
NEW BENEFICIARY APPLICATION FORM

01

Complete this form

Before you complete this form, please make sure that you qualify to become a beneficiary. You can read all the requirements in [section 2 of our terms and conditions](#). To allow us to process your application you must complete this form in full.

02

Attach the right documents

We can only consider your application if you attach the correct supporting documents. We need:

- ✓ Your letterhead.
- A copy of your VAT registration form (VAT 103), if you are VAT registered.

In addition to the documents above, **charities** must also submit:

- ✓ Copy of the organisation's PBO/NGO registration certificate.
- ✓ A short company profile describing the organisation and what it does.
- ✓ A marketing and communication plan that outlines your communications and fundraising strategy. Explain how your organisation will manage the MySchool fundraising programme and include specific mention of the donors you currently have and how you currently communicate with them.

03

Submit your application

Once you have completed the application form and collected the necessary supporting documents, please send it to cs@myschool.co.za. If you are unable to send the documents electronically you may post them to:

MySchool MyVillage MyPlanet Fundraising Programme,
P.O Box 3880
Cape Town
8001
Attention: National Sales and Partner Manager.

04

Wait for our email

It will take up to eight weeks for us to process your application. We will let you know by email whether your application has been declined or provisionally approved, and what steps to take to finalise the application process.

**Details of the
School or
Charity**

School or Charity name **BEAGLE IN MIND EDUCATIONAL TRUST**
 Official Registered name **BEAGLE IN MIND**
 VAT number
 Physical address **2 GREY STREET**
WELGEMOED Code **7530**
 Postal address **P.O. Box 6037**
WELGEMOED Code **7538**
 Email address **info@beagle-in-mind.org**
 Telephone **081 3053780**
 Fax (optional)
 Website (optional) **www.beagle-in-mind.org**
 Facebook (optional) **@beagleinmind**

**People
we may
contact**

Organisation head

Name & surname **MICHELE MOSTERT**
 Email address **mostert.michele@gmail.com**
 Telephone **021 9132368**
 Cellphone **082 6691999**
 Fax (optional) **N/A**

Primary contact person

Organisation head ☒
 Name & surname **MICHELE MOSTERT**
 Email address **mostert.michele@gmail.com**
 Telephone
 Cellphone
 Fax (optional)

Secondary contact person

Organisation head ☐
 Name & surname **DAVID ANDREW STONE**
 Email address **david.andrew.stone@gmail.com**
 Telephone **021 9132368**
 Cellphone **082 4119217**
 Fax (optional)

Finance contact person

Organisation head ☒
 Name & surname **SANDRA KONING**
 Email address **sandra.koning@allthingsbookkeeping.co.za**
 Telephone **021 9312081**
 Cellphone **082 8519542**
 Fax (optional)

**Bank details
of the school
or charity**

Account name **BEAGLE IN MIND TRUST**
 Bank **FIRST NATIONAL BANK**
 Branch code **250655**
 Account number **62604529406**

**School
information**

If you are applying on behalf of a charity, please skip this section and complete the next.

Total number of learners Grades: from to
 Type of school Classification
☐ Pre-primary ☐ Private
☐ Primary ☐ Government
☐ High Other
☐ Combined
 Other

Departmental registration number (if applicable)

NGO number (if applicable)

If you are not registered with either the Department of Education or as an NGO, please provide a registration number of an accredited body, department or organisation that you are affiliated with.

In terms of the BBBEE Act, please tell us what percentage of your learners are Black, Coloured, Indian and Asian: %

**Charity
information**

What is the focus area of the organisation? **EDUCATION**

Physical footprint ☒ National ☐ Regional Which region?

☒ PBO/NGO registration number **930053706**

How do you communicate with your supporters, donors and sponsors?

☒ Website ☒ Newsletters

☒ Facebook Other **INSTAGRAM, WHAISAPP, TWITTER, BACKABUDDY**

How many active supporters and donors do you have? **± 3000**

From which other sources do you receive funding? (E.g. Government, fund raising, International donors, etc.)

FUNDRAISING EVENTS
FUNDRAISING WEBSITE (www.backabuddy.co.za)
ONLINE SHOP
ON PREMISES ACCOMMODATION & TRAINING

**Agree to
our terms &
conditions**

By signing this application form I agree on behalf of my school / charity to the MySchool MyVillage MyPlanet Beneficiary Terms and Conditions which can be found at <http://www.myschool.co.za/legal>.

**Authorised
signature**

I confirm that I am legally authorised to request that this organisation be registered as a beneficiary in the MySchool MyVillage MyPlanet Fundraising Programme.

MICHELE MOSTERT

Print name

M. Mostert

Signature

Date 20170927

**For
office
use**

Approved ☐ Yes ☐ No

Classification

☐ School

☐ Village

☐ Planet

Status

☐ Nominated

☐ Supporter

Reference number

Regional classification

Community organiser

Official bank details ☐ Yes ☐ No

Copy of PBO/NGO registration certificate ☐ Yes ☐ No

VAT Registration form ☐ Yes ☐ No

Authorised by

Date