



Ambit Requirements

Below are the requirements you need to qualify as a potential beneficiary / impact partner of Community Chest Durban.

Details required (in writing, along with a three page overview)

1. Contact details:

- Organisation name, including 'trading as' name, if applicable.
- Physical location
- Geographic region of services
- Organisation's phone number
- Organisation's website address
- Contact person's name
- Contact person's contact number
- Contact person's e-mail address

2. Date of establishment

- Date organisation commenced operating
- Date of registration with the NPO Directorate
- Copy of Constitution or Founding document

3. Registration and affiliation details to a Parent Body (if any)

- With whom are you affiliated
- How long has this relationship been in place

4. Governance details

- Your structure (Voluntary Association / Trust / PBO / NPC etc.)

- Date the current constitution was approved / Founding document
- Number of Board / Directors / Committee Members
- Date of your last AGM
- At least one set of audited Financial Statements and an Annual Report presented at your AGM

5. Services information

- To whom / what / where do you provide services
- What social needs does your organisation address

6. Staffing

- How many staff are employed
- Part or full-time
- Volunteers or paid staff
- What functions do you staff conducts e.g. admin, social work, care, education

7. Financial information

- Gross budgeted income and expenditures for current year
- Overview of your sources of funding, subsidies etc.
- Name of your Auditor or Independent Accounting Officer Firm

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**Community
Chest** Durban