



Annexure A

APPLICATION FOR FUNDING FORM (2027)

This form is for LPC-accredited institutions applying for financial support in terms of the LPC's Legal Education and Training Funding Policy. Please complete all sections fully and accurately. Incomplete or late applications will be automatically disqualified. All required supporting documents must be attached.

Submission Deadline: 16:00 on Monday, 9 November 2027.

(In terms of s 6(1)(a)(xi); (xii); and (xiii) of the Legal Practice Act 28 of 2014)

SECTION A

INTRODUCTION

1. The Legal Practice Council ("Council") is empowered, in terms of the Legal Practice Act, 2014 ("LPA") to provide financial support to organisations and institutions providing legal education and training; work-place opportunities for candidate legal practitioners; and promoting access to justice for poor people.
2. In terms of section 6(1)(a)(xi), (xii), and (xiii) of the Legal Practice Act, 2014, the Council, in order to achieve its objectives as set out in section 5 of the LPA, may –
 - (xi) provide financial support to organisation or institutions providing legal education and training, including legal education and training for purposes of compulsory post-qualification professional development, with the object of enhancing the standards of legal services and increasing access to justice;*
 - (xii) provide financial support to legal practitioners, organisations or institutions for the purposes of providing work-place training opportunities for candidate legal practitioners; and*
 - (xiii) provide financial support to non-profit organisations and institutions promoting access to justice for poor people.*

3. The approval of funding applications is subject to the availability of funds for the funding year and is governed by the Council's Legal Education Funding Policy ("the Funding Policy"). The decision of the Council is final.
4. Applicants are required to complete this application form in full, attach all relevant supporting documents, and submit the complete application electronically to the Department of Education and Training, the Senior Administrator: Education and Training by no later than **16:00 on Monday, 9 November 2026** of the year preceding the funding year, on the following email address:
yolisan@lpc.org.za.
5. **Late and incomplete applications will be automatically disqualified and will not be considered.**
6. All complete and eligible applications will be considered through the two-stage committee review process as detailed in the funding policy. Applicants will be notified in writing of the outcome of their application and, where applicable, be provided with reasons for the decision, as soon as possible after the Council has passed the applicable resolution.
7. This application is subject to the following statutes, and any other relevant legislation, including the Constitution, 1996; Legal Practice Act, 2014 (including Regulations, Rules and Code of Conduct promulgated in terms thereof); the Legal Sector Code; the National Qualifications Framework Act, 2008; the South African Qualifications Authority Act, 1995; and the LPC Approved Norms and Standards Guidelines for Accreditation of Training Providers.
8. Each application will be considered holistically and on its own merits against the evaluation criteria set out in the Funding Policy.
9. In adjudicating the applications, the LPC will consider, inter alia:
 - 9.1. the quality of the legal training provided;
 - 9.2. compliance with the Council's Norms and Standards;
 - 9.3. the contribution to transformation, access to the profession, and access to justice;
 - 9.4. the availability of qualified staff;
 - 9.5. the expertise and experience of proposed facilitators;
 - 9.6. the method of presentation (online, in person or blended);
 - 9.7. the availability of appropriate infrastructure;
 - 9.8. the applicant's performance and track record, including programme completion rates and internal assessment pass rates;
 - 9.9. the responsiveness to the knowledge and skill needs of the legal profession;
 - 9.10. the efficiency and cost-effectiveness of the proposed training;
 - 9.11. the applicant's demonstrated financial need and sustainability; and
 - 9.12. the strength of the funding application overall.

SECTION B ADMINISTRATIVE INFORMATION
--

1 NAME OF THE APPLICANT:

--

2 PARTICULARS OF AUTHORISED CONTACT PERSON OR KEY INDIVIDUAL:

(a) Name:

--

(b) Designation of contact person (e.g. Ms, Mr, Dr, Prof, etc.):

--

(c) Telephone number:

--

(d) Email address:

--

3 POSTAL ADDRESS OF THE APPLICANT:

4 PHYSICAL ADDRESS AND CONTACT DETAILS OF THE APPLICANT'S MAIN OFFICE:

5 WEBSITE ADDRESS (if any):

SECTION C

COMPANY, VOLUNTARY ASSOCIATION OR OTHER PERSON

6 NAME OF THE APPLICANT (same as in Item 1):

7 OFFICIAL TRADING NAME, ABBREVIATION, ACRONYM OR TRANSLATION (if applicable):

8 TYPE OF JURISTIC PERSON (Choose one):

☐ Profit Entity.

☐ Registered NPO.

☐ Registered PBO.

☐ Public University Law Clinic.

8.1 IF APPLYING AS A PROFIT ENTITY:

(For profit entities only)

Attach a legal warranty confirming funds will be applied exclusively to direct training Costs and a motivation detailing the entity's exceptional contribution to transformation goals.

9 COMPANY REGISTRATION NUMBER/IDENTITY NUMBER (if applicable):

10 PARTICULARS OF THE MANAGEMENT

(a) CHIEF EXECUTIVE OFFICER OR HEAD OF THE TRAINING INSTITUTION

(i) Name

(ii) Title

(iii) Identity number (passport number and citizenship if not South African)

(iv) Telephone number including cellular phone number, if available

(b) NAMES AND IDENTITY NUMBERS OF ALL THE APPLICANT'S CURRENT DIRECTORS OR KEY INDIVIDUALS

Surname & Initials	Title	Designation	Identity Number or Passport number

11 TAX AND BUSINESS REGISTRATION DETAILS

(a) VAT Registration Number (if applicable):

(b) Income Tax Number (if applicable):

Please provide the most recent income tax return/assessment.

SECTION D
PROGRAMME AND FEE DETAILS

12 ELIGIBLE PROGRAMMES FOR WHICH FUNDING IS REQUESTED:

(Please tick all that apply and specify the mode of delivery)

Programme	Tick (✓)	Mode of delivery (Online/in-person/blended)
Practical Vocational Training (PVT) – Candidate Attorneys (Reg 6)		
Practical Vocational Training (PVT) – Pupils (Reg 7)		
Trial Advocacy Training (S 25(3)(a)(i))		
Note: Funding is strictly limited to the above statutory PVT coursework.		

13 APPLICANT'S TUITION FEES:

Tuition fees of the Training Institution	Are fees to be charged to candidates for the funded programme? Yes No	Amount
Tuition fees for the whole course	State the amount of the fee for the whole course	
Tuition fees for each course charged separately	State the amount of the fee per course	

Note: You are required to attach a separate document containing a detailed schedule of all tuition fees and other costs charged to candidates for each programme listed above. This must be accompanied by a written justification for the fees, explaining the basis for their calculation and their connection to the direct training costs of delivering the programme.

SECTION E
PERFORMANCE AND TRANSFORMATION DATA (PRECEDING 3 YEARS)

14 CANDIDATE PERFORMANCE DATA:

(Provide verifiable data for each of the last three full calendar years for the programmes listed in Item 12.)

Year	Total enrolment	Programme completion rate (%)	Internal assessment pass rate (%)	Throughput Rate (%)

15 DEMOGRAPHIC AND GEOGRAPHIC DATA (PRECEDING 3 YEARS):

(Provide verifiable data as a percentage of the total for each of the last three full calendar years.)

Year	Candidate demographics (Specify: Black/White/Asian/, Male/Female, Disabled or Not Disable)	Staff demographics (training & management) (Specify: Black/White/Asian/, Male/Female, Disabled or Not Disable)	Geographic reach of candidates from Rural vs. Urban areas.

16 STAFFING & QUALITY CONTROL:

Total staff expected to be employed and students to be registered for legal training programmes during 2026. The data should be expressed as headcount only.

	First intake	Second intake	Third (if any)
Students			
Academic / head office staff			
Full-time			
Part-time			
Support staff			
Full-time			
Part-time			
Service staff			

Full-time			
Part-time			

Please provide additional information in respect of the following:

- ☐ The applicant's actual enrolment data in respect of either candidate legal practitioners or legal practitioners for the previous three years by race, gender, and disability status; for existing recipients, provide the enrolment data for the year preceding the application;
- ☐ The applicant's "output performance" for the previous three years, including the information on the number of students accepted by the applicant and the success of the applicant in its training;
- ☐ How outcomes are measured by the applicant / the applicant's success indicators and any particular aspects of the offering considered by the applicant to be a highlight or best practice;
- ☐ How many lecturers the institution has (including the qualifications of the lecturers/trainers), attach a list of all facilitators, including proof of **7+ years of experience** to align with scoring criteria;
- ☐ Whether the lecturers/trainers are paid, and how their salaries are determined; and
- ☐ The quality control measures for lecturers/trainers, explaining how their teaching/training is evaluated and measured.

17 INFRASTRUCTURE:

(Whether the institution has the necessary infrastructure to provide the training and, if so, what the nature of the infrastructure is, bearing in mind the requirements for accreditation)

SECTION F
FINANCIAL INFORMATION AND FUNDING REQUEST

18 MOTIVATION FOR THE FUNDING REQUEST:

(Provide a detailed motivation explaining why LPC funding is required. This should include how the funding will be used to advance the objectives of the LPA, such as enhancing transformation, improving quality, and increasing access to the profession. Attach as a separate document if necessary.)

19 NATURE OF THE TRAINING PROVIDED:

- ☐ The period during which the applicant has been providing training;
- ☐ Details on the nature of the training and whether such training would be for candidate legal practitioners and/or legal practitioners. An indication of the number of hours of training to be provided to each attendee should also be provided. Full details of all post-admission training to be offered should also be provided (if applicable);
- ☐ What aspects of the training will be provided online?
- ☐ In respect of candidate legal practitioners, whether candidate attorneys or pupils or both; if funding required for other purposes, please provide explanation;
- ☐ The period for which the institution intends to train for which funding is required.

18 BUDGET PROPOSAL FOR REQUESTED FUNDING (STRICTLY DIRECT TRAINING COSTS):

(Provide a detailed breakdown of the total funding requested. The budget must only include costs defined as direct training costs in Table 1 of the funding policy. You may attach the budget proposal as a separate annexure in this format.)

Cost category	Detailed description / justification	Requested amount (ZAR)
Facilitator/Trainer/Assessor Fees (Direct contact/assessment time only)		
Learning Materials (Development/Printing)		
Venue & Equipment Hire (Strictly for training sessions)		
Formal Assessment Costs (Costs of candidate assessments)		
Data & Connectivity Allowances (for online/blended)		
Programme Administration (Capped at 10% of total Direct Training Costs)		
TOTAL REQUESTED		

19 FINANCIAL SUSTAINABILITY:

Declare all other sources of income (grants, donations, etc.) to demonstrate diversification of income streams. - you may attach this information as an annexure.

--

SECTION G
SUPPORTING DOCUMENTS CHECKLIST

Please ensure all the following documents are attached to your application:

	Document	Tick (✓)
1.	For previous recipients, attach an expenditure report.	
2.	Accreditation letter from the LPC (if not accredited, state why not).	
3.	Details of the auditor/accountant of the applicant, together with a letter of confirmation from the auditor/accountant that he/she/it is the appointed accountant.	
4.	Proof of active and continuous provision of the accredited training programme for a period of not less than three (3) years.	
5.	Certified copy of NPO/PBO registration certificate (or equivalent founding document) or company registration documents.	
6.	The applicant's most recent income tax return/assessment.	
7.	The annual financial statements of the applicant for the previous three years; For current recipients, submit the most recent financial statements; For renewal applicants, the most recent annual financial statements (as the LPC would already be in possession of the previous ones).	
8.	Management accounts of the applicant for the previous years in which the applicant was in existence in the event that the applicant does not have annual financial statements for the preceding three years available.	
9.	A confirmation from the auditor/accountant that the attached financial statements have been prepared by the auditor/accountant.	
10.	A confirmation by the CEO/director/partner that the financial statements are an accurate reflection of the financial position of the applicant.	
11.	Detailed schedule and justification of fees charged to candidates (as per Section D).	
12.	List of Directors / Key Management Personnel.	
13.	Facilitator CVs (demonstrating 7+ years experience).	
14.	Any potential conflict of interest, or consideration that Council should be made aware of in this application for funding.	
15.	For Profit Entities ONLY : An assurance that Council funds will be applied exclusively to direct training costs and will not accrue to shareholder profit or dividend distribution.	

16.	For Profit Entities ONLY : A written motivation demonstrating an exceptional contribution to transformation goals that cannot be met by NPO providers.	
17.	A signed warranty by the person responsible for the applicant (CEO/director/member/ partner) that the person is duly authorised by the applicant to represent the applicant and that all information contained in the funding application is true and correct and that full disclosure has been made.	
18.	This completed and signed Application Form.	

SECTION H DECLARATION
--

I, the undersigned, _____ (Full Name), in my capacity as _____ (Designation), being duly authorised to act on behalf of _____ (Name of Applicant), hereby declare and warrant that:

1. All information provided in this application and its supporting documents is true, accurate, and complete.
2. I have read and understood the LPC's Legal Education Funding Policy.
3. I acknowledge that misappropriation of funds or falsification of data will result in immediate termination of funding, "blacklisting," and civil recovery proceedings.
4. The Applicant agrees to be bound by the terms and conditions of the Funding Policy and any subsequent Service Level Agreement if funding is granted.
5. The Applicant consents to the LPC conducting due diligence, including site visits, to verify the information provided herein.

SIGNATURE

DATE

NAME

DESIGNATION