

## FARM WORKER DEVELOPMENT: PROJECT BUSINESS PLAN (2015-16)

1 PROJECT IDENTIFICATION DETAILS:					
1.1	Name of Project:				
1.2	Type/Focus of Project:	Training		Alcohol and drug abuse	
1.3	Short description of Project:				
1.4	Target Group(s) of Project:				
1.5	District and Town(s) of implementation:				
1.6	Total funding (amount) requested:				
1.7	Name of authorised Representative:				
1.8	Capacity of Representative:				
1.9	Contact details:	(W)			
		(C)			

2 IDENTIFICATION DETAILS OF THE ORGANISATION:					
2.1	Name of Organisation:				
2.2	Physical Address:				
2.3	Postal Address:				
2.4	Telephone Number(s):				
2.5	Fax Number:				
2.6	Email Address:				
2.7	Website (if applicable):				
2.8	Prior funding received from the Department? If yes, please state the year(s) and amount(s):	YEAR	1. 2. 3.	AMOUNT	1. 2. 3.
2.9	Legal status of the organisation:				
2.9.1	Type of Registration:				
2.9.2	Registration Number:				
2.9.3	Registration Date:				
2.9.4	Proof of Registration attached:	YES		NO	
2.10	Tax Clearance Certificate attached:	YES		NO	
2.11	Date of the organisation's financial year end:				
2.11.1	Latest Verified Financial Statements attached – date:	YES DATE:		NO	

### 3 HISTORY AND BACKGROUND INFORMATION ON THE ORGANISATION:

3.1	Date of establishment:	
3.2	Describe the organisation's main purpose and functions (Vision , Mission and Objectives):	
3.3	Describe the current organisational profile / structure - number of staff members in the different existing units, post descriptions etc. or attach a complete organogram:	
3.4	Provide specific reference to who will be responsible for the drawing up of financial and progress reports	
3.5	Describe some of the organisation's projects and successes over the last three years.	
3.6	Who has been some of the organisation's key partners, funders and strategic alliances over the last three years?	

<b>4 PROJECT PURPOSE AND DESCRIPTION:</b>	
4.1	<p><b>What is the main <u>measurable objective(s)</u> of this project?</b> (What do you want to have reached/achieved at the end?)</p> <p style="background-color: #333; color: white; padding: 5px;"><i>Include information under Annexure A – Implementation Plan</i></p>
4.2	<p><b>Why is it important to implement/fund this project?</b> (What are the social characteristics /needs within the community and/or target group that prompted the planning of this project?)</p>
4.3	<p><b>Is this a new or an existing project within the organisation?</b> In the case of an existing project, please describe the history and progress made to date.</p>
4.4	<p><b>What available resources, other support structures, expertise and/or partnerships will assist you in the roll out of the project?</b></p>
4.5	<p><b>Describe how you will ensure the sustainability of the project.</b></p>
4.6	<p><b>What challenges / risks do you foresee with the implementation of this project and how do you plan to address / manage it?</b></p>

**5 IMPLEMENTATION PLAN: Complete Annexure A (COMPULSORY)**

**6 PROJECT BUDGET: Complete Annexure B (COMPULSORY)**

**7 ANY ADDITIONAL INFORMATION YOU WISH TO ADD:**

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**BUSINESS PLAN AND ATTACHMENTS PREPARED BY:**

<b>NAME IN PRINT:</b>	
<b>SIGNATURE:</b>	
<b>CAPACITY :</b>	
<b>DATE:</b>	