BUSINESS PLAN

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| --- |
| **Project Name** |
| **Date:** |  |
| **Project Manager:**  |  |
| **Tel no** |  |
| **Cell no:** |  |
| **E-mail:**  |  |

**TABLE OF CONTENT**

[1 PROJECT DETAILS & APPROVAL 1](#_Toc512502738)

[2 SUMMARY 2](#_Toc512502739)

[3 PROJECT OVERVIEW 3](#_Toc512502740)

[4 RATIONALE AND RELEVANCE OF THE ACTION 3](#_Toc512502741)

[5 PROJECT SPECIFICATION 3](#_Toc512502742)

[6 METHODOLOGY 4](#_Toc512502743)

[7 OPERATIONAL CAPACITY 4](#_Toc512502744)

[8 Sustainability 5](#_Toc512502745)

[9 INDICATIVE TIMEFRAME OF MILESTONES AND ACTIVITIES 6](#_Toc512502746)

[ANNEXURE 1: RESULTS FRAMEWORK 8](#_Toc512502747)

[ANNEXURE 2: PARTNERSHIP AGREEMENT 10](#_Toc512502748)

[ANNEXURE 3: COMPLIANCE CHECKLIST 11](#_Toc512502750)

# PROJECT DETAILS & APPROVAL

|  |  |
| --- | --- |
| Name of Applicant |  |
| Partners (if applicable) |  |
| Project Name |  |
| BAS Project Fund Code | Not applicable at the proposal stage |
| Implementation Period of the Project |  |
| CFO of Applicant |  |
| Contact Number |  |
| E-Mail Address |  |
| Signature of CFO |  |

# SUMMARY

(max 1 page)

|  |  |
| --- | --- |
| The total duration of the action (months or years): |  |
| Project amount requested from GBS: |  |
| Objectives and outcomes of the action: | Overall Objective:Specific Objectives:Outcomes: |
| Partner(s) (if applicable): |  |
| MTSF Priority Outcome List the outcome/s being addressed: |  |
| Focal Area (click on applicable check box – if both, click on both check boxes): | Rural Development [ ] Develop the capacity of the state [ ]  |
| A brief description of the project: |  |
| Describe who will ultimately benefit from the project outcomes: |  |
| Estimated Outputs/Results: |  |
| Main activities: |  |

# PROJECT OVERVIEW

 (max 1 page)

|  |
| --- |
| *Provide a brief description of:** *What is to be done in the project (e.g. what kind of activities)?*
* *Who are the project role players: who will be involved and what is the extent of that involvement?*
	+ *The accountable agency, and lead division within the agency*
	+ *Other partners (implementation partners and or financial support, etc.)* *(delete italicised guiding text once you have completed the section)*
 |

# RATIONALE AND RELEVANCE OF THE ACTION

(max 2 pages)

|  |
| --- |
| *Please provide the following information:** *Provide a general and detailed presentation and analysis of the problems and their interrelation at all levels.*
* *Provide a detailed description of the target groups and final beneficiaries.*
* *Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups.*
* *Demonstrate the relevance of the action to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries and population.* *(delete italicised guiding text once you have completed the section)*
 |

# PROJECT SPECIFICATION

(max 5 pages)

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| *The Project specification provides a narrative summary of the Project Results Framework, which must be attached as an annex (see Annex 1: GBS Results Framework template). Describe the proposed project including background information that led to the formulation of the action. This should include:** *Overall Objective and the Purpose of the Action (max ½ page). Provide and describe the overall objective(s) to which the action aims to contribute towards as well as the purpose that the action aims to achieve.*
* *Outputs and expected results (max 1½ pages). Indicate how the action will improve the situation of target groups/beneficiaries as well as the technical and management capacities of target groups and/or any local partners where applicable. Be specific and quantify outputs as much as possible. Indicate notably foreseen publications. Describe the possibilities for replication and extension of the action outcomes (multiplier effects).*
* *Provide key performance indicators for the project (max 1 page). How will you know that you have achieved the project objectives and outcomes? The performance indicators specified should illustrate the achievement of project outcomes and outputs.*
* *The proposed activities and their effectiveness (max 2 pages). Identify and describe in detail each activity to be undertaken to produce the results, justifying the choice of the activities and specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not repeat the action plan.*

*Indicate clearly the sequence of, and links between all different activities in an appropriate Project Management form, identifying the critical path for implementing the action. (delete italicised guiding text once you have completed the section)* |

# METHODOLOGY

(max 4 pages)

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| *Describe in detail:** *⁭the methods of implementation and reasons for the proposed methodology;*
* *where the action is the continuation of a previous action or project, how the action is intended to build on the results of this previous action;*
* *where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other eventual planned project. Please specify the potential synergies with other initiatives;*
* *the procedures for follow up and internal/external evaluation;*
* *the role and participation in the action of the various actors and stakeholders (local partner, target groups, other departments, etc.), and the reasons for which these roles have been assigned to them;*
* *the organisational structure and team proposed for implementation of the action (by function: there is no need to include the names of individuals);*
* *the main means proposed for the implementation of the action (equipment, tools…) and for carrying out the proposed activities;*
* *the involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them;*
* *the attitudes of all stakeholders towards the action in general and the activities in particular;*
* *any anticipated synergies with, or possible constraints due to other current or planned projects or activities in the vicinity of the location of the action.*
* *(delete italicised guiding text once you have completed the section)*
 |

# OPERATIONAL CAPACITY

(max 2 pages)

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| * *Describe the organisational structure and the team proposed for the implementation of the project.*
* *Describe project management and governance:*
	+ *Where does the project sit in the Department? What are the roles and responsibilities of partners (if any)?*
	+ *Who will make decisions? Who manages the project?*
	+ *What is procurement strategy for the project?*
	+ *Who will oversee implementation of the project?*
	+ *How is coordination with other units, departments or non-state organisations/actors ensured (private sector and or civil society)?*
	+ *What is the project monitoring and reporting plan? Is data available for the selected indicators; how will data be collected; how frequently will the project be reported internally? What are plans for reviewing the project?*
* *The main means proposed for the implementation of the project (equipment, materials, and supplies). (delete italicised guiding text once you have completed the section)*
 |

# Sustainability

(max 2 pages)

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| * *Provide detailed risk analysis and eventual contingency plans. This should include at minimum a list of risks associated with each action proposed accompanied by relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.*
* *Describe the main preconditions and assumptions during and after the implementation phase.*
* *Explain how sustainability will be secured after completion of the action. This may include aspects of necessary follow-up activities, built-in strategies, ownership etc., if any.*
* *In so doing, please make a distinction between the following 3 dimensions of sustainability:*
	+ *Financial sustainability (financing will follow up activities, sources of revenue for covering all current and future operating and maintenance costs, etc.);*
	+ *Institutional level (which structures would allow, and how, the results of the action to continue be in place after the end of the action? Address issues about the "ownership" of action outcomes);*
	+ *Policy level where applicable (What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.). (delete italicised guiding text once you have completed the section)*
 |

# INDICATIVE TIMEFRAME OF MILESTONES AND ACTIVITIES

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| --- |
| **EXPECTED MILESTONES by COMPONENT** |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Component 1:** |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
| Output Milestones (to correspond with activities in Results Framework) |
| Milestone Number | Milestone Description | Achieved by (indicate quarter with an X) |
| **FY1** | **FY2** | **FY3** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| 1 | Output 1 |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.1 | Break output down into sub-outputs or units of outputs by year, if useful. |   |   |   |   |   |   |   |   |   |   |   |   |
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| Activity milestones (to correspond with activities in Results Framework) |
| Milestone Number | Milestone Description | Planned to take place during (indicate quarter with an X) |
| **FY12** | **FY13** | **FY14** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| 1 | Activity 1 |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.1 | Break down activity milestones, for example, the appointment of staff, purchasing of equipment, obtaining permissions, tendering work |   |   |   |   |   |   |   |   |   |   |   |   |
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# ANNEXURE 1: RESULTS FRAMEWORK

**Project name and objective**

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| **Project Name** | Specify the project name |
| **Project Objectives:** | The Project Objective describes the intended benefits to be realised through the project. The intended benefits should be measurable and specific. By reading a project objective, one should be able to determine what is being targeted directly by the project and who (a community, group of people, institutions) will benefit. The project objective and rationale should describe the expected contribution of the project to the achievement of 1 or more of the MTSF Priority Outcomes. |
| **Project Outcome** | The Project Outcome is the uptake, adoption or use of project outputs by the project beneficiaries  |
| **Project Components** | If applicable, please specify the project components. The project outcomes, outputs, activities and inputs for each component must be described. |

**Component results framework (one for each component)**

|  |  |
| --- | --- |
| **Component name** | Specify Component Name |
| **Project Intermediate Outcomes (by component):** List the intermediate outcomes expected from the component*An Intermediate Outcome specifies a result proximate to an intended final outcome, but likely more measurable and achievable in the lifetime of a project to an intended final outcome. Example: Teachers use the new teaching methods (output/intermediate outcome) to improve learning among students (final outcome).* | **Project Outputs (by component):** List project outputs over the life of the project*Outputs are the supply-side deliverables, including the events, products, capital goods or services that result from a development intervention (e.g., construction of a school).* *The key distinction between an output (a specific good or service) and an outcome is that an output typically is a change in the supply of goods and services (supply side), while an outcome reflects changes in the utilisation of goods and services (demand side).*  | **Activities:** List main project activities over the life of the project *An Activity is an action taken or work performed by which inputs are converted into specific outputs. Activities, such as providing training, constructing a facility, etc. are designed to deliver outputs.* | **Inputs:**List main expected inputs over the life of the project*Inputs are the financial, human, and other resources mobilised to support activities undertaken by a project. Examples would include staff, travel, and accommodation.* |
| **Outcome Indicators (by component):** Provide indicators for the outcome listed: how will you know that you have achieved the intermediate outcome?**Baseline:** **Target:** *An Indicator is a measure that can be used to monitor or evaluate an intervention. Indicators can be qualitative (in which case they usually entail verbal feedback from beneficiaries) or quantitative (derived from measurements of the intervention)* | **Output Indicators (by component):** Provide indicators for the outputs listed. How will you demonstrate that you have achieved an output?**Baseline:** **Target:** *An Indicator is a measure that can be used to monitor or evaluate an intervention. Indicators can be qualitative (in which case they usually entail verbal feedback from beneficiaries) or quantitative (derived from measurements of the intervention).* |

# ANNEXURE 2: PARTNERSHIP AGREEMENT

**Partners of the applicant**

|  |  |
| --- | --- |
| **This section must be completed for each partner organisation.**  | **Partner 1** |
| Full legal name (business name): |  |
| Nationality: |  |
| Legal status (type of organisation): |  |
| Official address: |  |
| Contact person: |  |
| Telephone number: |  |
| Fax number: |  |
| E-mail address: |  |
| Number of employees: |  |
| Other relevant resources: |  |
| Experience of similar actions, in relation to the role in the proposed action: |  |
| History of cooperation with the applicant: |  |
| Role and involvement in preparing the proposed action: |  |
| Role and involvement in implementing the proposed action: |  |
| Signed by partner: |  |

# ANNEXURE 3: COMPLIANCE CHECKLIST

|  |  |  |
| --- | --- | --- |
| **Before sending your proposal, please check that each of the following components is complete and respects the following criteria** | **Applicant to complete** | **National Treasury** |
|  | YES | NO | N/A | YES | NO | N/A |
| **ADMINISTRATIVE COMPLIANCE** |  |  |  |  |  |  |
| The application is submitted by a National Department as specified in Annexure B of the guideline |  |  |  |  |  |  |
| The deadline for submission has been respected |  |  |  |  |  |  |
| An original + 1 copy and a flash drive of the proposal have been submitted |  |  |  |  |  |  |
| The correct grant application form, published for this call for proposals, has been used and completed as per requirements |  |  |  |  |  |  |
| The proposal is typed and is in English |  |  |  |  |  |  |
| In the case of a partnership, each partner has completed and signed a partnership statement, and the statements are included (if applicable). |  |  |  |  |  |  |
| The duration of the action is clearly shown and is equal to or more than 1 year and up to 3 years |  |  |  |  |  |  |
| The requested contribution is equal to or higher than R10 million |  |  |  |  |  |  |
| The requested contribution is equal to or lower thanR60 million |  |  |  |  |  |  |
| The Results framework has been completed |  |  |  |  |  |  |
| Component Budget input tables (Excel) have been completed |  |  |  |  |  |  |
| Cash use projection and requested disbursement (Excel) has been completed |  |  |  |  |  |  |
| The indicative timetable of quarterly Milestone and activities has been completed |  |  |  |  |  |  |
| The CFO of the National Department approves the budget by signing off the proposal |  |  |  |  |  |  |
| The partnership agreement is completed and signed if applicable |  |  |  |  |  |  |

*\* Please note the N/A will only be applicable to the Partnership Agreement*