**APPLICATION FORM**

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| **Name of organisation** | PHAPHAMANI HOME BASED CARE CENTRE |
| **Project Name** | Management Capacity Building for 20x Home Based Organisations |
| **Name of Applicant** | Mr Kanukani Mudau |
| **Position** | Chief Operations Officer |

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| **APPLICATION FOR FUNDING 2012** | |
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| 1. **Institutional Information** | |
| Name of Institution / Company Requesting Funding (lead applicant): | Registration Number: |
| **Phaphamani Home Based Care Centre** | **006-664 NPO** |
| VAT Registration number | Legal Status |
| Exempted | Non Profit organisation |
| Contact Person: **Mr. Kanukani Mudau**  Physical Address:  **Stand no 2805**  **Kabokweni Ridge**  **1245** | Postal Address:  P.O.Box 3277  Kabokweni  1245. |
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| Telephone Number: **013 796 9121**  **Fax number: 013 796 9122**  Cell Phone Number: **083 880 3128** |  |
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| E-mail Address: **phaphamanihbc@gmail.com**  Website: **www.phaphamanihbc.org** |  |

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| 1. **Type of Institution (please tick relevant block)** | | | |
| Non-Governmental | **x** | Government Department |  |
| Business/Private Sector |  | Local Government |  |
| Public organisation/agency |  |  |  |
| Other (specify): |  |  |  |

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| 1. **Summary of Initiative** |

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| **Initiative Name:**  **Management Capacity Building of 20x Home based care organisations.** | **Duration of the Project (no longer than 3 years)** |
| The initiative will be implemented in 3x phases namely:  **1st phase:**   * Identification and screening care workers and divide them according to identified 2x qualifications of training programme. * Recruitment of 5x mentors and orientate them to mentoring methodologies. * Identify and screen 25x community based organisations working with children and funded by Department of Health and Social development to be the beneficiaries for management skills training and mentorship support programme.   **2nd phase**:   * Facilitation of skills development programme to enhance the capacity of care givers working under Phaphamani HBC centre. * Trainings of community based organisations in management skills * Regular mentoring and coaching of CBOs to implement skills acquired.   **Phase three:**  Measuring impact of skills capacity on the provision of services to the community and compilation of reports. | 2 years  July 2012 to June 2014 |
| **Summary description / synopsis of the initiative and key activity (ies)** | **Proposed start date:** |
| **BACKROUND**  Phaphamani home based care centre is a non profit organisation established in 1998 to provide services of care and support to people infected and those affected by HIV and AIDS in the community of Kabokweni areas outside White River location of Mpumalanga province.  The organisation is rendering home community based care for people suffering from HIV related illness and also caring the orphans and vulnerable children due to levels of poverty and other social ills in the communities.  In response to the situation the organisation is working with communities through engagement of volunteers care workers employed by the organisation and they conducts visit the clients to their households on daily basis. A multi-purpose centre for children has been established to provide range of activities for children aimed at meeting their psycho-social wellbeing.  The organisation is in partnership with starfish foundation to implement capacity building programme for improving management capacity of local community based organisations rendering Home based care activities.  The activities include trainings and mentoring of identified CBOs in 10 priority areas of management operations and  **NEEDS/SITUATION/ANALYSIS**  The high prevalence HIV and AIDS in the country has fuelled enormous response by government departments and community individuals through organised groups of community individuals to curb the spread of the diseases through creation of awareness and caring for those infected and affected people. The existence of such organisations triggered government departments and other non governmental agencies to support their efforts through funding and basic training programmes to ensure delivery of services and instil growth of community based organisations (CBOs)  However the anticipated services is so overwhelmed and compromised by mushrooming organisations that are not thoroughly trained with characteristics of skills shortage, single dependency, mismanagement of resources, infighting, duplication of services, lacks motivation and almost on the brink of collapse due to lack of proper planning and guidance.  These challenges have already been identified by various stakeholders such as funding sectors and other capacity building institutions; however the problems still persist regardless of serious intervention done.  Phaphamani home based care centre has identified a great need for skills training and mentoring for development and guidance of organisational operations through facilitation of structured modules of management trainings and mentoring at close contact with organisations to foster improvement and growth of the CBOs is in partnership with department of social development and starfish foundation to address challenges of skills shortage in management units of community based organisations especially those receiving funding from Health and social development department.  The organisation is in partnership with department of Social development and Starfish Greathearts Foundation to implement capacity building programme for community based organisation working in the field of HIV care and support for orphans’ children.  **NAME OF A PROJECT**  Capacity Building of CBOs Management.  **INTERVENTION**   1. The organisation will embark on SKILLS TRAININGS programme for selected individuals from management team of identified community based organisations and also increase knowledge of child and youth care as well as community health work qualification targeting volunteers care givers working in the communities served by Phaphamani HBC centre. 2. Mentoring activities will be implemented through linking organisations with experienced mentoring personnel from service provider organisation to render close guidance through site visits to CBOs, meetings and referrals to other resource stakeholders.   **METHOD**  Phaphamani will establish a team of trainers / mentors who will be oriented to the capacity building intervention programme that outlines the methodologies of implementing the programme.  The organisation will together with department of social development and starfish foundation identify community based organisations from the one district in ht e province of Mpumalanga.  Role players’ stakeholders (dept of social development, Phaphamani HBC centre and Starfish) will identify focal areas of management components and relevant qualifications to be trained.  The team will also identify relevant accredited training service provider and develop plans for facilitating such training modules.  Training of 5x management staff members who are supervising the programmes of Phaphamani for holistic services to the community. The officer will be training in the following field:   1. Outcome based skills facilitator 2. Outcome based assessor course 3. Outcome based moderation course.   Beneficiaries will be screen to determine entry level to capacity building training and relevancy of positions assigned to benefit in the training programme.  During and after training, mentoring shall be conducted by trained mentors to support trainee’s organisations in deepening the knowledge gained and coach in putting into practice the skills acquired.  Quarterly meetings shall be conducted between service providers and groups of beneficiaries including funders to share progress reports and craft wayfoward on lesson learnt from each milestone.  Monthly reports of activities facilitated by each trainer / mentors will be compiled and sent to funders in due time.  **TARGET GROUP**   1. Management staff from identified 20x CBOs attached to Phaphamani for mentorship support and those organisations operating in the Ehlanzeni district of Mpumalanga, 2. Training of 5x management staff members who are supervising the programmes of Phaphamani for holistic services to the community. The officer will be training in the following field: 3. Outcome based skills facilitator 4. Outcome based assessor course 5. Outcome based moderation course.   **IMPACT OF THE PROJECT**   * The project will employ more than 15 people during initiation phase and continue to create employment opportunities to more than 50 care workers who will be fulltime in the organisation. * Increased Capacity of skills will culminate to rendering of quality service in meeting the needs of vulnerable groups in the society. * The project will help eliminate levels of poverty through provision stipends to mentors and care workers to enable them support their households. * Intervention of service rendered will eliminate conditions of vulnerability by deepening educations and strategies for self sustainability with little resources available in the communities. * Strengthened linkage between government and communities to administer delivery of services. * Increase growth of CBOs in their management capacity and enable them to create linkages with local and international sectors for resource mobilisation. * Improved capacity to utilise resources acquired effectively and efficiently. * Promote independency and sustainability of Community based organisations. * Build and contribute to career growth of community individuals as a result of trainings programme offered. * Improve wellbeing of the communities in Ehlanzeni district of Mpumalanga province. |  |
| **Geographic Area of implementation of initiative** | **Is this initiative a new initiative, or a replication/expansion of an existing initiative?** |
| * Phaphamani is working in the community of Kabokweni between Nelspruit and Hazyview town. * Services are rendered in the communities from 8x zones in the radius of about 20 kilometres. * The community is characterized by high percentage of illiteracy is very high in this community which contributes to unemployment leading to poverty, prostitution and crime resulting to the spread of HIV and AIDS especially amongst the young adults. * The intended project is to be implemented in the 5x local municipalities of under Ehlanzeni district of Mpumalanga, targeting mostly the CBOs operating in the rural villages where access to service is limited. | Expansion of an existing initiative |

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| 1. **Impact**   **8.1: Number of Jobs to be Created: 15 persons will be employed to serve in the project for a period of 12x months.** |
| **8.2: Non-job creation impact**  (Please indicate non-job creation linked impacts e.g. number of people trained, increase in economic activity etc). |
| * 60 people (management personnel) from 20x selected community based organisations to benefit skills acquisition as a result of training to be offered. Due to knowledge capacity acquired, care workers will have opportunity to be employed full time by the organisation or other private institutions or either absorbed by department of social in the health and social sectors. * Improved management capacity will enable the organisations to create networks and gain exposure to with other national donors to solicit support for rendering their service planned for sustainability of the organisations. * 15 people to be employed as mentors and training facilitators and continue to receive stipends in the duration of project implementation. |

1. **Initiative Description**

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| **Vision** |
| To be a self sufficient organisation that provides sustainable community based health care service to ensure the quality of life and optimal improvement in the condition of those infected and affected by HIV and AIDS. |
| **Mission** |
| Phaphamani exist to provide quality services to the community by caring for the sick in their homes providing comprehensive care and support to people living with HIV and AIDS and affected families’ members including orphans and vulnerable children by establishment of support group and educating the community to prevent the spread of the disease and alleviating poverty through income generating community projects. |
| **Core values and beliefs** |
| At Phaphamani HBC believes and uphold the mentioned principles to maintain a highest standard of providing quality service.   * Accountability * Transparency * Trustworthiness * Integrity * Commitment * Consultation and participation of community * Recognising Human potential. * Fairness * Privacy * Professionalism * Caring |
| **Type of legal entity** |
| Phaphamani HBC centre is a non-profit organization registered with Social Development NPO Directorate |
| **Governance structure** |
| |  |  |  | | --- | --- | --- | | **Names** | **Position** | **Occupation** | | 1. Mr M. Vilakazi | Chairperson | Department Of Education | | 1. Mrs D. Dube | Deputy Chairperson | Teacher | | 1. Mr E. Rangata | Secretary | Pharmacist | | 1. Mr F. Dludlu | Treasurer | Former SAPS Officer | | 1. Mrs Theledi | Technical Service Advisors | Insurance Consultant. | | 1. Mr A. Makhushe | HR technical advisor | Educator | | 1. Mr N. Dimba | Fundraising technical advisor | Department of Education | | 1. Mr Ndlovu | Fundraising technical Advisor | Banking Consultant | |
| **Staff training and support** |
| Phaphamani has trained staff in the field of professional nursing to provide quality health care promotion programme and boost experience of extensive work in the community and obtain skills in the field of project management and community or organisational development practices.  This project will be carried out by management staff and trained mentors who will continue to train other recruits to expand the service.  However, the organisation still need to intensify training to care workers working in the field attached to clients and support other organisations that has desire to emulate the growth of Phaphamani HBC capacity. |
| ORGANISATION'S WORK & STRUCTURE |
| The hierarchal structure of project implementation team. |
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| **Duties** |
| 1. The project manager will play an oversight role of the whole project implementation and monitor appropriate utilisation of funds to meet objectives of the initiative. The project manager will be expected to maintain relationship between stakeholders of role players through regular meetings to share reports and as well monitoring of the whole project. 2. The finance officer will be part of the project to assist in preparation of budget, maintain regular bookkeeping and liaise with funders and compile financial reports for monthly and quarterly reporting. 3. Administration officer will serve as HR officer of the project and serve as a source link between project manager and the co-ordinators. Procurement activities and organising of trainings and meetings coupled with facilitating communications between all stakeholders shall be the responsibilities of the administration officer. 4. Both 2x officer (programme co-ordinators) shall work together to ensure identification of care workers, community based organisations, trainees, preparation of trainings and provide regular mentoring support. 5. Care workers and CBOs will be the recipients of skills acquisition. |
| **Reference number:** |
| 006 –664 NPO  **Registration Date:** 31 August 1999 |
| **Youth participation** |
| The organisation considers involvement of young people in the project as valuable methods of empowering youth of our country to give them exposure for personal capacity development and participation in community development activities.  Our team of care givers is comprised of mostly youth below the age of 35 years and as well adults.  About 90 % of Organisations to be supported through trainings and mentoring are under leadership of young people who have just passed Matric and disadvantaged to get opportunity to further their education at tertiary level. |
| **Stakeholder support** |
| The organisation acknowledges the participation of other relevant stakeholders in the implementation of institutional capacity building programme.  Currently the organisation is working in partnership with hospice palliative care association of south Africa and Department of health and social development and community stakeholders such as churches, ward committee and NGO forums.  Phaphamani is in partnership with department of Social development to support more than 25 organisations funded by the department to render home based care services. The department provide materials for HCBC management trainings and qualification guidelines for training of care workers in the home based care activities.  Training of other organisations is also supported by Starfish foundation under 3x year contract with Phaphamani to improve management capacity of the CBOs. |

1. **Additional Information**

Please briefly include any additional, relevant information you feel has not been covered in other sections

The training is intending to provide skills development by offering accredited qualification by HWSeta or services seta endorsed by South African qualification authority (SAQA)

Phaphamani HBC Centre is an accredited training provider and this institutional capacity building initiative will assist the organisation to extend its scope of training for career development and contribute to creation of job opportunities in the republic of South Africa.

Enclosed are the copies of registration certificate, constitution of Phaphamani Home Based Care Centre.

1. **Declaration**

I Kanukani Mudau hereby certify that the information provided in this application is correct in all material aspect and I am duly authorized by the governing body to submit this application on behalf of **PHAPHAMANI HOME BASED CARE CENTRE** (Name of the applying institution).

K. Mudau

Signature

Designation: **Chief Operations Officer**