



TERMS OF REFERENCE

INVITATION TO SUBMIT PROPOSALS FOR GRANT APPLICATIONS FOR CORPORATE SOCIAL INVESTMENT PROGRAMS AND SPORT DEVELOPMENT FUND

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. CORPORATE SOCIAL INVESTMENT 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. SPORT DEVELOPMENT FUND OBJECTIVE

- 3.1. The objective of this call for proposals is to invite non-profit organisations to submit their proposals for grant funding through the SDF in support of special projects and development initiatives intended to increased participation in sporting events, primarily within the disadvantaged communities in the Gauteng province.
- 3.2. The SDF focuses on programmes that plays a major role in developing and promoting the transformation and participation in all sporting codes, with an aim to increase a number of participants in sport while promoting active lifestyle and making the sport accessible to the majority of the population.
- 3.3. The SDF further ensures for a strategic investments in projects that makes it possible to optimise the economic benefit of sport through sports infrastructural development,

foundational sports development in schools and also by training technical officials, sports coaches and administrators to produce skilled workforce for sport and recreation.

- 3.4. Through an effective gambling industry regulation, the GGB will contribute towards provincial Socio-Economic improvement as represented by inclusive growth, sustained job creation, reduced poverty, and inequality.
- 3.5. 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.

4. CSI FUNDING FOCUS AREAS

4.1. In adjudicating applications, the GGB will only consider applications from Non-Profit Organisations (NPO), Non-Governmental Organisations (NGO) and Non-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.

5. SDF FUNDING FOCUS AREAS

5.1. In adjudicating applications, the GGB will only consider applications from Non-Profit Organisations (NPO), Non-Governmental Organisations (NGO) and Non-Profit Company (NPC) which have focus in underdeveloped areas. Their program must seek to advance the interests and participation of women, youth, elderly and people with disabilities, as well as projects that lead to job creation and retention. Priority will be given to programmes that focus in the following areas: a) Initiatives that support strategies for transformation in sports, particularly in historically “untransformed” sport (i.e. Golf, Equestrian, Tennis , Aquarian, disability groups,

youth and the elderly programmes) and progressive attainment of transformation targets in selected sporting codes. This can be achieved through club and federation development (training of officials, coaches and administrators, strengthening of organisational systems and governance), talent identification and development (target groups), athlete and coach support programs (target groups),

b) Increase in sporting activities/programs in historically disadvantaged areas and increases participation in sports and competition by designated groups. Measures to be supported include sports facilities infrastructure projects (construction/refurbishments), participation in local and regional leagues and competitions as well as recreational activities or events that encourage participation by disadvantaged communities.

C) Sport programmes in support of sports legends in Gauteng (E.g Soccer, Rugby, Athletics etc)

6. AVAILABLE FUNDING

6.1. Funding will be allocated at the discretion of the GGB and subject to budget availability.

6.2. the GGB reserve the right not fund Multi-year projects, except for bursary funding.

6.3. Successful candidates will be subjected to a cooling off period of 2 years.

7. PROPOSAL EVALUATION CRITERIA

7.1. 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.

7.2. 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. GGB reserve the right to request additional information where it deems fit.

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 - Administrative Evaluation criteria:

The following documents 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.

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 **90 points** is allocated for functional evaluation. The minimum threshold for the evaluation is **60 points**. The committee shall also consider the applicant who meets the minimum requirement of 50 points as a final score depending on the availability of funds

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
1. RELEVANT EXPERIENCE		20	

<p>1.1 Adequate track record of service to the community.</p> <ul style="list-style-type: none"> • Less than 1 year’s experience (0 point) • Less than 2 years’ experience (4 point) • More than 2 years’ experience but less than 5 years’ experience (6 points) • More than 5 years’ experience (10 points) <p>An applicant who fails to provide a signed reference letter(s) 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.</i></p> <p><i>The profile shall include a list of programs implemented by the NGO, NPO or NPC timeframes and year of implementation. A minimum of one letter that demonstrate more than 5 years of experience in the community beneficiaries or from previous funders.</i></p>	5	
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2. DEVELOPMENTAL OBJECTIVES	10	
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<p>2.1 Merit of the proposal or developmental objectives</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/SDF (as outlined in this “call for proposals”. It must</i></p>	10	
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FUNCTIONALITY & CAPABILITIES	EVIDENCE/ SUPPORTING INFORMATION REQUIRED	MAXIMUM POINTS	POINTS SCORED
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<p>population and the community. These objectives must demonstrate a clear alignment to the CSI/SDF focus areas.</p> <ul style="list-style-type: none"> • Proposal adequately addresses the developmental objectives of the target population and the community and demonstrates a clear alignment to the CSI/SDF focus area. (20 points) • Proposal does not address the developmental objectives of the target population and the community. (0 points) 	<p>provide details the need that being address and shall be supported by community and/or intendent recipient</p>		
<p>3 METHODOLOGY ON APPROACH</p>		<p>20</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>A detailed project plan that includes the proposed methodology, approach to be</p>		

FUNCTIONALITY & CAPABILITIES	EVIDENCE/ SUPPORTING INFORMATION REQUIRED	MAXIMUM POINTS	POINTS SCORED
<p>3.1 Methodology and approach (15 points)</p> <ul style="list-style-type: none"> • Project proposal reflects a detailed full scope of work for the program. (10) • Demonstrate measures that will be implemented to ensure that the programme benefits the intended beneficiaries and funds are utilised as per the proposal. (5) <p>3.2 A project plan including: (5 points)</p> <ul style="list-style-type: none"> • Clear plan for implementation of each planned activity and Timelines for the delivery of the project. (5) 	<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>		
4. SOCIO-ECONOMIC IMPACT		40	

FUNCTIONALITY & CAPABILITIES	EVIDENCE/ SUPPORTING INFORMATION REQUIRED	MAXIMUM POINTS	POINTS SCORED
<p>4.1 The applicant must be able to demonstrate high level of impact</p> <ul style="list-style-type: none"> • 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).. (5 points) • 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. (5 points) <p>REGIONS COVERED (20 points)</p> <ul style="list-style-type: none"> • 1 region (5 points) • 2 to 3 regions (10 point) • 4/5 regions (20 points) 	<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>		
TOTAL POINTS		90	

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

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 organisations 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.

8. MANDATORY REQUIREMENTS

8.1. Mandatory documents will be:

1. A signed GGB's application form
2. NPO/NGO valid registration certificate
3. Proof of banking details/ bank confirmation letter of the NGO/NPO

8.2 Non submission of these documents will result in disqualification.

8.3. Applications must be received in the specified timeframes; no late submissions will be accepted.

9. ELIGIBILITY CRITERIA

9.1. Only applications from community organisations which are registered as NGO, NPO or NPC may be considered eligible for funding.

9.2. The GGB will only consider projects targeting communities in Gauteng Province..

9.3. At least 75% of the full value of the funds paid through CSI programs should directly benefit black people, women, youth, and people living with disability.

9.4. Applicants that require funding towards training and development, that are not accredited by relevant SETA's for programmes that they will be offering the beneficiaries should partner with SETA accredited institution for the programmes they will be offering.

9.5 Applicants applying to be considered to administer GGB's bursary fund should provide reference letter from previous institutions that they hve administered a bursary fund for, or they have partnered with other institution in administering a similar bursary funds. Preferences will be given to either women owned, youth or people living with disability.

9.6 Preference will be given to the following applications:

- High impact in terms of number people the project reach
- That project that will cover more than one objective required by the GGB
- Projects that create continuous sustainable programmes beyond GGB funding
- Project that covers previously disadvantaged minority groupings

10. SUBMISSION PROCESS

10.1. Early submissions are encouraged. No late applications will be accepted.

10.2. Applicants are required to submit separate applications per category where applicable.

10.3. Applications must be delivered at the Gauteng Gambling Board, **125 Corlett Dr, Bramley, Johannesburg, 2018, by 5pm** of the closing date, **21 January 2024**.

10.4. 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.**

10.5. Each application will be evaluated individually.

10.6. Applicants must keep a copy of their submission for their internal use and backup purposes.

11. APPLICATION DOCUMENTS

11.1. All applicants must obtain the necessary documents from the GGB website 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.

12. 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	
Signed entity registration documents <ul style="list-style-type: none">- <i>Constitution / Articles and Memorandum of Association / Trust Deed</i>- <i>Institutions established by an Act of Parliament must only cite the enabling Act</i>- <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>- <i>(Municipalities and Tertiary Institutions are excluded from this requirement but they must cite the enabling Act).</i>	
Certified 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	

Where applicable additional documents are required:

DOCUMENTATION	Checked by applicant
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.