

# SOCIAL INVESTMENT FUND APPLICATION FORM

Journeying together towards a better future for all.

Name of Organisation:

Telephone Number:

Cell Number:

Email Address:

Registration Number:

**Please attach separate sheets if additional space is required when completing questions.**

## **Please attach the following documents to this application:**

- A detailed proposal with a clear and detailed budget breakdown
- A clear indication on what the funding required from the Bank Windhoek Social Investment Fund will be used for
- An indication of which portion of the budget already receive other donor support. Please specify the donors
- The organisation's constitution
- The latest audited financial statements
- Certificate of registration as a welfare organisation, if applicable.

## **Applications should be submitted to:**

MuukuaV@bankwindhoek.com.na



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a member of Capricorn Group

# SECTION A: INFORMATION ABOUT THE APPLICANT ORGANISATION

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Name of Organisation:

Purpose of Organisation:

## Contact Person

Full Name:

Designation:

## Contact details

Street Address:

Postal Address:

Telephone Number:

FAX Number:

Email Address:

## Organisation Banking Details

Bank:

Branch:

Type of Account:

Account Number:

Management Board/  
Executive Committee

# SECTION A: INFORMATION ABOUT THE APPLICANT ORGANISATION

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## Status of Organisation

Does your organisation have a constitution?

(If yes, please attach)

Yes

No

Does your organisation have an appointed auditor?

(If yes, please state the name and address of the auditor and attach a copy of the most recent audited annual financial statements)

Yes

No

Name of Auditor:

Address of Auditor:

Is the organisation formally registered?

Yes

No

Give a brief background of your organisation?

Specify regions in which your organisation operates.



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# SECTION A: INFORMATION ABOUT THE APPLICANT ORGANISATION

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Describe your organisational structure (or attach a diagram).

How big is your staff compliment?

Permanent

Non-permanent

What are your organisation's objectives?

Who currently funds your organisation?

Have you received funding from Bank Windhoek Social Investment Fund before? Yes

No

(If yes, state when, the amount and for what purpose?)



# SECTION A: INFORMATION ABOUT THE APPLICANT ORGANISATION

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Does your organisation plan to become self-sustainable?

(If yes, provide details)

Yes

No

## SECTION B: INFORMATION ON SPECIFIC PROJECT FOR WHICH FUNDS ARE REQUESTED

Project Name:

Project description:

Project rationale:

(Project justification and background)



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## SECTION B: INFORMATION ON SPECIFIC PROJECT FOR WHICH FUNDS ARE REQUESTED

**In line with our investment areas and the Sustainable Development Goals (SDG's)**, with a focus on, No Poverty; Good Health; Gender Equality and; Climate Action, **select the field(s) which your project targets** (Please 'Tick' appropriate)

**Economic Advancement:** with a focus on entrepreneurial skills development

**Education and Training**

**Health:** with a focus on major dread diseases such as cancer, mental health and disability programmes

**Vulnerability Projects:** Support projects that address the basic needs of vulnerable children with a focus on no hunger and poverty and gender-based violence victim counselling.

Who are the beneficiaries of the project and how will they benefit?

How many anticipated individuals will benefit directly and indirectly from this project?

Directly  Indirectly

Where is the project going to be carried out? Location/Town/Village

What are the project's aims and objectives?

## SECTION B: INFORMATION ON SPECIFIC PROJECT FOR WHICH FUNDS ARE REQUESTED

What are the set project's activities?

Should funding be approved, what specific project outcomes/goals do you expect?  
(E.g. a fully piloted model, X number of people trained in Y skills, a training manual, a publication etc.)

How will the project achieve the outcomes mentioned above? Discuss the tools in place to measure the achievement of goals (monitoring and evaluation):

How long is the project envisaged to run for which Bank Windhoek funding is required?

State the amount of funding required from Bank Windhoek Social Investment Fund?

**Budget:** A detailed budget should be submitted. The budget should clearly outline the amount requested from the Bank Windhoek Social Investment Fund (SIF), own funds and funding from other sources. Breakdown of budgets should link to activities/goods under work plan.

**Project Work plan:** A detailed work plan should be submitted. Where possible, the following should be included:

- Activities to be covered during the duration of the project with SIF
- Costing for activities/programmes
- Responsible person
- period/quarter in which activities/programme will be covered

# GUIDELINES FOR FUNDING

Journeying together towards a better future for all.

**Corporate Social Responsibility is rooted in the Bank Windhoek's DNA. As a responsible corporate citizen, we strive to be socially aware and empower our communities towards a sustainable future.**

The Bank Windhoek Social Investment Fund (SIF) was established in 2001 and serves as a vehicle and a catalyst for Namibian organisations whose activities align with the United Nations (UN) Sustainable Development Goals (SDG's). Organisations with a focus on No Poverty; Good Health; Gender Equality and; Climate Action, supporting the Namibian Government's call to reduce poverty, through growing a sustainable, inclusive economy.

Our vision is to be an inspiring Connector of Positive Change, by creating economic value in a responsible way that unlocks sustainable opportunities for advancing and improving the economic and social conditions in the communities in which we operate. We base our philosophy on our commitment to create economic value in a way that, in turn, creates meaningful value for society by addressing its needs and challenges. This shared value requires deep understanding as well as appreciation of societal needs. It is in line with the Bank Windhoek and Capricorn Group brand purpose of being "Connectors of Positive Change".

## **The primary key investment areas are:**

**Economic Advancement:** with a focus on entrepreneurial skills development. We aim to support aspiring and existing entrepreneurs and job creation projects in communities. With an unemployment level that is surging, Bank Windhoek encourages the creation of business by community members and groups, as it is seen to grow the country's economy and at the same time, creating job opportunities.

**Education and training:** these remain one of the most fundamental tools for our social and economic transformation in Namibia. Our main focus in this area is on specific projects aimed at empowering and developing financial literacy, science and mathematics amongst Namibians.

**Health:** with a focus on major dread diseases such as cancer, as well as mental health and disability programmes. Cancer is a key health focus area for Bank Windhoek and as a result, we support the Cancer Association of Namibia through the Bank Windhoek's Cancer Apple Project.

**Vulnerability projects:** Support vulnerability projects that address the basic needs of vulnerable children with a focus on hunger and poverty, and gender-based violence victim counselling.

## **Scope of the Guidelines**

- Local non-political reputable registered organisations, with a proven track record may apply for funding
- Only applications that fit the Bank Windhoek Social Investment Fund's investment areas will be considered
- With the exception of specialists non-governmental organisations, trusts, foundations and consultants that will provide a service to the community on behalf of subsidiaries, funding should be directed to the organisation and not through intermediaries or third parties
- In special circumstances, agreements may be entered into with a reputable international aid – or development agencies
- Projects are funded up to a maximum of three years
- The maximum amount for funding per annum is **N\$250,000.00**
- No funding will be provided for projects outside the borders of Namibia
- No funding will be covered for infrastructure development, capital equipment and buying of vehicles
- No funding will be covered for international travel initiatives/events

## **How to apply**

Application forms are available on the Bank Windhoek website: [www.bankwindhoek.com.na](http://www.bankwindhoek.com.na)

Completed application forms and full proposals can be sent to: [MuukuaV@bankwindhoek.com.na](mailto:MuukuaV@bankwindhoek.com.na)

The Bank Windhoek Social Investment Fund Committee reviews all applications. Feedback will be provided to applicants after each Social Investment Fund Committee meeting.