MULILO
PRIESKA SOLAR COMMUNITY TRUST

AD-HOC REQUEST FOR FUNDING PROCESS

Please note our ad-hoc funding request procedure below:

1. **Applicant to complete and send request form with supporting documents**
   - If you are a company making a request for equipment, the following FICA documents are required: Proof of residence, ID of director/s, company registration documents, 3 months bank statements and tax clearance status pin (must be tax compliant), BEE certificate.
   - For all other organisations making a request to run a project, the following FICA documents are required: Registration document of organisation, proof of residence and ID documents of organisations board members.
   - 2-3 quotes are required from suppliers/service providers (local gets preference). Please ask Edmund for companies from our database.
   - Please ensure invoices are made out to the Trust and have banking details on. The suppliers banking details on a bank letter have to be attached as well.
   - Please note we pay the suppliers or service providers directly.

2. **Request sent to trustees for review**
   - All requests will only be sent to trustees on or before the 15th and 30th of every month.
   - Applicant will be notified if request is accepted or rejected.

3. **If request approved, proof of payment will be sent to beneficiary**

4. **Beneficiary to send letter of confirmation of receipt of funds**

5. **Request closed**

Disclaimers:

1. The Trust will only funds ad-hoc projects which are once-off events, all bigger projects must be applied for when the call for proposals open.
2. The Trust's priority are the main projects applied for during the call for proposals; therefore, we reserve the right not to fund or put a limit to the ad-hoc projects. The Trust will also be considering the benefit of your project and the amount of your request.
3. Only requests that fall under the Trusts focus areas will be considered, namely:
   - Education
   - Youth development
   - Enterprise development
   - Welfare & humanitarian
   - Environmental

MULILO PRIESKA SOLAR COMMUNITY TRUST - INVOICE POLICY

- All invoices must have the following information:
    - addressed to the Mulilo Prieska Solar Community Trust
    - company name (and logo if you have one)
    - address
    - contact person
    - contact number
    - email
    - date of issue
    - quote/invoice number
    - vat number (if vat registered)
- Must have adequate info of what the invoice is for, i.e. Item, unit amount, quantity, total
- Must be an invoice not a quotation. If you need to submit a quotation first, then please submit the invoice after receiving proof of payment or delivering
- Must have the bank account details on – please ensure they are accurate
- Attach a bank confirmation letter (not older than 3 months) if we have never paid the company before or if there is a change in banking details
- Companies should not be charging vat if they are not vat registered

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AD-HOC FUNDING REQUEST FORM

Basic Details

Name of entity:		Type of entity:	
Registration No.:		Operating towns:	
Contact person:		Email:	
Phone number:		Date of request:	

Request Details

Brief description of your request:			
Motivation why the Trust should fund your request:			
Date of project:		Place of project:	
Target group: (age group)		Amount of people?	
Over how many days will the project be implemented?			

DETAILED BUDGET BREAKDOWN: From the 2-3 invoices you obtained, please only stipulate the most cost-efficient budget below.			
Item	Quantity	Unit cost	Total
TOTAL		**R**	**R**

List top 3 donors, with the amount you received, when you received it and the purpose for which they were received?

Are there other donors funding this request? If yes, state amount and for what.

Additional comments: