



CHECK LIST ITEMS	RESPONSIBLE PARTY
<b>Phase 1 – Initial Proposal</b>	
Eligibility confirmation (yes/no responses)	SIYA
Audience demographics (incl. % black, women, youth, persons with disabilities)	SIYA
Publication details (establishment date, distribution areas, frequency, print runs, digital platforms)	SIYA
Analytics reports for each digital platform (last 3 months)	SIYA
Funding tier selection (Build, Grow, Engage) with justification	SIYA
Project summary (≤ 300 words)	SIYA
Project Plan (≤ 10 pages, incl. Gantt chart)	SIYA
Detailed line-item budget + budget narrative (using DNTF template)	SIYA
Risk Register (if not included in Project Plan)	SIYA
<b>Phase 2 – Organisation &amp; Compliance Documents</b>	
Legal entity documents (NPC/Trust/NPO/Co-op/Pty)	EVERTON
Proof of registration	EVERTON
Proof of physical address	EVERTON
Postal address	EVERTON
Proof of Press Council membership	EVERTON
SARS TCS PIN (plus Section 18A certificate if PBO)	EVERTON
CSD (Central Supplier Database) number (if applicable)	EVERTON
B-BBEE affidavit/certificate	EVERTON
Affidavit confirming no political party or mainstream media ownership/control	EVERTON
Founding document (e.g. trust deed, MOI, constitution)	N/A
Confirmation of governance structure & appointed officers/members	EVERTON
KYC documents for each governance member (ID + proof of address)	EVERTON
Editorial policies	SIYA
Business plan	SIYA
Copies of printed publication (if relevant)	EVERTON
<b>Financials – select based on your case</b>	
Standard case: Audited/independently reviewed financial statements (last completed year, ≤18 months old)	QUESTIONABLE
Standard case: Bank statements (last 6 months)	EVERTON
New/early-stage (<18 months): Year-to-date management accounts (signed)	EVERTON
New/early-stage (<18 months): Bank statements (last 6 months)	EVERTON
Older financials (12–18 months): Last audited/reviewed financials + interim management accounts	EVERTON
<b>Budget (Template Required)</b>	
Summary by category (Digital infrastructure, Audience development, Revenue diversification, Training, Shared services, Other)	SIYA
Detailed line-item budget (activity, description, unit cost, qty, total, funding split)	SIYA
Budget narrative (explanation of costs, vendor selection, assumptions)	SIYA
Compliance notes acknowledgement	QUESTIONABLE
Sign-off (prepared by & authorised signatory)	EVERTON