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## AMBIT DOCUMENT (REQUIREMENTS FOR FUNDING - 2018/2019)

Please Note: Do not send supporting documentation at this stage  
Closing Date for Submission of Ambit Letter: 30 September 2018

### Minimum requirements

- Submit document in writing
  - You must be a registered NPO
  - Operating in the Social Development sector
  - In the Durban and Coastal region of KwaZulu Natal
  - Financial statement\* with at least 12 months of operations to report on
- \*If a national organization, we require financials for your KwaZulu Natal operation only

Post/fax/email us a 2 page overview of your organisation subject: AMBIT 2018/2019 to:

Email: [Lungile@giving.org.za](mailto:Lungile@giving.org.za) or Fax: 031 303 4184 or Post: P O BOX 2171 Durban 4000

### DETAILS REQUIRED

1. Contact details: Name, address, phone/fax/email
2. Date of establishment
3. Registration and affiliation details to a Parent Body (if any)
  - a. With whom are you affiliated
  - b. How long has this relationship been in place
4. Governance details
  - a. Type of structure (Voluntary Association/Trust/PBO etc)
  - b. Date your constitution was approved
  - c. Number of Board / Committee Members
5. Accountability information
  - a. When was your last AGM
  - b. Did you present Audited Financial Statements and an Annual Report
6. Services information
  - a. To whom/what/where do you provide services?
  - b. What social needs does your organisation address?
7. Staff details
  - a. How many staff are employed
  - b. In which categories e.g. admin, social work, carer
  - c. Part or full-time
8. Evidence of networking to support your service delivery
9. Overall financial position
  - a. Gross budgeted income and expenditures for current year
  - b. Overview of your sources of funding, subsidies etc.