



GAUTENG PROVINCE

SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

ASSESSMENT OF THE BUSINESS PLAN FOR FUNDING PURPOSES 2015/2016.

PROGRAMME:	CHILD CARE AND PROTECTION/CARE AND SUPPORT SERVICES TO FAMILIES
NAME OF NPO:	SAVF Vanderbijlpark Shelter
NPO NUMBER:	011-030-NPO
NPO REG. STATUS:	Registered on 16 November 2000
BP NUMBER:	1000406969
DATE OF PANEL:	19 NOVEMBER 2014
NAME OF OFFICIAL:	MRS. S.M. HUYGEN
DATE OF REPORT:	5 DECEMBER 2014

1. INTRODUCTION

SAVF Vanderbijlpark Shelter for destitute and homeless people is situated on an agricultural smallholding in the rural area on the outskirts of Vanderbijlpark. The organization is affiliated to the 'Suid-Afrikaanse Vrouefederasie', which is a well established volunteer driven national organization. This year the Shelter celebrated its 20 years of existence.

Although there is not yet any legislation in place in terms of which Shelters for Homeless People and Families are required to register, the premises of the SAVF Vanderbijlpark Shelter have been approved by the Emfuleni Local Municipality to accommodate 32 people. Since 1 April 2013 the Shelter is state funded.

The organization has applied to be registered as a Child Protection Organization (independently from the SAVF Vanderbijlpark Social Services) in order to be able to render Child Protection Services such as Preventative and Early Intervention Services. An investigation was conducted. A report and recommendation will be submitted to the Provincial DSD early in January 2015.

Funding for a Social Work post for the SAVF Social Services in Vanderbijlpark has been approved from the 1st April 2014. 4/8 of this post has to be utilized for services at the SAVF Vanderbijlpark Shelter. The Chief Social Work post is shared between SAVF Heidelberg, SAVF Social Services Vanderbijlpark and the Shelter. The incumbent of this post oversees monitors the quality of services and provides supervision/consultation to the professional staff members.

The SAVF Vanderbijlpark Social Services office is situated on the Shelter's premises. They share the premises, office and running costs.

The purpose of this report is to assess the organization's application for funding for the 2015/2016 financial year in terms of the Financial Awards to Service Providers Policy.

2. IS THE GOVERNANCE OR MANAGEMENT STRUCTURE IN PLACE?

Every SAVF office has its own Service Management with administrative and operational responsibilities. The SAVF Vanderbijlpark Shelter and the SAVF Social Services office have the same Service Management and Office Bearers. The Service Management (volunteers) operates the Shelter on behalf of the SAVF. According to the organization's Constitution, the Service Management is expected to have at least six management meetings per annum, over and above Annual General Meeting. The terms of office of Office Bearers are one year. The Chairperson and Vice Chairperson as elected annually may serve in their respective offices for six terms of one year each. The Service Management has to report to the SAVF National Executive Board and to the relevant provincial committee.

The SAVF Vanderbijlpark Shelter's AGM has been conducted on the 1st October 2014. Due to a shortage of volunteers interested to serve on the organization's Service Management, it was only able to elect three management members. Volunteers were recruited and co-opted. On the 7th November 2014 a Special Meeting was conducted during which the Office Bearers were elected.

They are:

Chairperson: Mrs. S. du Plessis; Vice Chairperson: Ms. Tanya van den Berg; Secretary: Ms. Lilian Acron; Treasurer: Ms. Sheridene Slabbert and Additional members: Ms. Mahlodi Zitha, Ms. Annemarie Combrinck and Mr. Thomas du Toit.

Mrs. Slabbert is a foster mother. According to the Constitution, personnel are in the employ of a Service Management. It might therefore be unethical for an organization to have a foster parent serving as an Office Bearer on its Service Management. In effect it means that the foster parent employs the social worker that renders foster care supervision services.

The current Service Management consists of 1 Male and 6 Females, all whites except for one black female. It is not representative of the organization's beneficiaries and will have to transform by co-opting at least two volunteers from other race-groups in order to adhere to the requirements of the Nonprofit Organizations Act, 1997 (Act 71 of 1997), and transformation as contained in the Policy on Financial Awards to Service Providers.

3. GIVE A BRIEF DESCRIPTION OF PROGRAMMES/SERVICES RENDERED BY THE NPO

SAVF Vanderbijlpark Shelter provides 24 hour crisis accommodation (shelter – a safe environment, food – 3 meals a day and clothes) to all homeless people, regardless of race, creed, gender or religious affiliation. Its main focus is the protection of children and preservation of families by providing in their most basic needs.

The primary reasons for people entering the Shelter are: Poverty, homelessness; unemployment; substance abuse and family violence. They need crisis accommodation, nutrition and services to assist them to alleviate poverty.

The part time Social Work post is filled (25 hours per week). The current Social Worker acts as Shelter Manager, does intakes, assesses potential residents, renders information/awareness, preventative and early-intervention services, renders therapeutic services and runs programs. She is also responsible for

networking with external resources such as the Legal Aid Board, SAPS, SASSA and the Court.

SAVF Vanderbijlpark Shelter offers the following services/programs to the families and children/service recipients in order to become self reliant:

A Pre-admission Program (Application and assessment of the applicant); an Orientation Program; Therapeutic and a Spiritual Programs; Life-skills training; a Reunification program; Medical program; an Educational and a Financial program; a Safety and Security program; an Integration program and an Exit program. The Exit program addresses aspects such as employment (assistance on how to compile a CV), financial contribution and re-adjustment in the community.

During panel discussions adaptation, future planning and referral to specialized services such as SANCA and the Alpha Trauma Center are addressed. If residents have to obtain interdicts against family violence, they are referred to the Department of Justice.

Homeless unemployed people are assisted to obtain identity documents, apply for pension/grants or to register at the Department of Labor. Children receive basic necessities to attend school. The children are assisted with their home work after school.

Due to financial constraints it was not possible to maintain the organization's ECD program offered to pre-school children – called the 'Blink Ogies' Day Care. Donors were recruited to fund the salary of a qualified teacher as from January 2015. Once functional again, 'Blink Ogies' will have to register as an ECD facility.

During the June and December school holidays, children are involved in holiday programs/activities. If money is available, the women and children in the Shelter are taken on outings to broaden their world and general knowledge.

Children staying at the Shelter who display behavior challenges are in need of support from the Social Worker. When necessary they are referred to psychologists. The organization has a Psychologist serving as a volunteer. He offers his services to the Shelter's residents free of charge.

Residents are debriefed, counseled and involved in groups where life skills are presented. The Botswadi Parenting Program is presented to parents. Therapeutic services address alcohol abuse, family violence and other psycho-social problems. Networking with other organizations takes place.

The Social Worker also makes an effort to reunite residents with their families. Provision is made for recreational activities and the resident's spiritual needs also attended to. The 'rondavel' at the Shelter has been renovated to be used as an activity room. The Shelter is growing vegetables in the vegetable tunnel.

Due to a lack of funds, the Household Head was granted a permanent administrative post at SAVF Vanderbijlpark Social Services. She also renders a part time administrative assistance to the Shelter.

The organization creates work opportunities for clients on the premises of the Shelter. The following posts are filled by residents: Caretaker; Driver; Assistance at the 'Blink Ogies' Day Care Centre, Laundry Assistant and Security Officers.

Statistics revealed a rotation of **63 people** through the shelter between 1 April 2014 and 30 September 2014.

Residents that receive pension or a salary, have to pay 70% of their income to the SAVF.

The Shelter disposes of two automatic washing machines. A Laundry Assistant does the washing in a neat and well equipped laundry. Mothers are ironing their family's clothes.

Although it happens that some of the residents have to use chronic medicine, it is not the Shelter's Core function to look after sick people, the elderly or persons with psychiatric illnesses. The Shelter does not have a nurse on the premises.

People are only re-admitted to the Shelter with a report compiled by a Social Worker providing the necessary motivation.

Residents of the nearby Lochvaal Shelter (where circumstances are appalling and not to the best interest of children) as well as the clients of SAVF Vanderbijlpark Social Services also benefit from the developmental programs provided by the SAVF Vanderbijlpark Shelter.

Donations made to the Shelter are shared with needy clients in the community.

4. ANALYSIS OF THE TARGETED AREA/S OF OPERATION

The Shelter admits people from Emfuleni, Midvaal and Lesedi . It serves the poorest of the poor in the Sedibeng Region.

5. IS THE TARGET GROUP IN LINE WITH THE RELEVANT LEGISLATIONS/POLICIES?

The target group is in line with legislation and policies. The target groups include the following: Children, youth, women and older persons, persons with disabilities and persons with HIV/AIDS. They form the vulnerable groups in the society and are also strategic priorities of the DSD. Most of the Shelter's residents are poor white people, but it also includes black and colored females.

6. ORGANISATION RELEVANCY TO PARTNER WITH THE DEPARTMENT AND WHY

The Department of Social Development is not able to provide and render all social work services itself. It therefore forms partnerships with NGO's to assist, and fund them for the services that they render. The Shelter is dependent on the funding received from the DSD.

7. EXPECTED NUMBER OF BENEFICIARIES TO BE REACHED ON THE PROGRAMMES THAT FUNDING IS SOUGHT.

The SAVF Vanderbijlpark according to Point A8 of the Business Plan intends to reach **775** people during the 2015/2016 financial year. This does not only include the residents at the Shelter, but also people from the nearby community who are involved in skills development and holiday programs. This figure does not correspond with the number of beneficiaries indicated in D3 of the Business Plan which is **370**.

8. ASSESS THE OBJECTIVES ACCORDING TO THE SMART (Specific Measurable Achievable Reachable and d time bound) PRINCIPLES:

Objective 1: To manage the Shelter targeting 32 persons ('at any given time'); who experienced trauma through homelessness, domestic violence, no financial and family support and can benefit from services as outlined in the Shelter's Residential Program during the 2015/2016 financial year.

This Objective is not specific and measureable. Different figures reflecting the number of beneficiaries that may benefit from the service, are provided namely 55, 100 and 32.

Activities:

Maintenance of the infra-structure, premises, buildings, equipment, vehicles and the social work offices.

Attendance of Staff and Service Management Meetings

Human Resource Management

Screening and admission of beneficiaries

Provisioning of meals

Management of the clothing store

Management of the laundry

Management of the Administration/Finances

Activity Program

Provision of day care and after care services (SAVF 'Blink Ogies" and an after school program - assistance with school work for children at the Shelter as well as the surrounding community)

Management of the transport section

Objective 2: To manage an activity program and empower 32 residents ('at any given time') and 40 persons in the immediate community with skills and services during the 2015/2016 financial year.

This Objective is not specific and measureable. Different figures reflecting the number of beneficiaries that may benefit from the service, are provided namely 180 and 72.

Activities:

Basic household activities program

Additional programs on a prevention and an early intervention level: Orientation, Therapeutic, Spiritual, Life skills training, Reunification, Integration, Medical, Educational, Financial, Safety and Security and an Exit Program

Marketing, networking and utilization of resources

Objective 3: To provide social work and social work related services (to 90 beneficiaries) on an ongoing basis during 2015/2016.

This Objective is not specific and measureable. The number of beneficiaries that may benefit from the service does not correspond with the number of beneficiaries provided in Objective 1 and 2.

Activities:

Screening and pre-screening of residents

Admission intervention

Social Work intervention on a continuous basis

Monitor adaptation

6 Monthly and quarterly panel meetings to monitor progress

Complete a risk and safety assessment

Completion of measuring tool

Utilization of Social Auxiliary Workers in the service of SAVF

Monthly meetings with new residents

Utilization of group work

Student Practicum placement

Administrative tasks

Referrals to other organizations and to SAVF Social Services

Attend:

Service Management meetings, Panel discussions, Family Liaison Meetings and the SAVF Shelters Steering Committee.

Objective 4: To screen, utilize and empower (volunteers) during the 2015/2016 financial year.

The number of volunteers targeted to be recruited is not indicated. This Objective was left out in D3 of the Business Plan where the costing of the Objectives is required. This Objective does not meet the SMART principles - it is not specific and also not measureable.

Activities:

Identify tasks and areas of service delivery where volunteers are needed

Complete task list and a 'job description'

Recruit and motivate volunteers to become involved

Orientation Workshop

Network with other role players and stakeholders

Address the inherited need for stipends and incentives

Arrange a special outing

Attend monthly Management meetings

Structure a support system for the Shelter to assist with marketing, fundraising, service delivery and assistance with annual AGM's

Attend SAVF Forums

Attend Regional Meetings, Provincial Meetings and the Conference

Attend screening committee and SAVF Congress

9. LIST THE OBJECTIVES & COSTS THAT ARE:

Recommended for the next financial year:

The total cost of the objectives reflected in the business plan is **R 673 282.10** and the objectives are costing as follows:

OBJECTIVE	NUMBER OF BENEFICIARIES TO BE REACHED	AMOUNT	EXISTING	NEW	RELEVANCY TO THE DSD MANDATE	NOT RELEVANT TO THE DSD MANDATE
1. To manage the Shelter targeting 32 persons; who experienced trauma through homelessness, domestic violence, no financial and family support and can benefit from services as outlined in the 's Residential Program during the 2015/2016 financial year.	100	R211 649.00	X		X Services to vulnerable people.	
2. To manage an activity program and empower 32 residents and 40 persons in the immediate community with skills and services during the 2015/2016 financial year.	180 (Includes beneficiaries from the Shelter as well as from the immediate community). <i>The number of beneficiaries does not correspond.</i>	R 71 424.00	X		X Empowerment and development program	
3. To provide social work and social work related services on an ongoing basis during 2015/2016.	90 <i>The number of beneficiaries does not correspond with Objective 1 and 2.</i>	R178,560.00	X		X Core function of the DSD is to render social work services.	
4. To screen, utilize and empower (volunteers) during the 2015/2016 financial year.	Not indicated	R211 649.00	X		X	

TOTAL	370	R673 282.00				
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2. HOW IS THE ORGANISATION CONTRIBUTING TO THE DEVELOPMENTAL OBJECTIVES
(Are beneficiaries developed through the programmes that are presented/ how do they benefit?).

Except for providing in their physical needs, individuals and families are empowered to develop life and other skills in order to become self reliant.

Residents participate in the Program by way of the signing recognition of house rules and working agreements; participation in group activities and residents meetings.

Work opportunities are also created on the Shelter's premises.

3. EXPLAIN RELATIONSHIP BETWEEN OBJECTIVE , PROGRAMME & FINANCIAL REQUEST

The Objectives is in line with the Programme that the organization intends to render. Objective 4 was mentioned and included in the costing under point D3 of the Business Plan, but only indicated in point D4. The costing for Objective 4 was ultimately found in point D5. The calculations done do not correspond.

4. IS THERE ARE TRANSFORMATION PLAN IN PLACE AND HAS THE TRANSFORMATION ISSUES ATTENDED TO:

The SAVF National Office has a transformation office and a policy regarding transformation.

Equitable distribution of services between rural and urban areas:

The service is available in a rural area. The Shelter serves as a resource to community members on a prevention and early intervention level.

Structures that reflect the demographic profile of the region and province that it serves:

The current Service Management is not transformed. There is only one black person and one white male. The rest are white female Management members.

Transferring of skills to emergina organizations in the area and building partnerships, networkina and skills development:

The SAVF Shelter renders assistance with emerging organizations and projects within the SAVF (such as the Mamello Drop-In Centre and the Henley on Klip Retirement Village). They take Social Work students in for practicum. The Thusang support group is hosted on the Shelter's premises.

Accessibility of services:

The Shelter is only accessible to people who stay in its vicinity. It is not situated within walking distance of Vanderbijlpark Town. Public transport is not readily available/ available at all. Social Workers that refer people to the Shelter have to take them there. The Shelter disposes of a vehicle that was bought with funds received from the NLDTF. Transport is thus available to take children to school and residents to clinic/hospitals when they need medical attention; to take them to SAPS, the courts or the Department of

Home Affairs and SASSA when needed.

5. DISCUSSION OR OTHER RELEVANT INFORMATION FOR OR AGAINST FUNDING

Networking (Who do they network with and are there any written agreements):

The organization networks with the Lusa Community Chest, the National Lottery Board, churches and schools, the Department of Justice, the DSD, SANCA and the Alpha Trauma Centre for assistance, donations and funding. It also networks with Universities and take students in that have to do their practicum.

The organization's professional staff members attend meetings of the Family Liaison Committee. The Regional Family Forum has been incorporated into this forum where all CPO and other NPO's rendering services to families are represented.

Program:

The Shelter's Programmes empower people to develop skills in order to be able to take control of their lives and be self reliant again.

Financial Implication/Funding for 2015/2016:

Continue with the funding as in 2014/2015.

6. SUSTAINABILITY:

The organization is dependent on state funding to operate the Shelter. The running costs are shared between the SAVF Vanderbijlpark Shelter and the SAVF Vanderbijlpark Social Services. Activities/programs at the Shelter which have been developed, are made available to the whole community. People that can afford it to make a financial contribution, is required to do so.

To be able to sustain services, the Shelter's income is augmented with funds obtained from jumble sales where clothing is sold; from private donations received from community members; by the using of gas instead of making use of electricity; contributions made by staff members towards fuel expenses and by doing catering for raise funds.

The Shelter plans to erect low cost housing to generate income. Accommodation in Vanderbijlpark is expensive and the need for low cost housing high. Negotiations with a possible partner are underway.

7. FINANCIAL STATUS OF THE ORGANIZATION(M&E TO SUBMIT DETAILED REPORT)

According to the organization it is running on an overdraft. It also has an outstanding account at its Head Office to settle. All staff members are senior staff which increase in the expenditure of the Shelter.

8. EVALUATION / CONCLUSION

The SAVF Vanderbijlpark Shelter is situated on an agricultural small holding in the rural area of

Vanderbijlpark where a number of poor people flock together because they are either able to stay cheaper or has been informed of the two shelters in the vicinity of each other that provide shelter to the homeless.

The SAVF Vanderbijlpark Shelter is funded by the DSD. Lochvaal Shelter is managed by private persons. The circumstances at the latter are not conducive for human occupation. The people finding shelter at Lochvaal Shelter are very poor. There are teenagers (staying with their parents) as well as single unemployed men; open drains etc. that put children's lives at risk. The residents' only access to social work services/programs is the services that the nearby SAVF Vanderbijlpark Social Services and SAVF Vanderbijlpark Shelter offer.

The groups that the SAVF Vanderbijlpark Shelter targets namely children, women, youth, older persons, persons with disabilities and persons with HIV/AIDS are in line with Departmental priorities. Services reach the poorest of the poor.

NLDTF funds requested to assist with the operational costs were not approved yet. It will therefore not at all possible to sustain services without state funding. It is not only the residents at the Shelter that benefit from the services and the programs that the organization offers, but also community members in the nearby vicinity.

The newly elected Service Management is not yet transformed. Volunteers from all race groups have to be recruited.

SAVF Vanderbijlpark Shelter has the potential to address poverty and make a significant contribution to the lives of vulnerable people. The Social Worker facilitates service delivery, networks with resources; establishes and implement programs and assists traumatized families and single mothers. Beneficiaries are given an opportunity to leave the Shelter better equipped to deal with their circumstances and confident that they can be self-reliant.

9. ISSUES TO DISCUSS WITH THE ORGANISATION (ISSUES FOR CONCERN OR FOLLOW UP)

- The Treasurer being a foster mother of the organization.
- Recruiting and co-opting of 2 more members of other race groups on the Service Management.
- Training of staff and Service Management members on the compilation of the organization's Business Plan: The *background information must be summarized and only applicable to the Shelter. Information must be provided in full sentences and should not be repeated. Only relevant statistics for the previous year has to be reflected. Figures given have to correspond throughout the Business Plan. Mistakes may reflect negatively on the organization's image.*
- Provide the organization with a copy of the latest Policy on Financial Rewards to Service Providers in order for them to measure the organization's transformation according to the criteria for transformation.

10. RECOMMENDATION

PREVIOUS YEAR(2014/2015)	2015/2016 RECOMMENDATION AND BREAKDOWN	ADDITIONAL OR NEW FUNDING	DECREASE/INCREASE FUNDING(SPECIFY)
<p>Number of beneficiaries: 32 people</p> <p>1X 8/8 Social Work posts (to be shared with SAVF Vanderbijlpark Social Services- 4/8. This post is funded under SAVF Social Services, Vanderbijlpark)</p> <p><u>Not approved:</u> 1X Centre Manager 1X General Assistant (Driver) 2X Security Officers – working 12 hour shifts</p>	<p><i>It is recommended that the SAVF Vanderbijlpark Shelter continue to be funded for:</i></p> <ul style="list-style-type: none"> • Number of beneficiaries: 32 people • 1X Centre Manager <p>1 8/8 Social Work post (is shared with SAVF Vanderbijlpark Social Services - 4/8. This post is funded under SAVF Social Services, Vanderbijlpark)</p>	<p>Idem</p> <p>New and Additional funding</p> <p>Idem</p>	<p>Idem</p> <p>Increase</p> <p>Idem</p>

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Name and Surname of the Official
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 Mrs. ITANI MASHAU
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