



**Bophelong-Empilweni New Life
Community Project**
**Physical Address: 360 Dubozana
Street, Endulwini Section, Tembisa 1632**
Contact No: 076 056 9301/079 526 8817, PBO NO: 930024174

Registration No: 013-499 NPO

Email: bophelong2010@gmail.com

ORGANISATIONAL PROFILE

NAME OF NPO: Bophelong-Empilweni New Life Community Project CURRENT

ADDRESS: 360 Dubazana Street Endulwini Section

: Tembisa 1632

DATE OF ESTABLISHMENT: 1999

NPO NO.: 013-499

CONTACT DETAILS: 076 056 9301 / 079 526 8817

INTRODUCTION

Bophelong-Empilweni New Life Community Project was established in the year 1999 and it was registered with the Department of Social Development in 2002 as a Non-Profit Organisation. When the organisation was first established it was because of the HIV Pandemic so therefore an HBC (Home Based Care) programme was started in order to educate the community about HIV virus furthermore to educate affected families about the treatment and better support they can offer their patients in time of need. After realising that parents/guardians are not in a good state of health and are unable to provide for their families and some are dying leaving behind their kids with no caregivers. Bophelong then saw a need to start an OVC [Orphan and Vulnerable Children] programme whereby children of the affected and infected families would be taken care of through psychosocial skills support in order to ensure that their needs are taken care of and met. Bophelong serves the needs of orphans and vulnerable children, youth, adults, the elderly as well as people living with HIV/AIDS and chronic illness through early intervention programs guided by the RISIHA framework. These interventions programs aim to provide holistic care and support that promotes well-being, resilience and access to essential services across all age groups. The community is served by a dedicated team of staff members. Our organisation is dedicated to empowering individuals and promoting a sustainable living, we have a food gardening initiative, which enables individuals to grow their own nutritious produce. We offer a skills Development program which equips participants with valuable skills and knowledge. Our Organisation also has a thriving bakery and internet cafe. Through these programs we aim to foster a culture of self sufficiency, creativity and community engagement and contributing to a more vibrant society



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1. ORGANISATION STRUCTURE

1.1 BOARD CONSIST OF SIX MEMBERS 5 MALES 4 FEMALES

NO.	POSITION
1.	Chairperson
2.	Deputy Chairperson
3.	Treasurer
4.	Secretary
5.	Deputy Secretary
6.	Additional member

1.2 MANAGEMENT CONSISTS OF FIVE MEMBERS 6 FEMALES AND 1 MALE

NO.	POSITION
1.	Programme Manager
2.	Two Social Auxiliary Workers
3.	Administrator
4.	OVC Coordinator
5.	EPWP Coordinator

1.3 EMPLOYEES

- 16 EPWP Caregivers
- 7 Incentive Caregiver
- 1 Cook
- 2 Volunteers



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GARDENING

- 2 Employees
- 5 volunteers

BAKERY

- 3 Employees

INTERNET CAFE

- 2 Employees

2. PHYSICAL STRUCTURES

2.1 CURRENT OPERATING FORM

- **Bophelong-Empilweni New Life Community Project Operating Hours:**

- 08:00 -16:30

Form of office/working structure	Tick where applicable
Layout of multi-Purpose containers	✓
Office within other NPO's	
Designated office within a church/multipurpose centre municipality structure	
Office in the back room	
Home office	
Home garage turned into an office	
No structure, use church or clinic for meetings	
Bophelong Food Gardening at Endulweni Primary School open field	✓



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2.2 Essential office management

- Computer/ Laptops
- Safe
- Filing Cabinet
- Office Furniture
- Message Book
- Visitors Register
- First Aid Kit

2.3 Essential stationery supply

- Client files
- Files for filling various documents
- Note books
- Stapler and puncher

2.4 Essential registers to be maintained

- Beneficiaries register
- Intake forms
- Attendance registers for the drop in centre
- Inventory registers for all groceries

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3. TARGET AREA

The area of operation covers the township of Tembisa (Ekurhuleni).

• Endulweni	• Mqantsa
• Matikweni	• Ecaleni
• Xubeni	• Sedibeng
• Moriting	• Mashemong
• Nxiweni	• Siziba
• Moyeni	• Emmangweni
• Extension 7	• Isithama
• Isekelo	• Madelakufa 1,2 (informal settlement)

4. Service categories and number of clients

Categories	Number of Clients
Orphans and Vulnerable Children receiving Psychosocial support	350
Households receiving psychosocial support	127
Orphan and Vulnerable receiving daily cooked meal at the centre	150
Elderly people	36
Children with disability	07
PLWA (People living with HIV/AIDS and other chronic diseases)	56
Adults with disability	09
Door to Door Campaigns and Awareness	733



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5. OBJECTIVES

The organisations main objectives are to:

- I. Provide community services to all communities regarding HIV/AIDS, Chronic Diseases and other conditions
- II. Care and Support Orphans and Vulnerable Children, intervene in the community according to their needs, empower the youth and provide counselling to families who are infected and affected by the HIV pandemic
- III. **Promote and provide Early Childhood Development(ECD) programmes** to support the growth, learning and holistic development of young children within the community, ensuring that children have access to quality early learning, nutrition and care.
- IV. **Implement Early intervention Programme** aimed at identifying and addressing developmental, educational, social and health challenges in children and families as early as possible, reducing risks and improving long-term outcomes
- V. **Develop and Support Sustainable Livelihood Initiatives** that empower individuals, families and communities to achieve economic independence, through skills development, job creation, food security and small business support programmes

SECONDARY OBJECTIVES

- I. To work in collaboration with other organisation that mainly deal with Health, Social Transformation, Education, Early Childhood Development, Early Intervention and Sustainable Livelihood.
- II. To educate the community through awareness campaign programmes
- III. The delivery of direct care services at home, such as: supporting children in doing their homework and conducting school visits to monitor children's progress, as well as assisting with access to ECD and Early intervention services where needed.
- IV. To facilitate workshops, training and community based projects that promote economic resilience, sustainable food production and income generating opportunities.

6. MISSION STATEMENT

We are aiming to care for our society holistically, physically, psychologically by being professional relevant within the organisation.

- Provide counselling to the infected and the affected families
- Bringing awareness about HIV/AIDS to the community
- Conduct support group from adults to children educating them about the available resources that they can utilise around the area



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- Identify new OVC's (Orphan and Vulnerable Children) on a monthly basis and always practice the implementing the values we stand

7. VISION STATEMENT

We pledge to care and support for Orphans and Vulnerable Children and intervene in the community according to their needs and to empower the youth

8. VALUES

- Love
- Peace
- Respect
- Trust
- Honesty
- Loyalty
- Empathy
- Humanity
- Confidentiality

9. SERVICES RENDERED

- Nutritional Support – daily cooked meals and food relief
- Educational Support – school exemption, monitoring school attendance and progress, home work assistance and school uniform distribution
- Economic Support – assistance with birth certificates registration and ID applications, assist to access social grants
- Psychosocial Support – prevention and awareness programmes, basic counselling, life skills programme and social behaviour change programme, anger management programme and social skills, supporting PLVH and ensuring treatment adherence to families affected and infected.

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- Gender based violence program to people who are infected and affected by GBV. • Basic computer skills.
- Food Gardening.



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10. CURRENT POSITION

10.1 Strengths

- The staff is well trained, young, enthusiastic, empathetic, computer literate, have good communication skills and mostly they are passionate.
- We do strategic planning, we implement those plans, and we have debriefing sessions with the staff and with the children as a way of communicating and practicing transparency.

10.2 Weakness

- We don't have our own transport as a result it limits our potential and we cannot do certain things such as deliver breakfast to our beneficiaries at their schools and attend other distant cases, which is one of the programs we would like to implement.

10.3 Relate strength and weakness to vision

- Raise more funds in order to be self-sufficient and grow the organisation.
- To have our own centre as a result for skill improvement/Development
- Get transport of which it will assist cater for kids and patients vastly and it will save us money which we utilise for transport as a result those funds will be used to cater other needs or challenges, because do far we should service all 10 surrounding schools but due to the fact that we don't have transport we only manage to serve schools that are near us, which is about half of what we should be servicing, so there are other people who are suffering because we can't reach them.

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11. ASSESSED NEEDS CONDUCTED

- Due to the fact that we are servicing a poverty-stricken community our beneficiaries are in need of food parcels which will be a way to alleviate poverty in the households.



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- The organisation is in serious need of its own premises which will be a huge achievement and we will be able to accommodate more children for the drop-in centre.
- We are in need of chairs and tables for the kids in times of the drop-in centre, educational toys, building blocks, storytelling and academic books which will improve their intellect.

12. GOALS

- To educate and train our beneficiaries to be self-reliant
- Motivate caregivers through debriefing sessions; continue doing on-going counselling with clients in order to educate them to be able to sustain them and not depend on the organisation, but to be able to utilize the resources around them.
- To be able to raise funds to uplift the projects by acquired donations from other private sectors.
- To be able to train our beneficiaries on food gardening to sustain themselves.

12.1 HOW TO REACH THE GOALS

- Liaison with various Departments such as Social Development and the other service providers in training the caregivers in order to acquire skills and knowledge
- Network with stakeholders such as clinics, welfare centres and local businesses in terms of referrals and various support systems
- Continue holding training for the caregivers as a result they will be able to exit and other volunteers can join the programme because the organisation is an entry point for the community whereby, they are to acquire skills and exit for greener pastures.

12.2 WORK PLAN

- To alleviate poverty in the community and for support groups
- To educate the community through awareness campaign programmes.

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- Give information about the available resources and empower the community to accept people with disabilities
- To rehabilitate the youth who are on the wrong side of the law.



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- To educate teenagers through life skills programmes, educational games and ice breakers at the drop-in centre
- The delivery of direct care services at home e.g., supporting children in doing their homework and to do school visits in order to check the children's academic progress • Doing preventative programs which focus in life skills and increase way to cope with problems, create opportunities with fulfilment and empowerment
- Work with individuals and the concept of ecological competence which are their strengths and capacity
- Healthy lifestyle promotion and assist clients receive their social grant.
- Liaise with other relevant institutes such as clinics, schools, welfare centres and police stations in terms of referrals
- Bereavement support

13. MONITORING AND EVALUATION PLAN

13.1 Financial perspective

- Keep records of all expenses that occurred during the months and financial report
- Drawing a monthly budget
- Evaluate our audit and quarterly reports
- Staff performance

13.2 Customer perspective

- Allowing them to make suggestion in year plan of the organisation
- Create a suggestion box to get feed-back from our beneficiaries
- To make sure that service is always available

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13.3 Organisation (internal business perspective)

- By submitting all relevant reports to donors to be monitored and monthly compilation of reports



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- To have relationship with other organisation and stakeholders to learn new things to share ideas with them
- Sending senior management team to trainings and to outsource information

13.4 Innovation and learning perspective

Holding meetings with staff to check their performance

Monthly skill development plan to staff members

Have quarterly service evaluation if it is still relevant or irrelevant

14. BENEFITS

- The beneficiaries will be educated and equipped with skill in order to uplift and be part in the development of the community
- Stigma, discrimination and judgement behaviour will be erased in order for the community to work hand in glove with the NPO in order to assist one another
- Family members will be more helpful and will participate fully in ensuring that the needs of patients in their families are taken into consideration and met.

15. NUTRITION PROGRAMME

Clients have already been educated about nutrition in how to eat a healthy balanced diet together with their families, and to store in a clean and hygienic place, educate families about food gardening in their homes, and to encourage mothers to breastfeed their children and about the importance of it.

16. SUSTAINABILITY PLAN

- Most of our beneficiaries are from very poor background where there is no income and only survive with social grant

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- Most families are not involved in helping their loved ones who are sick to take their treatment, so we have programmes where we have caregivers who assist them or monitor them to take their treatment



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- We also teach them about hygiene so that their patients will be in a clean environment
- Other patients tend to isolate themselves in some families and this is because of lack of knowledge about various diseases.
- Do OVC's, photocopies and faxing for the community and will charge them a fee for donation
- Bake and sell cakes for extra income

17. EVALUATION OF PLANS AND SERVICES

- The organisation submits monthly, quarterly and annual reports to various departments such as the Department of Social Development, NPO Directorate and Independent auditors • Bophelong holds an AGM (Annual General Meeting) annually as a way of reporting to the community on the services we render and the objectives we always aim to reach by also going the extra mile.

18. BANKING DETAILS

Name of the Account:	BOPHELONG-EMPILWENI NEW LIFE COMMUNITY PROJECT
Name of the bank:	ABSA
Type of Account:	CURRENT
Account Number:	4055405916
Branch & Code:	CENTRAL 632005

Distribution of toys to orphan and vulnerable children age 0-7 years



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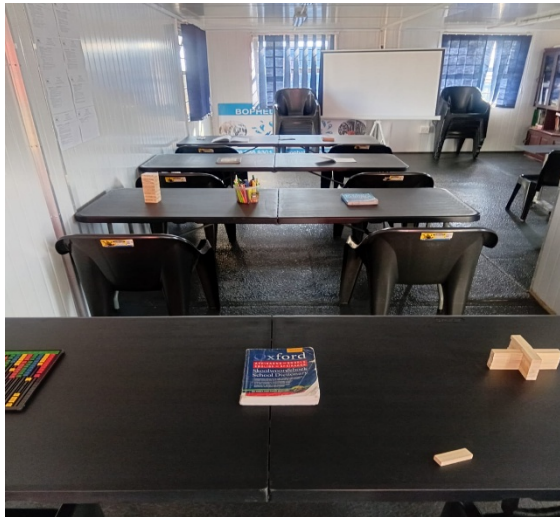




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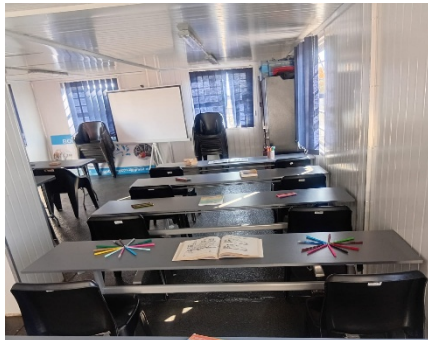




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Drop in centre



Valentine's Day for elderly beneficiaries



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Distributions of food parcels



Valentines day for orphan and vulnerable children

Bophelong staff members



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