



science
& technology

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA

APPLICATION FORM

The Department of Science and Technology (DST) has earmarked a certain amount of funds to support IYA2009 projects and activities to be implemented through various SET stakeholders around South Africa. SAASTA on behalf of DST is inviting stakeholders to submit innovative and creative proposals for organising implementations that assist in the realisation of the vision of IYA2009 through the promotion of astronomy.

Funding conditions

Only one proposal per organisation will be considered. Organisations are encouraged to incorporate Higher Education Institutions, Science Councils and/or any other relevant organisation involved in science awareness or astronomy related activities. Proposals ranging from R 10,000 to R 45,000 are invited, depending on the capacity of the organisation and intended reach of the project. The funding will be allocated towards the end of February 2009.



Please complete all fields of this form, stating N/A where appropriate.

Project Proposal Details

PROJECT TITLE	
PROJECT SUMMARY (MAXIMUM 400 WORDS) Please provide additional information on a separate page, if necessary	

PROJECT DURATION (IN WEEKS/MONTHS)	
STARTING DATE	
PROJECT LOCATION	
TOTAL GRANT APPLIED FOR (R)	
OBJECTIVES Please be very specific.	

TARGET POPULATION & EXPECTED SIZES¹	TARGET POPULATION	SIZE
PROJECT IMPLEMENTATION PLAN Please provide details and if you require more space, use a separate page.	DATE	ACTIVITY
WILL THE PROJECT GENERATE INCOME, AND IF YES, HOW WITH THIS INCOME BE USED IN THE PROJECT?		

¹ **Target population:** Including cultural groups reached in which language, geographical coverage, quantitative date (total audience numbers, performances etc)

INDICATE SPECIFIC WAYS USED TO MEASURE PROJECT SUCCESS (DIRECTLY OR INDIRECTLY THROUGH INDICATORS)²		
IS THIS PROJECT AN EXTENSION OF ANOTHER PROJECT? (TICK ONE)	YES	NO
IF SO, WAS THAT PROJECT EVALUATED? (TICK ONE)	YES	NO
IF YES, PLEASE GIVE SPECIFICS	PROJECT EVALUATED BY	GENERAL OUTCOME (+VE OR -VE)

Contact details of Project Leader

SURNAME & TITLE	
FULL NAMES	
NATIONALITY	

² **Project indicators:** Both quantitative and qualitative

DATE OF BIRTH		
IDENTITY NUMBER		
NAME OF ORGANISATION		
TYPE OF ORGANISATION		
ORGANISATION REFERENCE NUMBER		
STREET ADDRESS OF ORGANISATION		
MAILING ADDRESS OF ORGANISATION		
ORGANISATION TELEPHONE NUMBER		
ORGANISATION FAX NUMBER		
CELLPHONE		
EMAIL		
PREVIOUS SIMILAR PROJECTS UNDERTAKEN BY PROJECT LEADER/IMPLEMENTING ORGANISATION	PROJECT	DATES UNDERTAKEN
POSITION HELD BY & DEPARTMENT OF PROJECT LEADER		

Abbreviated CV of Project Leader

SUMMARY OF ACADEMIC QUALIFICATIONS	
SUMMARY OF RELEVANT EXPERIENCE	
BRIEF CAREER HISTORY	
RECENT PUBLICATIONS	

General Project Administration Information

AUTHORISED SIGNATORY FOR ORGANISATION	NAME	POSITION
NAME/DESIGNATION OF PROJECT FINANCIAL AMINISTRATOR	NAME	POSITION
ALTERNATIVE CONTACT PERSON IF PROJECT LEADER IS UNABLE TO COMPLETE OBLIGATIONS	NAME	POSITION
PROPOSED TEAM MEMBERS	NAME	POSITION
ORGANISATIONS VAT REGISTRATION NUMBER		
BANK DETAILS Name of account holder Type of account Name of Bank Branch Bank Branch Code Bank Account Number		

Project Budget

Budgets that include VAT must be submitted in the range of R 10,000 – R 45,000. Please provide full details of all expected costs of the project as outlined in the table below and refer to footnote regarding capital equipment³.

Item	Cost (Rand)
Professional costs (staff costs)	
Travel & Subsistence ⁴	
Consumables	
Event costs	
Production & printing	
Distribution	
Administrative and support costs ⁵	
Others....	
Total Cost	
Other funding sources (source & purpose)	
Amount requested from SAASTA	

⁴ **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.

⁴ **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.

⁵ **Administrative and Support Costs:** supporting documents will be required

Organisation 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 STATEMENTS		
NAME & ADDRESS OF AUDITORS		

Referees

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

Name	Organisation & designation	Telephone	Email

Submission of Proposals

Applications must be submitted by the following deadline dates:

Deadline for submission of proposals - close of business, **13 February 2009**

Submissions received after this date will not be considered.

All applicants will receive feedback regarding the selection committee's decision

Please fax your submission form to 012 320 7803 or email to joanne@saasta.ac.za or mailed to:

Mail deliveries:

Joanne Riley, Project Officer
SAASTA
PO BOX 1758
PRETORIA
0001

Hand deliveries:

Joanne Riley, Project Officer
Didacta Building
211 Skinner Street
Pretoria

For further enquiries, please visit www.saasta.ac.za or refer to the Call and Terms of Reference.