



PUTTING PEOPLE FIRST!

Reg. IT: 3902/2009 - NPO NR: 078-535

Annual Report – 2018



“What is important in this world is not so much where we are but in what direction we are moving!”

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Introduction:

This is the 7th annual report of People First Foundation (PFF) covering the period 1 April 2018 to 31 March 2019.

This report will cover the following:

1. PFF strategic focus for 2018
2. Our vision and mission
3. PFF programmes
 - a. Leadership forums
 - b. Annual Donor Forum
 - c. Capacity building workshops
 - d. Road tour (Northern Cape/Central Karoo)
 - e. Newsletter
4. Marketing and communications
5. Governance
6. Network partners
7. Fundraising and finances
8. Conclusion and thanks

1. PFF strategic focus for 2018

Due to a lack of funding support, the board decided to fall back on our minimum programme. This meant we had to restrict ourselves to certain programmatic activities. We therefore only worked amongst NPOs in the Western Cape, and Northern Cape/Karoo. A planned workshop in the Eastern Cape did not materialise.

Our vision and mission

Vision: An effective, strong, sustainable and vibrant community-based sector in South Africa.

Mission: To work in collaboration with community-based organisations in South Africa to strengthen their capacity to effectively mobilise resources, deliver valuable services to their communities and contribute meaningfully towards the eradication of poverty.

Our vision and mission statements are fairly clear. The question is: to what extent have we been able to successfully execute it in the current challenging circumstances?

Our programmes:

During this reporting period we focused on 5 primary programmatic interventions namely our Leadership Forums, Capacity Building Workshops, Annual Donor Forum one road tour and 2 Quarterly Newsletters.

The following is a summary of our work for this period:

NPO Leadership and Annual Donor Forums:



Date	Topic	Venue	No. of participants
29 January 2019	Professional fundraising and proposal writing	Elsies River library	33
30 November 2018	CT Annual Donor Forum (with a panel of NPO stakeholders) and Mini Conference with 5 electives Facilitators included: Frank Julie Prof Eric Atmore (Director, CECD) Elthena Rethman (Fundraiser, Community Chest) Nomvula Dlamini (Director, CDRA) Lynette Padyachee (Funding manager, Community Chest) Moesfeedah Salie-Kajee (Manager, CoCT) Deborah Dreyer (Senior Director, DSD)	Whalemark Museum	46

Capacity Building Workshops: (in partnership with the Master Fundraising Mentoring Forum)



Date	Topic	Venue	Nr of participants
26-27 April 2018	Legal compliance, Financial management and Becoming an Effective NPO Executive	Whalemark Museum and Parow library	35
6 November 2018	Staff development and	Mitchells	12

	effective NPO executive (Mitchells Plain Forum Opposing Abuse)	Plain	
7 August 2018	Funding strategies for NPOs (Wheat Trust)	Kuilsriver	6

Road tours



Date	Topic	Venue	Nr of participants
29 June 2018	Professional fundraising and proposal writing	Kimberley	25
28 July 2018	Professional fundraising and proposal writing	Beaufort West	14
13 March 2019	Funding strategies for NPOs	Hermanus	14

Some of the NPOs who benefited from our various leadership forums and workshops:

Organization and province	Organization and province
Autism northern cape	Famsa
Legatus	Lerato Projects
Lifeline northern cape	Positive.guidance
Noah Ark preschool	Youth Against Crime and Drugs
Kagiso Centre	Whalemark Museum
Tihabologo Day Care	Early Year Services
DSD ICB	Inspired2Become
Reconnect Foundation	Social Impact Standing Tall
Iintsika zesizwe	Faith Love Community Outreach
Sweet Pea Youth Dev	Ikamva Ubomi
Our Soul Sanctuary	Mizpah
Enez Foundation	Impact Social Services
Down Syndrome Support Cape	Lefika Foundation
Umthathi Training Prog	Renata Healthy Lifestyle
NWS Driving Solutions	St Mary Home of Hope
Read to Rise	Altitude Foundation
Youth Academy Skills Training	Fight for Peace
Western Cape Network on Disability	MeCaht
Women of Wisdom	Preco
SANTA	Manenberg People Centre
Kingdom Covenant Munistry	Little Stars Educare
Rise Up Foundation	Melkbos Care Centre
Bhobhofsto Agricultural Coop	Tapd Goodwood
Beaufort West Agriculture	Thinking Empire4Kids
Lifestyle concept	MCDT

<p>Gamka Radio Family in Focus Dedat Noelklinks projects Prisoncare support network Sonwabile Positively muslim. Sunfield home Kwa-Nontuthuzelo for Disabled XStitch Sinethemba Swartland Goue Jare Diensentrum Disability Workshop Dev Enterprise Masakhe Foundation Tygerberg Apd Empilweni Orion Organisation NPC Carel.Du.Toit Trust Siyabonga Centre for Physically and Mentally Disabled Orbis Africa W4N Hots Ministry YoungPeople@Work</p>	<p>Children Resource Centre The Sprightly Seed Project Hope Newday United Harvest Youth Centre Breaking Barriers One Nation United Public Safety Front Media Campaign Against Traffickingbg Lifexchange NPC James House Uphawu Community Dev The Safe House Cesvi Foundation women and children rights Neolife Kidz@TheCentre ecd Geco Grabouw APD Hawston Overberg Wheelchair Association Toevlug Academy for adults with Autism SAAPA West Coast Community Foundation Fundraising Mentoring Network</p>
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Quarterly newsletter

Similar to last year 2 newsletters were issued during focusing on a variety of topics such as the funding crisis, leadership issues, networking, trustee appointments, relevant NPO resources, etc. Our newsletter was sent to about 4000 NPOs captured on our database. The database was updated by our admin and a separate database created to accommodate new contacts was increased with new contacts. This database currently stands at about 900 contacts. Copies of reports are shared by the admin to monitor the outcome of our newsletter. Feedback is also monitored.

Media, marketing and communications



Similar to last year, our primary marketing tools during this period have been:

- Our various programmes such as the road tour, leadership forums, Donor Forum and Mini Conference in Cape Town.
- Word of mouth (referrals)
- Our electronic newsletter
- Website and Facebook pages

- Block emails promoting our capacity building workshops and forwarding information from partners about events.
- Trustees have done their bit in promoting PFF in the various forums where they are active.
- Displaying our banners at strategic events
- Workshops with partners such as Department of Social Development
- Radio interview on Radio 786 (see picture)

Governance:

The following trustees were active during this period:

Trustee	Position	Terms of office
Frank Julie	Chairperson	2009 -2019
Vuyiseka January	Vice-chairperson	2012 – 2019
Dr Anthony Masha	Member	2016- 2019
James Senokwanyane	Treasurer	2011 – 2019
Shirley De Jongh	Secretary	2013 – 2019

Our audit and narrative report were submitted to the NPO Directorate as per the provisions of the NPO Act. It was sent straight to the head office in Pretoria instead of via the NPO Helpdesk in Cape Town. We received confirmation of receipt in January 2018 and that our status is currently compliant. Corrections to our audit report were requested and acted upon.

Our network partners

During this period we have developed and strengthened strategic partnerships with the following NPOs, institutions and individuals:

Organisation/Individual	Value added	Value shared
YoungPeople@Work	Volunteers providing free admin support at events	Volunteers allowed access to workshops and leadership forums expanding their networks in the process
Presenters Abdul Ryklief (Manager, DSD – Western Cape) Cheryl-Lynn Roziers (Financial consultant) Prof Eric Atmore (Director, CECD) Nomvula Dlamini (Director, CDRA) Lynette Padyachee (Funding manager, Community Chest) Moesfiqah Kajee-Salie (Manager, CoCT) Freda Camphor (Dept of Labour)	Guest presenters at our Donor Forum and capacity building workshops in Cape Town .	Exposure to a NPO network Bursaries offered to various NPO members to attend workshops and the Donor Forum
Whalemark Museum	Free training space in Parow, CT	Popularise the museum amongst NPO role players
Allistair Brown (All About Mzansi)	Provide support with our newsletter	Access to NPO network
Phokomelo Centre in Kimberley	Free training space	Free training for local NPOs
Christian Centre and District Municipality in Beaufort West	Free training space and organising logistics	Free training for local NPOs

Mitchells Plain Network Opposing Abuse	Free training space	Free training for members
Wheat Women Trust	Free training space	Free training for staff
Various NPOs	Participants attending our leadership forums and workshops at a small fee enhancing our income generation potential	Access to our leadership forums and workshops sharing valuable information to enhance NPO sustainability and renewal

Funding and finances

No funding was received during this reporting period. We therefore resorted to our minimum programme. Once again, a number of bursaries were allocated to non-funded NPOs in line with our mission to create access to survivalists NPOs. Through our partnerships huge savings were generated. These savings involved free or affordable accommodation during our road tour, free access to training venues (e.g. free training venue in Kimberley), volunteer facilitators (e.g. our Annual Donor Forum in CT), discounts on catering e.g. in Kimberley, free training space in Mitchells Plain and Hermanus, etc.

Conclusion

Our work in fulfilling our mission will be impossible without our strategic partners. We are highly indebted to all of them mentioned in the report. Also, once again I extend my sincere gratitude and appreciation towards the trustees of PFF who selflessly serve the sector without any expectation of financial gain. We may be small in number but our influence is huge as we invest in many NPOs.

Thanks

Frank Julie
Chairperson

3 July 2019