneficiaries*100)

C) Step 3 – The project with the highest percentage for impact per region will be selected. Capital investment will be given priority over operational costs funding. Disbursement of funding will be subject to the availability of funds and spatial transformation requirement.

## 6. MANDATORY REQUIREMENTS

- 6.1. GGB's application form and other related documents are to be submitted, as per the prescribed submission process. Failure to do so will result in disqualification of the applications.
- 6.2. Applications must be received in the specified timeframes; no late submissions will be accepted.

## 7. ELIGIBILITY CRITERIA

- 7.1. Only applications from community organisations which are registered as NGO, NPO or NPC may be considered eligible for funding.
- 7.2. The GGB will only consider community projects targeting individuals from the Gauteng Province, and will consider an equitable and geographical distribution of funds.
- 7.3. At least 75% of the full value of the funds paid through CSI programs should directly benefit black people.
- 7.4. All applications that require funding towards training and development must provide accredited by the relevant SETA's for the program they will be offering the beneficiaries.

## 8. SUBMISSION PROCESS

- 8.1. Early submissions are encouraged. No late applications will be accepted.
- 8.2. Applicants are required to submit separate applications per category where applicable.
- 8.3. Applications must be e-mailed to [grants@ggb.org.za](mailto:grants@ggb.org.za) or delivered at the Gauteng Gambling Board, **125 Corlett Dr, Bramley, Johannesburg, 2018, by 5pm** of the closing date, **22 February 2023**.
- 8.4. Applicants are not limited on the number of applications per category. However, applicants are requested to carefully consider business needs and priorities applications as funding may be limited, or declined taking into account the funding available and the number of applications received.  
**NB: Should your organization desire to submit proposals in respect of more than one categories or projects, each proposal should be submitted as a separate application pack.**
- 8.5. Each application will be evaluated individually.
- 8.6. Applicants must keep a copy of their submission for their internal use and backup purposes.

## 9. APPLICATION DOCUMENTS

- 9.1. All applicants must obtain the necessary documents from the GGB website [www.ggb.org.za](http://www.ggb.org.za) and are only available when a call for application has been published, these are:
  - a). The prescribed application form. This changes from time to time and applicants must use the form that is current at the time of the call for applications.
  - b). Terms of reference applicable to the current round of applications.
  - c). Evaluation specification.
  - d). POPIA consent form.

## 10. DOCUMENT CHECKLIST

Proposals must include the following documents

Documentation	Checked by applicant
Prescribed application form	
Entity profile	
Project proposal (including concept, budget and motivational letter)	
POPIA consent form	
<p><b>Signed</b> entity registration documents</p> <ul style="list-style-type: none"> <li>- <i>Constitution / Articles and Memorandum of Association / Trust Deed</i></li> <li>- <i>Institutions established by an Act of Parliament must only cite the enabling Act</i></li> <li>- <i>Proof of registration for non-profit organisations, Section 10 Companies, Public Benefit Trusts and Schools registered with the Department of Education (except Private Schools)</i></li> <li>- <i>(Municipalities and Tertiary Institutions are excluded from this requirement but they must cite the enabling Act).</i></li> </ul>	
<b>Certified</b> ID copies of Trustees/Directors	
Most recent Annual Financial Statements of the organisation for two consecutive years signed and dated by a registered and independent Accounting Officer or an Auditor or such other equivalent information acceptable or waiver on good grounds by the Board	
SARS Tax registration (VAT number, if applicable)	

Bank confirmation letter	
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Where applicable additional documents are required:

<b>DOCUMENTATION</b>	<b>Checked by applicant</b>
Where an application is related to the development or renovation of a heritage site, applicants must submit an approval from the relevant provincial or national authority.	
Where an application includes the building or upgrading of infrastructure, applicants must provide proof of ownership of the land and/or building or proof of tenure	
Where an application involves the purchase of assets or equipment, quotations must be provided for these items.	
Where an application require funding towards training and development must provide accreditation certificate by the relevant SETA.	

**Disclaimer: POPIA**

By applying for GGB's grant funding, you expressly give GGB consent to process your personal information stored in our history of all who have applied which will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA), the GGB's Human Capital Policy/ Procedures, the GGB's POPIA Policy and GGB's Privacy Policy. These documents set out why the GGB needs the personal information, what GGB will do with it, and with whom the GGB will share it. Note that we will not further process the personal information stored automatically in this portal.