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| **APPLICATION FORM** | |
| **GENERAL INFORMATION** | |
| Name of organisation: | |
| Landline phone number: |  |
| Website (if any): |  |
| Email address: |  |
| Current address (where programme operates): | |
| Building/Street Name: | |
| Area: | |
| City: | |
| Postal/Area Code: | |
| Province: | |
| NPO Registration number (if registered): |  |
| Date registered as an NPO (if applicable): |  |
| Person applying (primary contact person): | |
| Role in the organisation: | |
| Phone: | Cell phone: |
| Secondary contact person: | |
| Role in the organisation: | |
| Phone: | Cell phone: |
| **GOVERNANCE INFORMATION** | |
| Does your organisation have a board? |  |
| How often does the board meet? |  |
| Name of Chairperson: |  |
| Chairperson’s phone number: |  |
| Chairperson’s email address: |  |
| Name of Director: |  |
| Director’s phone number: |  |
| Director’s email address: |  |
| **PROGRAMME INFORMATION** | |
| Do you have an existing tutoring programme for young children? |  |
| Who are your feeder school/s (schools that you are currently working with): |  |
| What is the language of instruction at the school/s? |  |
| What are the home languages of the children you work with? |  |
| How long has the tutoring programme been running for? |  |
| How many tutors do you have? |  |
| Are the tutors volunteers or do they receive a salary or stipend? |  |
| Name of existing or potential co-ordinator of tutoring programme: |  |
| Background and educational experience  (if any): |  |
| Cell number: |  |
| Email address: |  |
| Name of second co-ordinator: |  |
| Background and educational experience  (if any): |  |
| Cell number: |  |
| Email address: |  |
| If you already have a tutoring programme, please list the number of children you have registered in each grade. | Number of children |
| Grade R |  |
| Grade 1 |  |
| Grade 2 |  |
| Other Grades |  |
| **FINANCIAL INFORMATION** | |
| Who manages the finances within your organisation? |  |
| When did the organisation receive your first grant, and what was the amount? |  |
| What is your current operating budget? |  |
| What are/is your main source/s of income? |  |
| For how many years/months do you have secured funding for? |  |

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| **REFERENCES**  *References can be anyone from another organisation, or funder, that is familiar with the work of your organisation.* | | |
| Name | Phone | Email address |
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**THE APPLICATION PROCESS**

Deadline for application is Friday the 12th of February 2016 at 5pm.

Successful applicants will be informed of next steps, which may include a telephonic interview, site visit and a meeting with staff and board members. The preliminary date for these visits is the last week of February. The three day training will take place in mid April 2016 and two members of staff from selected organisations must be available for the full training. Dates will be confirmed with organisations in March.

**SUPPORTING DOCUMENTS**

In addition to the application form, please provide as many of the following documents as possible:

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| ☐ | Latest Annual Report |
| ☐ | Most recent and current financial year’s operating budgets (secured funds) |
| ☐ | Latest Financial Statements |
| ☐ | NPO registration certificate |
| ☐ | Any recent (last 5 years) impact reports that were conducted for the organization |
| ☐ | Motivation letter to outline eligibility; experience; reason for applying (one page max) |

**SUGGESTED QUESTIONS TO ADDRESS IN THE MOTIVATION LETTER**

* Why do you as an organisation exist? What is the change you hope to see?
* Why does the organisation want to achieve this?
* What are some of the challenges facing your organisation that would prevent you from achieving it?
* How do you think your participation in this opportunity will help to overcome these obstacles and enhance impact?
* Why do you want to learn about and implement the Wordworks programme and model of tutoring?
* Why are you applying for this opportunity?
* What are your organisation’s values?

**DECLARATION**

The applicant confirms that:

* All information in this application form, and supporting documents is accurate and true.
* Two members of staff are available for the training in mid April 2016
* The organisation is able to meet the criteria for intensive training, support and programme funding:

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| ☐ | An emerging community based organisation or a more established organisation looking to improve or change its tutoring model\* |
| ☐ | Based in the Western Cape |
| ☐ | A registered non-profit organisation or intention of registering. |
| ☐ | A track-record of delivering a quality service/programme for at least one year. |
| ☐ | A suitable and secure venue for tutors to work with young children |
| ☐ | At least 1 part-time salaried person or a committed founder/co-founder who has ideally been involved tutoring and is committed to making the programme work. This person will need to recruit, train and mentor tutors and manage administration and recordkeeping. |
| ☐ | An assistant (can be a volunteer) and either a committed team of tutors OR access to tutors that are able to attend training and work with children for at least six months. |
| ☐ | Links with a school/ECD Centre whose management team and principal are supportive of a tutoring programme. |
| ☐ | Willingness to follow the lesson structure in the guidelines for tutors and apply Wordworks’ principles of one tutor working with two children in a supportive learning environment. |
| ☐ | Commitment to explaining organisational/school policies and procedures around child protection to tutors and ensuring these are adhered to. |
| ☐ | Willingness to use Wordworks’ assessment tool and a specified database or template for collection of attendance records, test scores and other data to inform collective impact. |
| ☐ | A collaborative mind-set and dedication to capacity building and community development. |
| ☐ | Close alignment with The Learning Trust's values of humility, diversity, honesty and a commitment to learning. |

\*organisations that have previously attended Wordworks training are still eligible to apply.

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| Signature of applicant: | Date: |
| Name: |  |