



National Science Week 2008

(10 – 17 May 2008)

Application and Submission of Proposal Form¹

¹ For SAASTA office use only

Project:	SAASTA Ref Number:	Closing Date:
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Please complete all fields of this form, stating N/A (not applicable) where appropriate.

1. Organisation's Background Information

Name of Organisation/Institution	
Type of Organisation/Institution	
Organisation's Reference/Registration Number	
Province where the Organisation/Institution is located	
Physical Address for courier purposes (Please include person if different from Project Leader)	
Mailing Address of Organisation/Institution	

Organisation's Telephone Number (both land line and cellphone)	
Organisation/Institution's Fax Number	
Organisation's/Institution's e-mail address	

2. Project Proposal Details

Project Overview: Briefly summarize your project in a way able to give the reader a quick grasp of it. Include in this description among others:

- target audience
- nature of activities
- mode of implementation
- reach/coverage and
- how your project will address the thrusts and objectives of the project.
(Maximum 1 Page)

3. Your Project Duration

PROJECT DURATION (in days)	STARTING DATE	PROJECT LOCATION (Province & Name of Place(s)/Site(s))

4. Your Project outreach

OUTREACH PROJECT LOCATION AND DATE	STARTING DATE	PROJECT LOCATION (Province & Name of Place(s)/Site(s))

5. Integration with Existing Projects

Name and brief description of the Existing Project	Target Audience (band/location)	Own contribution

6. Project Implementation Strategy - Project Thrust and Objectives

Thrust	Objectives	Delivery Approach(es)/Activities	Topic	Target Audience	Intended number to be reached please indicate number per target group
1. Scientific Areas where provinces have knowledge and geographical advantage	1 Create awareness of the important role science play's in people's daily lives	<p><u>ACTIVITY 1</u> (Give brief description of activity)</p> <p>Content:</p> <p>Duration:</p> <p>Frequency per day and/week:</p> <p>Inhouse or outreach:</p> <p>Format:</p> <p><u>ACTIVITY 2</u> (Give brief description of activity)</p> <p>Content:</p> <p>Duration:</p> <p>Frequency per day and/week:</p> <p>Inhouse or outreach:</p> <p>Format:</p>		Please indicate grades as well, e.g. learners (grade 7), educators (grade 5-7), parents (grade 12 or general), students 2 nd year etc	

	2 Encourage our youth to consider studying & improving their performance in maths and science	<p><u>ACTIVITY 1</u> (Give brief description of activity)</p> <p>Content:</p> <p>Duration:</p> <p>Frequency per day and/week:</p> <p>Inhouse or outreach:</p> <p>Format:</p>			
	3 Attract more of our youth into SET careers	<p><u>ACTIVITY 1</u> (Give brief description of activity)</p> <p>Content:</p> <p>Duration:</p> <p>Frequency per day and/week:</p> <p>Inhouse or outreach:</p> <p>Format:</p>			
2. Indigenous Knowledge	1 Create awareness of the important role science play's in people's daily lives	<p><u>ACTIVITY 1</u> (Give brief description of activity)</p> <p>Content:</p> <p>Duration:</p> <p>Frequency per day and/week:</p>			

		Inhouse or outreach: Format:			
	2 Encourage our youth to consider studying & improving their performance in maths and science	<u>ACTIVITY 1</u> (Give brief description of activity) Content: Duration: Frequency per day and/week: Inhouse or outreach: Format:			
	3 Attract more of our youth into SET careers	<u>ACTIVITY 1</u> (Give brief description of activity) Content: Duration: Frequency per day and/week: Inhouse or outreach: Format:			

7. Publicity

(Indicate how you intend to market the project locally)

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8. Project Implementation Plan (how you plan to roll-out the project)

Activity/Milestone	Progress Indicator	Means of verification	Target Date

9. Project implementation plan for Focus Week (10 May – 17 May 2008)

Province:					
Date	Venue	Description of activities	Target Audience	Enquiries	Bookings Required?

10. Project Team

Designation	Responsibility	Initials and Surname	Contact number	E-mail address/fax number

11. Details of Project Leader

Title and Surname	
Full Names	
Nationality	
Identity Number	
Present Position in the Organisation/Institution	
Similar Projects Undertaken previously	
Telephone Number (Landline and cellphone)	
Fax number	
E-mail Address	
Physical Address	
Summary of Academic Qualifications	
Summary of Relevant Experience	
Brief Career History	
Recent Publications	

12. General Project Administration Information

Authorised Signatory for Organisation/Institution	Name	Position
Name and designation of Project Financial Administrator	Name	Position
Alternative Contact Person if Project Leader is Unable to Complete Obligations	NAME	Position

13. Organisation/Institution Banking Details

Name of account holder	
Type of account	
Name of Bank	
Branch	
Bank Branch Code	
Bank Account Number	

14. Project Budget

Detailed budgets that include VAT must be submitted in the range as stipulated in your call depending on the capacity of the organization and intended reach of project. Please provide full details of all expected costs of the project (list separately under the main headings) as outlined in the table below and refer to footnote regarding capital equipment².

Item	Cost (Rand)
Professional costs (facilitators/staff costs)	
Travel & Subsistence ³	
Consumables	
Event costs	
Production & printing	
Distribution	
Administrative and support costs	
Others....	
Total Cost	
Other funding sources (source & purpose)	
Amount requested from SAASTA	

² **Capital equipment:** SAASTA does not fund the purchase of fixed assets. However, specialized equipment can be motivated if there is clear relevance to the project, together with details of how/where this equipment will be used after the completion of the project.

³ **Travel and subsistence rates:** Rates used must adhere to NRF policies, specifically:

- Accommodation costs limited to a maximum of R500 per night;
- Daily allowance/subsistence costs of R120 for full 24 hours away or R5 per hour for incomplete day up to a maximum of R120 per day;
- Maximum rates for use of privately owned motor vehicles are: 150 cents for 0-1300 engines; 200 cents for 1301-1800 engines and 250 cents for 1801+ engines.

15. Organization/Institution Business Profile

No of Employees		
Organisation Management (E.G. CEO, Director, HOD, partners etc)	NAME	POSITION
Nature of Core Business		
Indicate Financial Controls in Place		
Date of Last Audited Annual Financial Statement		
Name and Address of Auditors		

16. Referees

Please provide the names and contact details of two reputable persons who can attest to the quality of your work.

Name	Organization & designation	Telephone	Email

17. Submission of Proposals

Applications must be submitted on a properly completed submission form.

Closing date: Friday 14 September 2007.

By email to: johnc@saasta.ac.za

By fax to: (012) 320 7803

By post to: John Chauke, Project Officer

SAASTA

PO Box 1758

PRETORIA

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By hand to: John Chauke, Project Officer

Didacta Building

211 Skinner Street

Pretoria

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