



**CALL FOR GRANT PROPOSALS FOR**

**PRIORITY RESEARCH AREA PUBLIC ENGAGEMENT**

,,, Zoos, (c) Science Councils and (d) Public, (c) Science Councils and (d) Public Universities

**(A) DSI ACCREDITED SCIENCE CENTRES, (B) MUSEUMS, BOTANICAL GARDEN, ZOOS, (C) SCIENCE COUNCILS AND (D) PUBLIC UNIVERSITIES**

**ARE HEREBY INVITED TO SUBMIT PROPOSALS FOR REQUIREMENTS LISTED IN THIS DOCUMENTS**

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| description of the SCIENCE ENGAGEMENT PROJECTPROVISION OF GRANT FUNDING TO CONDUCT PUBLIC AWARENESS, COMMUNICATION AND / OR ENGAGEMENT INITIATIVES FOCUSING ON DSI PRIORITY AREAS (2019/2020)  **SAASTA LOGO 20th** |
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| **SECTION A: CALL FOR PROPOSALS**  |
| **Grant Reference** | **PRIORITY AREAS PUBLIC ENGAGEMENT GRANT 2019** |
| **Closing date and time** | 31 January 2020 at 16h30 |
| The NRF recognises the date and time as recorded on its systems for closure purposes |
| **WHO IS ELIGIBLE TO APPLY**Grant proposals will only be accepted from the following eligible organisations:(a) DSI Accredited Science Centres, (b) Museums, Botanical Garden, Zoos, (c) Science Councils and (d) Public Universities |
| **HIGH LEVEL SUMMARY OF GRANT funding** |
| NRF|SAASTA provides support funding to science engagement partners as identified in the eligibility guidelines to allow partners to engage society in delivering the Department of Science and Innovation’s (DSI) mandate for science engagement. NRF|SAASTA requires proposals from eligible partners, to offer various public awareness, communication and / or engagement activities focusing on promoting selected DSI’s priority areas in terms of this agreement for consideration. Proposals should focus on the following seven priority areas: (1) biotechnology, (2) nanotechnology, (3) energy with a focus on hydrogen and fuel cell technology, (4) astronomy and space science, (5) palaeosciences, (6) indigenous knowledge systems and (7) marine sciences. The proposed approaches or activities must aim to popularise the priority areas, build science communication capacity and / or enhance science engagement within the priority areas. The activities should further involve the facilitation of dialogue (e.g. seminars, lecture series, public debates and application/ relevance of these topics to daily life) in order to promote public debate around the national priority areas. The activities could involve (but not limited to) one of the following types of initiatives; (1) dialogue sessions, (2) lecture series, (3) debates and (4) resource development (showcasing local application of the priority areas) and (5) science communication skills development initiatives (e.g. Science Slams, FameLab, Falling Walls etc.). Thus, the targeted publics through this initiative will be (1) science interpreters, (2) journalists, (3) scientists and researchers, (4) general public, (5) educators, (6) learners, (7) indigenous knowledge holders and (8) decision makers |
| **Responses to the Call For Proposals should be** Submitted via e-mail at PAEP2019@saasta.ac.za |
| **GRANT CONTRACT PERIOD** |
| The contract period commences from the date that both parties sign the contract and terminates six (6) months after this date. |
| The deadline for submitting proposals is 31 January 2020**.** Submissions received after this date will not be considered. Applicants are encouraged to submit their proposals earlier where possible. All successful applicants will receive feedback regarding the selection committee’s decision**.** |
| **Technical information enquiries may be directed in writing to:** | **Grants management enquiries may be directed in writing to:** |
| **Division** | Science Communication | Finance and Administration |
| **Contact person** | Ms Kedibone Monyebodi | Ms Maphefo Chauke |
| **E-mail address** | kedibone@saasta.ac.za | maphefo@saasta.ac.za  |

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| **science engagement funding contract** |
| **INTRODUCTION TO THE NRF** |
| The National Research Foundation Act, Act 19 of 2018, establishes the National Research Foundation (“NRF”) as the juristic legal entity that makes the provision for grant funding will enter into a contract (grant) with the awarded science engagement partners. The NRF supports and promotes research and human capital development through funding, provision of National Research Facilities and science outreach platforms and programmes to the broader community in all fields of science and technology, including natural science, engineering and social science and humanities. Please visit the NRF website (<https://www.nrf.ac.za>) for more information.  |
| **INTRODUCTION TO THE NRF BUSINESS UNIT MANAGING THIS GRANT** |
| The South African Agency for Science and Technology Advancement (SAASTA), a business unit of the National Research Foundation (NRF) with the mandate to advance public awareness, appreciation and engagement of science, technology, engineering, mathematics and innovation (STEMI) in South Africa. SAASTA aims to be the leading science advancement agency communicating the value and impact of science and technology in a dynamic knowledge economy, and simultaneously building the science engineering technology human resource based in South Africa. Please visit the NRF|SAASTA website (<https://www.saasta.ac.za>) for more information. |
| **CONTEXT OF THIS call** |
| The Science Engagement Strategy (SES) of the Department of Science and Innovation (DSI) adopted in January 2015 presents a comprehensive approach to enhance the South Africans’ with science towards building a society that is knowledgeable about science, able to form independent opinions on science issues and scientifically literate. The SES Implementation Plan, which outlines projects or initiatives addressing the Strategy (SES), includes a sector-focused initiative that promotes, raise awareness and build citizens’ knowledge about the priority areas of the DSI. The NRF│SAASTA, in its capacity as the national coordinator of science engagement in South Africa is responsible for the execution of the Implementation Plan and related activities. This call, which invites identified institutions to submit proposals on selected activities aimed at popularising and promoting the priority areas, build science communication capacity and create dialogue platforms through the promotion of the priority areas - while displaying the relevance of the priority areas to people’s daily life.The activities could involve, but not limited to the following: **(1) dialogue sessions, (2) lecture series, (3) debates and (4) resource development (showcasing local application of the priority areas) and (5) science communication skills development through competitions (e.g. Science Slams, FameLab etc.).** The target publics of this initiative, who needs to be taken into consideration in developing the proposals are: through this initiative will be, 1. Policy and Decision makers,
2. Science communicators and interpreters,
3. Learners,
4. Educators,
5. Journalists,
6. Indigenous knowledge holders,
7. General public,
 |
| **background to thIS science engagement GRANT** |
| NRF|SAASTA is responsible for the implementation of a priority areas public engagement initiative which seeks to drive public engagement dialogues and discussions between science and society about the priority research areas in South Africa. An overview and the strategic objectives of the priority areas public engagement initiative are provided below to provide a background to this grant call.**Overview of the Priority Areas Public Engagement Initiative** The initiative focus areas currently consist of(1) biotechnology, (2) nanotechnology, (3) energy with a focus on hydrogen and fuel cell technology, (4) astronomy and space science, (5) palaeosciences, (6) indigenous knowledge systems and (7) marine sciences. The initiative drives broad-based public engagement in these specific fields and provides an enabling environment for the awareness and engagement with these priority areas.**Strategic Objectives of the Priority Area Public Engagement Initiative*** To provide leadership and coordination in science engagement processes and practices of organisations and entities involved in public engagement of the DSI priority areas.
* To ensure public awareness, dialogue and debate on the current and future potential applications of the priority areas.
* To increase awareness and engagement with priority areas amongst business and industry partners leading to improved decision-making and support of priority research and innovation.
* To promote credible, fact-based understanding of DSI priority areas and to enable informed decision-making on matters affecting society.
* To stimulate interest in the priority areas and ensure a sustainable human capital pipeline by increasing the number of students pursuing SET careers related to the priority research areas.
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| **section b: SCOPE OF WORK** |
| **GUIDELINES AND OBJECTIVES** |
| 1. **Grant Proposal Overview**

NRF│SAASTA would like to invite eligible partners to submit proposals that outline plans to conduct science engagement activities aligned to the seven identified priority areas. 1. **Objectives of the Grant**

This grant aims to provide resources for eligible partners to conduct relevant initiatives responding to the following strategic objectives: * To ensure public awareness, dialogue and debate on the current and future potential applications of the priority areas.
* To increase awareness and engagement with priority research areas amongst business and industry partners leading to improved decision-making and support of priority research and innovation.
* To promote credible, fact-based understanding of DSI priority areas and to enable informed decision-making on matters affecting society.
* To stimulate interest in the priority areas with the aims of ensuring a sustainable human capital pipeline through increasing the number of students pursuing SET careers related to the priority areas.
1. **Expected Activities and/or Approaches**

Presented below are the expected activities and approaches for the various eligible organisation to receive grants to participate in the Priority Areas Public Engagement Initiative: |
| **Qualifying institutions**  | **Type of expected activities / approaches** |
| DSI Accredited Science Centres | Identify, organise and conduct activities aligned to the themes and messages, as well as promoting general awareness of the science around the priority areas to the targeted publics. These could include on-site and outreach activities at identified venues.  |
| Science Councils and Public Higher Institutions  | Organise and host sessions on topics related to the themes and messages, in order to promote critical discussions between different publics on the priority area fields. These institutions could organise activities in line with the issues they are already working on, around the priority areas as identified. |
| Public Botanical Gardens, Zoos, and Museums | Develop science exhibitions, resources and organise engagement sessions focused on priority areas.  |
| **Proposed activities could include but are not limited to the following:*** **Science exhibition and demonstration** at fixed sites and through outreach
* **Public talks / lectures / seminars / panel discussions** (i.e. Create platforms and opportunities for the non-scientific community, scientific community, public and media (journalist) to engage on current priority area topics of relevance. Such engagements could be through seminars, workshops, lectures, science cafés, debates etc., and / or using online means and relevant media platforms.)
* **Public engagement** (e.g. Create space for budding scientists within the schooling and university system to showcase their STEMI projects related to the priority arears to their peers and the general public).
* **Role modelling**
* **Media** (articles, interviews and opinion pieces)
* **Career awareness** (i.e. Stimulate interest in and awareness of priority areas as attractive careers including STEMI related careers.)
* **Critical Panel discussions**
* **Facility Visits and Tours** (i.e. public access to research facilities)
* **Material development** to highlight the application of priority areas in everyday life
* **Educational resources development** aligned to the priority areas such as learner booklets, educator manuals (in line with the school curriculum), posters, fact sheets etc. (Note: Development of resources should be done in consultation with NRF│SAASTA and should follow the scientific editorial process during all stages of development.)
1. **Grant Proposal Guidelines and Criteria**

**Grant proposals must ensure that they respond the following criteria:*** Provide a clear indication of the targeted participants / beneficiaries (not less than 3 types as defined above).
* Clearly indicating in the proposal which priority area/s are addressed.
* Create awareness of one or more of the following priority areas: (1) biotechnology, (2) nanotechnology, (3) energy with a focus on hydrogen and fuel cell technology, (4) astronomy and space science, (5) palaeosciences, (6) indigenous knowledge systems and (7) marine sciences.
* Popularise the priority areas as attractive, stimulating, exciting and relevant to daily life.
* Demonstrate the contribution of the priority areas to knowledge generation, economic growth or industrial competitiveness and solving the triple challenges of poverty, unemployment and inequality
* Include creative and innovative approaches and activities relating to the public engagement with priority areas.
* Build basic knowledge of the priority areas and showcase real life application of priority areas
* Profile local scientific achievements in priority areas
1. **Organisational Deliverables and Conditions**

**Organisations who receive grant funding agree to the following GENERAL CONDITIONS:** * Planning, implementation and reporting according to agreed format.
* Implement activities as per approved proposal and subsequent contract.
* Reach the minimum number of participants as agreed with NRF│SAASTA.
* Prioritise the type of target audiences or participants as indicated by NRF│SAASTA.

**Organisations who receive grant funding agree to the following REPORTING CONDITIONS:** * Submit financial reports together with all requested documentation three weeks after the project completion.
* Financial reports must include a financial statement, visibly approved, by a qualified Accountant who is registered with an accounting body in South Africa e.g.: Chattered Accountant, Accounting Technician, Professional Accountant (SAIPA, SAICA etc.). It is assumed that this individual is already part of the Finance Department for the organization and if that is not the case then the grant holder who decides to use this method of reporting should ensure that costs of the services in the form of quotations, will be submitted to NRFISAASTA for assessment and a decision, prior to utilising the services of the accountants. If found to be both necessary and reasonable, pre-approval by the Finance Manager and Managing Director at NRFISAASTA will be communicated to the grant holder. If no prior approval was obtained to use this method of reporting, then the grant holder will be subject to auditing by NRF|SAASTA or expected to automatically revert back onto the previous method of reporting by providing actual supplier slips, invoices and corresponding bank proofs of payment together with a financial report.
* Submit narrative site reports, attendance registers with good quality photos **three weeks** after the project completion.
* Address any request for additional information or documents required by NRF|SAASTA and reply within **one week** of receiving a query from NRF|SAASTA.

**Organisations who receive grant funding agree to the following BRANDING AND ADVERTISING CONDITIONS:** * Where necessary and agreed with NRF|SAASTA, the eligible partners can undertake advertisement related to certain high profile activities or events.
* All documents to be developed for the project, e.g. notes, forms, programmes, etc., must comply with NRF|SAASTA branding policy and guidelines as set out in the contract.
* Any resources or materials developed by grantees with priority areas funding will be owned and maintained as intellectual property of NRF│SAASTA.
* The successful applicant agrees, for publicity purposes, to use the DSI and NRF|SAASTA logos on all materials (this includes educational material) produced for this project. The orders of logos should be in line with the NRF|SAASTA branding policy and guidelines.
* All documents must be submitted to NRF|SAASTA for approval prior to printing and distribution in order to ensure correct branding. Documents should be submitted to Mr Sizwe Khoza (sizwe@saasta.ac.za) or Ms Kedibone Monyebodi (kedibone@saasta.ac.za).
* The NRF│SAASTA reserve the right for intellectual property of the initiatives/projects

**NB: Branding policy and guidelines will be provided to the appointed organisations.** |
| **Eligible partners SELECTION PROCESS** |
| **APPLICATION and submission of proposal FORM** |
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| **Please indicate in which provinces activities will be conducted. Tick applicable boxes** |
| **GP** |  | **NW** |  | **NC** |  | **MP** |  | **LP** |  | **KZN** |  | **FS** |  | **EC** |  | **WC** |  |

**Please complete all fields of this form, stating not applicable (N/A) where appropriate. Additional information is provided at the end of the document.****SECTION A: ORGANISATION PROFILE**

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| A1. **Organisations’ Background Information** |
| **Name of Organisation / Institution** |  |
| **Type of Organisation / Institution** |  |
| **Province where the Organisation / Institution is located** |  |
| **District Municipality where the Organisation / Institution is located** |  |
| **Physical Address for courier purposes** **(Please complete if different from the Project Leader)** |  |
| **Organisations’ Contact Details** **(Please supply landline and Cellular Numbers)** |  |
| **Organisations’ / Institution’s e-mail address** |  |
| **Alternative Contact Person if Project Leader is Unable to Complete Obligations** |
| **Name and Surname** |  | **Position** |  |
| **Email Address** |  | **Contact Numbers and Mobile Numbers** |  |

| A2. **General Project Administration Information** |
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| **Authorised Signatory for Organisation / Institution**  | **Name** | **Position** |
|  |  |
| **Name and designation of Project Financial Administrator** | **Name** | **Position** |
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| A3.**Organisation / Institution Banking Details**  |
| **Name of account holder** |  |
| **Type of account** |  |
| **Name of Bank** |  |
| **Branch** |  |
| **Bank Branch Code** |  |
| **Bank Account Number** |  |
| A4. **Organisation / Institution Business Profile** |
| **Organisational Category (tick one). Please attach proof of registration and accreditation.** | [ ]  Science Council [ ]  Public University[ ]  Museum [ ]  Zoo [ ]  Botanical Gardens [ ]  DSI Accredited Science Centres  |
| **Organisation Management**(Example: CEO, Director, HOD, partners etc.) | **Name** | **Position** |
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| **Nature of Core Business** |  |
| **Indicate Financial Controls in Place** |  |
| **Date of Last Audited Annual Financial Statement** |  |
| **Name and Address of Auditors** |  |
| A5. **Details of Project Leader** |
| **Title**  |  |
| **Full Names Surname** |  |
| **Nationality** |  |
| I**dentity Number** |  |
| **Current Position in the Organisation / Institution** |  |
| **Similar Projects Undertaken Previously** |  |
| **Contact Number (Landline and Cellular Phone)** |  |
| **E-mail Address** |  |
| **Physical Address** |  |
| **Highest Academic Qualifications** |  |
| **Summary of Relevant Experience** |  |
| **Brief Career History** |  |
| **Number of team members assisting Project Leader**  |  |
| **A6. Details of Project Team (add more rows if need be)** |
| **List the potential team members (including facilitators)**  | **Highest Qualification and Relevant Experience** | **Responsible for** |
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| A7. **List of potential Collaborators (add more rows if need be)** |
| **Potential Collaborators** | **Responsible for (where applicable)** |
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| A8. **State contingency plan to ensure successful implementation of activities should unforeseen circumstances occur.** |
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| A9**. REFEREES** **Please provide the names and contact details of three reputable persons whom can attest to the quality of your work.**  |
| **Name & Designation** | **Organisation** | **Contact Details** | **Email** |
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**SECTION B: PROJECT PROPOSAL AND IMPLEMENTATION PLAN**

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| **Project Title** |  |
| **Project Summary** |  |
| **Project Objectives (Please tick a box)** | [ ]  To provide leadership and coordination in science engagement processes and practices of organisations and entities involved in public engagement of the DSI priority areas.[ ]  To ensure public awareness, dialogue and debate on the current and future potential applications of the priority areas. [ ]  To increase awareness and engagement with priority areas amongst business and industry partners leading to improved decision-making and support of priority research and innovation. [ ]  To promote credible, fact-based understanding of DSI priority areas and to enable informed decision-making on matters affecting society. [ ]  To stimulate interest in the priority areas and ensure a sustainable human capital pipeline by increasing the number of students pursuing SET careers related to the priority research areas.  |
| **Project Duration and Start Date** |  |
| **Targeted Publics and Expected Reach1 (below breakdown)** |  |
| **Project Implementation Plan** | **Description of Activities** | **Implementation Timeline** |
|  |  |
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| **Have you undertaken a project of this nature before? (tick one)** | **YES** | **NO** |
| **Please provide specifics of the projects of this nature undertaken by your institution** |  |
| **Indicate specific ways used to measure project success (directly/ indirectly through indicators)** |  |
| **How was the project evaluated? Please provide specifics e.g. who evaluated the project/outcome** |  |

General guidelines to proposal and project activities* What objective/s of the grant are being addressed through this proposal?
* Do project activities have sufficient description to enable technical evaluation?
* Do project activities have an interactive or hands-on component i.e. engagement?
* What are the expected outcomes of the project activities for the different target audiences?

**TOTAL TARGET REACH FOR THE IMPLEMENTATION PERIOD1:** **Remember:** One person attending more than one (1) activities must be counted once and not more than once, to avoid duplication of counting.

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| **TOTAL TARGET REACH FOR THE PERIOD OF**  | Learners |  |
| Educators |  |
| Journalists |  |
| General Public |  |
| Policy / Decision Makers |  |
| Science Communication / Interpreters |  |
| Indigenous Knowledge Holders |  |
| Other: Specify |  |
| **TOTAL TARGET EXPECTED TO REACH** |  |
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|  **proposal evaluation framework and SELECTION PROCESS** |
| **STAGES OF PROPOSAL EVALUATION** **Stage 1 – Compliance to submission requirements**Eligible partners warrant that their proposal document has, as a minimum; the specified documents required for evaluating their proposals as set out in the **Mandatory Returnable Document** list and conform to all the terms, conditions, and specifications as set out in this document.**Stage 2 – Evaluation of Proposals against Technical Specifications*** Stage 2A – Evaluation of proposed activities against the requirements of the call

Only eligible partners meeting or exceeding the minimum threshold in the evaluation criteria set out in this document will be considered for financial support to conduct their planned activities. NRF reserves the right to allocate funding according to its budget and will do so in accordance to technical ranking of the proposals. * **Stage 2B – Revision of their Proposed Activities**

NRF|SAASTA reserves the right to communicate recommendations/queries and the right to request the eligible partners to provide a revision of their original proposal in terms of such recommendations/queries and for this revision to be returned to NRF|SAASTA as per the instructed deadline provided in the feedback. |
|  **QUALIFYING THRESHOLDS FOR EVALUATION** |
| Proposals scoring less than the minimum threshold of **65%** will not proceed to stage 3 for the evaluation on technical specifications.

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| **NO.** | **ELEMENT** | **WEIGHT** | **SCORE** |
| **1.** | **PROJECT MANAGEMENT – Evaluation of this component will be based on the activity evaluation framework:**  |   |   |
|  | Is the project well-resourced in terms of STEMI specialists and information is provided of their track record in running similar initiatives. etc.?

|  |  |
| --- | --- |
| **Description** | **Rating** |
| No information | 0 |
| Project is run by only one person who is not a STEMI specialist | 1 |
| Project is run by only one person who is a STEMI specialist | 2 |
| Project is run by a minimum of two persons of which one is a STEMI specialist | 3 |
| Project is run by a minimum of two persons of which both are STEMI specialists | 4 |

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| **2.** | **MUNICIPALITY REACH**  |  |  |
|  | District rating as per annexure A: 1 (easy to reach) to 3 (difficult to reach). Has the geographical reach been clearly defined in terms of municipal districts as per Annexure A?

|  |  |
| --- | --- |
| **Description** | **Rating** |
| No information | 0 |
| Activity / Activities in a district with rating of 1 | 1 |
| Activity / Activities in a district with rating of 2 | 2 |
| Activity / Activities in a district with rating of 1&2 | 3 |
| Activity / Activities in a district with rating of 3 | 4 |

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| **3.** | **CONTENT:** |  |  |
|  |  **Will the proposed science engagement approach respond to the objectives of this grant? Refer to page 6 (SECTION B: GUIDELINES AND OBJECTIVES)**

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| **Description** | **Rating** |
| No information | 0 |
| Responds to 1 of the objectives of this grant and targets two distinct publics  | 1 |
| Responds to 2 of the objectives of this grant and targets two distinct publics  | 2 |
| Responds to 3 of the objectives of this grant and targets three distinct publics  | 3 |
|  Responds to all 4 of the objectives of this grant and targets three or more distinct publics | 4 |

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| **4.** | **Confidence in the ability to deliver:** |  |  |
|  | **The evaluation panel is looking at experience and knowledge of the project leader and team.** |  |
|  | **Have the team members implemented similar projects before?**

|  |  |
| --- | --- |
| **Description** | **Rating** |
| No information | 0 |
| Have previously run one science engagement activity | 1 |
| Have previously run two science engagement activities | 2 |
| Have previously run three science engagement activities | 3 |
| Have previously run three or more science engagement activities  | 4 |

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| **5.**  | **Contingency Plans** |  |  |
|  | **Does the team have access to, or hold, the capacity to implement the project? The panel will be looking at whether the proposal shows a full understanding of the capacity needed to run the proposed implementation successfully.**

|  |  |
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| **Description** | **Rating** |
| No information | 0 |
| The proposal consists of one team member with no contingency plan | 1 |
| The proposal consists of one team member with a contingency plan | 2 |
| The proposal consists of a project manager or team leader and one team member and responsibilities are clearly indicated with a contingency plan | 3 |
| The proposal consists of a project manager or team leader and two or more team members, with a contingency plan and responsibilities are clearly indicated | 4 |

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| **TOTAL** | **100** |  |

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| **mandatory returnable documents** |
| **Applicants should ensure the submission of the following mandatory returnable documents** |
| 1. | Application and Submission Form |  M |  ❑Yes ❑No |  Page |  |
| 2. | Funding Budget Request Form |  M |  ❑Yes ❑No |  Page |  |
| 3.  | Implementation Plan |  M |  ❑Yes ❑No |  Page |  |

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| **section c: funding guidelines** |
| **Budget submission Requirements (RATES):**The budget for your proposal MUST not exceed **R50 000.00** including VAT. **Please note** – The full budget requirements, including VAT, should be detailed on Funding Request Budget below.NB: Due to limited amount of budget, proposal that score above the 65% qualifying threshold will be prioritised based on the type of targeted publics engaged, geographic location (reach) and innovation of science engagement approach.Budgets must be fully inclusive of all costs; including value added tax and other taxes and must comply with the following:1. Budget ceiling should be adhered to.
2. Proposal price must be in South African currency.
3. Calculations must be detailed and submitted on the prescribed template
4. No promotional items (e.g. t-shirts, caps, pens) will be funded through this grant funding.
5. No capital equipment (e.g. computers, printers) will be funded through this grant funding.
6. **Rates Schedule:** In terms ofNRF approved rates the rates schedule remainsunchanged for the duration of the contract with the NRF. No changes, extensions, or additional ad hoc costs to the rates as set out below, will be accepted:
7. Travel costs must be charged up to a maximum of **R3.61 per km** when using a private vehicle. A log sheet / travel and google maps for claim indicating the detail of the trip must be included.
8. If catering is needed during activities, only snacks / refreshments including drinks, where needed, at a maximum rate of **R75 per person per day** (for an engagement between of more than 6 hours) is allowed.
9. Subsistence allowable is **R150 per day for both lunch and dinner COMBINED** for the project team who travel a distance of more than 100km per day.
10. A maximum of up to **R375 per hour** will be allowed for facilitation fee. A timesheet must be completed indicating services rendered and time durations.
11. Accommodation must not exceed a maximum of **R1000** for bed and breakfast, per person per night.
12. If professional services are needed to compile reports the amount must be covered from your already calculated management fee. NRF|SAASTA will not pay additional amounts for professional services used by the eligible partner to compile their report. This item falls within the management fee in the approved budget and not anywhere outside of this item.
13. A management fee of up to a maximum of **10%** of the total of the budgeted expenses in the proposal will be allowed. Please note that this fee must be calculated again in the financial report at the end of project implementation, based on actual expenses, by adding up all actual expenses and then, calculating 10% of those total actual expenses. The budget must clearly show how the 10% management fee was calculated at proposal and also at financial reporting stages.
14. **NB:** Funding **will not be released** to any organisation who have received funding from NRF│SAASTA and have not completed their projects for the previous financial year, or have not submitted a full **FINANCIAL REPORT** with the supporting proofs, **SITE REPORT** and **ATTENDANCE REGISTERS**.

**FUNDING REQUEST**The funding request budget form below must be completed to correspond with the activities and reach stipulated within this project proposal and implementation plan in section.

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|  **PRIORITY AREA PUBLIC ENGAGEMENT PROGRAMME: FUNDING REQUEST BUDGET** |
|  | **Name of Grant Holder:**  |
|  | **Note: Add in extra lines if necessary** |  |
| **1** | **PROFESSIONAL COSTS:** |  **Cost per line item**  | **Total per Item**  |
| **1.1** |  | **R** | **R 0,00** |
| **1.2** |  | **R** |
| **2** | **TRAVEL AND SUBSISTENCE:** |  **Cost per line item**  |  **Total**  |
| **2.1** |  | **R** | **R 0,00** |
| **2.2** |  | **R** |
| **3** | **TRANSPORT:** |  **Cost per line item**  |  **Total**  |
| **3.1** |  | **R** | **R 0,00** |
| **3.2** |  | **R** |
| **4** | **CONSUMABLES:** |  **Cost per line item**  |  **Total**  |
|  |  |  |  |
| **4.1** |  | **R** | **R 0,00** |
| **4.2** |  | **R** |
| **5** | **EVENTS / ADVERTISING / MARKETING** |  **Cost per line item**  |  **Total**  |
| **5.1** |  | **R** | **R 0,00** |
| **5.2** |  | **R** |
| **6** | **PRODUCTION AND PRINTING:** |  **Cost per line item**  |  **Total**  |
| **6.1** |  | **R** | **R 0,00** |
| **6.2** |  | **R** |
| **7** | **ADMIN AND SUPPORT:** |  **Cost per line item**  |  **Total**  |
| **7.1** |  | **R** | **R 0,00** |
| **7.2** |  | **R** |
| **8** | **LIST ALL IN-HOUSE SERVICES AND COSTS**  | **Cost per line item** | **Total**  |
| **8.1** |  | **R** |  |
| **8.2** |  | **R** |  |
|  |  | **SUB TOTAL:** | **R 0,00** |
| **9** | **MANAGEMENT FEE: Maximum 10 %** | **Indicate the Percentage claimed: X%** | **R 0,00** |
|  | **TOTAL AMOUNT** | **:** | **R 0,00** |
| **(SUB TOTAL + MANAGEMENT)**  |  |

**NB: In-house services MUST be supported by proof of other supplier quotations for price comparison. If the in-house service is more expensive than other suppliers’ prices, the cheaper supplier must be utilised. NRF│SAASTA reserves the right to request three comparative quotes from you for in-house services.** |

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| **section E: appendices** |
| **APPENDIX A: municipal districts in south africa** |
| **Rating 3 = difficult to reach districts Rating 2 = medium to reach districts Rating 1 = easy to reach districts** |
| **#** |  | **Name** | **RATING** | **Province** |
| 1 |  | Alfred Nzo District Municipality | 3 |  |
| 2 |  | Amathole District Municipality | 2 |  |
| 3 |  | Buffalo City Metropolitan Municipality | 2 |  |
| 4 |  | Sarah Baartman District Municipality | 2 | EC |
| 5 |  | Chris Hani District Municipality | 3 |
|  |  |
| 6 |  | Nelson Mandela Bay Metropolitan Municipality | 1 |  |
| 7 |  | OR Tambo District Municipality | 2 |  |
| 8 |  | Joe Gqabi District Municipality | 3 |  |
| 9 |  | Fezile Dabi District Municipality | 2 |  |
| 10 |  | Lejweleputswa District Municipality | 3 |  |
| 11 |  | Mangaung Metropolitan Municipality | 1 | FS |
| 12 |  | Thabo Mofutsanyana District Municipality | 3 |  |
| 13 |  | Xhariep District Municipality | 3 |  |
| 14 |  | City of Johannesburg Metropolitan Municipality | 1 |  |
| 15 |  | [City of Tshwane Metropolitan Municipality](http://en.wikipedia.org/wiki/City_of_Tshwane_Metropolitan_Municipality) | 1 |  |
| 16 |  | Ekurhuleni Metropolitan Municipality | 2 | GP |
| 17 |  | Sedibeng District Municipality | 2 |  |
| 18 |  | West Rand District Municipality | 2 |  |
| 19 |  | Amajuba District Municipality | 2 |  |
| 20 |  | eThekwini Metropolitan Municipality | 1 |  |
| 21 |  | iLembe District Municipality | 3 |  |
| 22 |  | Harry Gwala District Municipality | 3 |  |
| 23 |  | Ugu District Municipality | 2 |  |
| 24 |  | uMgungundlovu District Municipality | 2 | KZN |
| 25 |  | uMkhanyakude District Municipality | 3 |  |
| 26 |  | uMzinyathi District Municipality | 3 |  |
| 27 |  | uThukela District Municipality | 3 |  |
| 28 |  | uThungulu District Municipality | 2 |  |
| 29 |  | Zululand District Municipality | 3 |  |
| 30 |  | Capricorn District Municipality | 1 |  |
| 31 |  | Mopani District Municipality | 1 |  |
| 32 |  | Sekhukhune District Municipality | 3 | LP |
| 33 |  | Vhembe District Municipality | 1 |  |
| 34 |  | Waterberg District Municipality | 3 |  |
| 35 |  | Ehlanzeni District Municipality | 1 |  |
| 36 |  | Gert Sibande District Municipality | 2 | MP |
| 37 |  | Nkangala District Municipality | 2 |  |