



**science & technology**  
Department:  
Science and Technology  
REPUBLIC OF SOUTH AFRICA

**Hosting of Media Round Tables (MRTs) by Science Centres in South Africa**

**MRTs by Science Centres Submission Form<sup>1</sup>**

Please complete all fields of this form, stating N/A where appropriate.

**Project Proposal Details**

<b>PROJECT TITLE</b>	
<b>PROJECT SUMMARY (MAXIMUM 400 WORDS)</b> Please provide additional information on a separate page, if necessary	

<sup>1</sup> For SAASTA office use only

<b>Programme:</b>	<b>SAASTA Ref Number:</b>	<b>Closing Date:</b>
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<b>PROJECT DURATION (IN WEEKS/MONTHS)</b>		
<b>STARTING DATE</b>		
<b>PROJECT LOCATION</b>		
<b>TOTAL GRANT APPLIED FOR (R)</b>		
<b>OBJECTIVES</b> Please be very specific.		
<b>TARGET POPULATION &amp; EXPECTED SIZES<sup>2</sup></b>	<b>TARGET POPULATION</b>	<b>SIZE</b>
<b>PROJECT IMPLEMENTATION PLAN</b> Please provide details and if you require more space, use a separate page.	<b>DATE</b>	<b>ACTIVITY</b>

<sup>2</sup> **Target population:** Including cultural groups reached in which language, geographical coverage, quantitative data (total audience numbers, performances etc)

<b>WILL THE PROJECT GENERATE INCOME, AND IF YES, HOW WITH THIS INCOME BE USED IN THE PROJECT?</b>		
<b>INDICATE SPECIFIC WAYS USED TO MEASURE PROJECT SUCCESS (DIRECTLY OR INDIRECTLY THROUGH INDICATORS)<sup>3</sup></b>		
<b>IS THIS PROJECT AN EXTENSION OF ANOTHER PROJECT? (TICK ONE)</b>	<b>YES</b>	<b>NO</b>
<b>IF SO, WAS THAT PROJECT EVALUATED? (TICK ONE)</b>	<b>YES</b>	<b>NO</b>
<b>IF YES, PLEASE GIVE SPECIFICS</b>	<b>PROJECT EVALUATED BY</b>	<b>GENERAL OUTCOME (+VE OR -VE)</b>

<sup>3</sup> **Project indicators:** Both quantitative and qualitative

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**Contact details of Project Leader**

<b>SURNAME &amp; TITLE</b>	
<b>FULL NAMES</b>	
<b>NATIONALITY</b>	
<b>DATE OF BIRTH</b>	
<b>IDENTITY NUMBER</b>	
<b>NAME OF ORGANISATION</b>	
<b>TYPE OF ORGANISATION</b>	
<b>ORGANISATION REFERENCE NUMBER</b>	
<b>STREET ADDRESS OF ORGANISATION</b>	
<b>MAILING ADDRESS OF ORGANISATION</b>	
<b>ORGANISATION TELEPHONE NUMBER</b>	
<b>ORGANISATION FAX NUMBER</b>	
<b>CELLPHONE</b>	
<b>EMAIL</b>	

<b>PREVIOUS SIMILAR PROJECTS UNDERTAKEN BY PROJECT LEADER/IMPLEMENTING ORGANISATION</b>	<b>PROJECT</b>	<b>DATES UNDERTAKEN</b>
<b>POSITION HELD BY &amp; DEPARTMENT OF PROJECT LEADER</b>		

### Abbreviated CV of Project Leader

<b>SUMMARY OF ACADEMIC QUALIFICATIONS</b>	
<b>SUMMARY OF RELEVANT EXPERIENCE</b>	
<b>BRIEF CAREER HISTORY</b>	
<b>RECENT PUBLICATIONS</b>	

### General Project Administration Information

<b>AUTHORISED SIGNATORY</b>	<b>NAME</b>	<b>POSITION</b>
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<b>FOR ORGANISATION</b>		
<b>NAME/DESIGNATION OF PROJECT FINANCIAL AMINISTRATOR</b>	<b>NAME</b>	<b>POSITION</b>
<b>ALTERNATIVE CONTACT PERSON IF PROJECT LEADER IS UNABLE TO COMPLETE OBLIGATIONS</b>	<b>NAME</b>	<b>POSITION</b>
<b>PROPOSED TEAM MEMBERS</b>	<b>NAME</b>	<b>POSITION</b>
<b>ORGANISATIONS VAT REGISTRATION NUMBER</b>		
<b>BANK DETAILS</b> Name of account holder Type of account Name of Bank Branch Bank Branch Code Bank Account Number		

### Project Budget

**Budgets that include VAT must be submitted in the range of R20,000 – R40,000.** Please provide full details of all expected costs of the project as outlined in the table below and refer to footnote regarding capital equipment<sup>4</sup>.

<b>Item</b>	<b>Cost (Rand)</b>
Professional costs (staff costs)	
Travel & Subsistence <sup>5</sup>	
Consumables	
Event costs	

<sup>4</sup> **Capital equipment:** SAASTA does not fund the purchase of fixed assets. However, specialized equipment can be motivated if there is clear relevance to the project, together with details of how/where this equipment will be used after the completion of the project.

<sup>5</sup> **Travel and subsistence rates:** Rates used must adhere to NRF policies, specifically:

- Accommodation costs limited to a maximum of R500 per night;
- Daily allowance/subsistence costs of R120 for full 24 hours away or R5 per hour for incomplete day up to a maximum of R120 per day;
- Maximum rates for use of privately owned motor vehicles are: 150 cents for 0-1300 engines; 200 cents for 1301-1800 engines and 250 cents for 1801+ engines.

Production & printing	
Distribution	
Administrative and support costs <sup>6</sup>	
Others....	
<b>Total Cost</b>	
<b>Other funding sources (source &amp; purpose)</b>	
<b>Amount requested from SAASTA</b>	

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<sup>6</sup> **Administrative and Support Costs:** supporting documents will be required

## Organisation profile

<b>NO OF EMPLOYEES</b>		
<b>ORGANISATION MANAGEMENT</b> (E.G. CEO, Director, HOD, partners etc)	<b>NAME</b>	<b>POSITION</b>
<b>NATURE OF CORE BUSINESS</b>		
<b>INDICATE FINANCIAL CONTROLS IN PLACE</b>		
<b>DATE OF LAST AUDITED ANNUAL FINANCIAL STATEMENTS</b>		
<b>NAME &amp; ADDRESS OF AUDITORS</b>		

## Referees

Please provide the names and contact details of two reputable persons who can attest to the quality of your work.

Name	Organisation & designation	Telephone	Email