

**COMMUNITY ENGAGEMENT PROJECTS: ANNUAL PROJECT REPORT**

This report template is to be completed by each Project Leader, to report on the overall progress and spending for the year and must be submitted to the College CE/TL Manager by the due date specified by the College.

**A: PROJECT PROGRESS**

Please provide a progress update per project by completing each of the below sections. Please complete a new form for **each** project.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **PROJECT AND PROJECT LEADER DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **MAIN FOCUS AREA OF PROJECT** | | | | | | | | | | | | | | | | | |
| **Project Number:** | **Click here to enter Project Number** | | | | | | **Project Name:** | | | | | | | | **Click here to enter Project Name** | | | | | | | | | **College Name:** | | | **Click here to enter the name** | | | | | | | | | | | | Please select the applicable check box(es) | | | | | | | | | | | | | | | | | |
| Anti-corruption | | | | | | | |  | | Inequality | | | | | | |  |
| Education | | | | | | | |  | | Labour | | | | | | |  |
| **Project Description** | | | **PROVIDE A BRIEF OVERVIEW OF WHAT YOUR PROJECTJECT IS ABOUT.**  This information will be used for marketing purposed on the CE website and should not exceed 300 words).  Project Leaders are encouraged to send photos of their projects to the DCEO to publish alongside the project description. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Entrepreneurship | | | | | | | |  | | Poverty | | | | | | |  |
| **Click here to enter text** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Environmental sustainability | | | | | | | |  | | Social matters | | | | | | |  |
| Health | | | | | | | |  | | Social sustainability | | | | | | |  |
| **Details for Project Leader submitting the report** | | | **NAME** | | | | | **Enter name** | | | | | | | | | | | | | | | | **TELEPHONE NUMBER** | | | | | | | **Telephone no.** | | | | | | | | HIV / Aids | | | | | | | |  | | Unemployment | | | | | | |  |
| **EMAIL ADDRESS** | | | | **Email address** | | | | | | | | | | | | | | | | | **SIGNATURE** (Insert your signature electronically or insert a signed PDF version of this report below. | | | | | | | | | | | | | | | Human rights | | | | | | | |  | | Vulnerable groups | | | | | | |  |
| **DATE** | | | | | | | | **Date** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | Other: | | |  | | ***Click here to enter Other*** | | | | | | | | | | | | |
| **Project Reach** | | | Which sector(s) did your project reach? | | | | | | | | | | | | | | | | | Which community / stakeholder(s) benefitted through this project this year? (Please provide the name(s), i.e. Mamelodi) | | | | | | | | | In which Province(s) was your project implemented? | | | | | | | | Who was your target audience? | | | | | | | | | | | | | | | | How many people were reached in the target group (community you worked in)? | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Please select the applicable check box(es)** | | | | | Local: Small community based groups |  | Provincial: Governments |  | | Local: General public |  | Provincial: Agencies |  | | Local: Business orientated |  | Provincial: Schools |  | | Local: Government offices |  | National: Non-profits |  | | Local: Government agencies |  | National: Businesses / Corporations |  | | Local: Schools |  | National: Government offices |  | | Provincial: Regional non-profits |  | National Government agencies |  | | Provincial: Mid-sized businesses |  | International: Multinational corporations |  | | | | | | | | | | | | | | | | | | **Click here to enter text** | | | | | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Please select the applicable check box(es)** | | | | | | Eastern Cape |  | North West |  | | Free State |  | Northern Cape |  | | Gauteng |  | Western Cape |  | | KwaZulu-Natal |  | National Reach |  | | Limpopo |  | Africa |  | | Mpumalanga |  | Global Reach |  | | | | | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Please select the applicable check box(es)** | | | | | | | Pre-school children (0-4 yrs) | | |  | Persons with disabilities |  | | | Pre-primary children (±4-6 yrs) | | |  | People affected / infected by HIV / Aids |  | | | Primary school children | | |  | People affected by substance abuse |  | | | Secondary school children | | |  | School administrators |  | | | Children (0-18 yrs) | | |  | School educators |  | | | Tertiary students | | |  | Academics |  | | | Youths (14-35 yrs) | | |  | Governance bodies |  | | | Elderly people | | |  | Families |  | | | Women | | |  | Whole communities |  | | | Men | | |  | General public |  | | | Other |  | ***Click here to enter Other*** | | | | | | | | | | | | | | | | | | | | | | **Click here to enter number** | | | |
| **Project Activities** | | | Were the project deliverables achieved as per the project plan? | | | | | | | | | | If Yes, what % of activities was completed this year? | | | | | | If No, which project activities were not completed and provide reason(s) why not? | | | | | | | | | | | | | | | | Provide reason(s) why the objectives were not met. | | | | | | | | | | | | | | | | | | | | | |
| Yes |  | | No | | | |  | | | **Enter %** | | | | | | **Click here to enter text** | | | | | | | | | | | | | | | | **Click here to enter text** | | | | | | | | | | | | | | | | | | | | | |
| **Partnerships** | | | Were there any partnerships formed? | | | | | | | | | | If Yes, with whom? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | If Yes, was a MoU signed with the partner(s)? | | | | | | | | |
| Yes |  | | No | | | |  | | | **Click here to enter text** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | |  | | | | No |  | |
| **Collaborations** | | | Was this project a collaboration with another College/ Dept./ Region/Organisation? | | | | | | | | | | | | | If Yes, with who was the collaboration?  Provide the name of the College / Department / Region / Organisation. | | | | | | | | | If this project was a collaborative project, please stipulate which partner took responsibility for which deliverable and activities. | | | | | | | | | | | | | | | | If this was a research project, who was the Principle researcher? | | | | | | | | | | | | | | | |
| Yes | |  | | | | No | | |  | | | | **Click here to enter text** | | | | | | | | | **Click here to enter text** | | | | | | | | | | | | | | | | **Click here to enter text** | | | | | | | | | | | | | | | |
| **Project Outputs** | | | Teaching and Learning Output(s) achieved this year | | | | | | | | | | | | | | | | | | Accredited Research Output(s) achieved this year | | | | | | | | | | | Other Non-accredited Output(s) achieved this year | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Please select which output(s) was achieved** | | | | | Lifelong learning |  | Curricula improvement |  | | Life skills training |  | Curricula innovation |  | | In Service Learning (ISL) programmes |  | Short Learning Programmes (SLPs) |  | | Student volunteer programmes |  |  |  | | | | | | | | | | | | | | | | | | | |  |  | | --- | --- | | **Please select which output(s) was achieved** | | | Accredited Journal Articles (AJ) |  | | Peer Reviewed Conference Proceedings (PRCP) |  | | Book Chapters (BC) |  | | Books (NOT textbooks) (B) |  | | | | | | | | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Please select which output(s) were achieved** | | | | | | Book chapters (e.g. in textbooks) |  | Project assessments |  | | | Books (e.g. textbooks) |  | Proof of technology |  | | | Community-based geographical information systems |  | Products & services designed & developed |  | | | Conference proceedings (non-accredited / accepted on abstract) |  | Training material developed for community members & stakeholders |  | | | Cross-translation of research output & learning materials |  | Public lectures delivered |  | | | Dissemination of research results in popular language |  | Publications in the popular press |  | | | Expert advice / testimony |  | Research reports |  | | | Newsletters transfer |  | Workshop materials developed |  | | | Non-accredited journal articles (NAJ) |  | Workshops delivered |  | | | Policy briefs |  | Other: |  | | | ***Click here to enter Other*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Provide evidence of accredited Research Outputs Achieved  (i.e. Journal ref.; Book ref.; Details of Conference, etc.) | | | **Author(s)** | | | | | | | | | | | | | | **Title of Article / Book / Paper** | | | | | | | | | | | **Name of Publication / Conference** | | | | | | | | **Date of Publication** | | | | | | | **Volume No.** | | | **Page Numbers** | | | | | **ISSN / ISBN No.** | | | | | |
| **Author(s)** | | | | | | | | | | | | | | **Title** | | | | | | | | | | | **Name of pub. / conf.** | | | | | | | | **Date** | | | | | | | **Vol no.** | | | **Page no.** | | | | | **ISSN / ISBN no.** | | | | | |
| **Author(s)** | | | | | | | | | | | | | | **Title** | | | | | | | | | | | **Name of pub. / conf.** | | | | | | | | **Date** | | | | | | | **Vol no.** | | | **Page no.** | | | | | **ISSN / ISBN no.** | | | | | |
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| **Author(s)** | | | | | | | | | | | | | | **Title** | | | | | | | | | | | **Name of pub. / conf.** | | | | | | | | **Date** | | | | | | | **Vol no.** | | | **Page no.** | | | | | **ISSN / ISBN no.** | | | | | |
| **Author(s)** | | | | | | | | | | | | | | **Title** | | | | | | | | | | | **Name of pub. / conf.** | | | | | | | | **Date** | | | | | | | **Vol no.** | | | **Page no.** | | | | | **ISSN / ISBN no.** | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **National Development Plan (SA)** | | | | | What contribution did your project make in terms of the NDP objectives? | | | | | **Please select the applicable check box(es)** | | | | | Building a capable & developmental state |  | Improving education, training & innovation |  | | Building safer communities |  | Nation building & social cohesion |  | | Economic infrastructure |  | Inclusive rural economy |  | | Economy & employment |  | Social protection |  | | Environmental sustainability & resilience |  | South Africa in the region & the world |  | | Healthcare for all |  | Transforming human settlements |  | | Fighting corruption |  | Explain how your project contributed towards the selected objectives: | | | **Click here to enter text** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | | **Africa Agenda 2063** | | | | | What contribution have you made towards achieving the aspirations of Agenda 63? | | | | | **Please select the applicable check box(es)** | | | | | A prosperous Africa based on inclusive growth and sustainable development | | |  | | An integrated continent, politically united based on the ideals of Pan Africanism and the vision of Africa’s Renaissance | | |  | | An Africa of good governance, democracy, respect for human rights, justice and the rule of law | | |  | | An Africa of good governance, democracy, respect for human rights, justice and the rule of law | | |  | | An Africa with a strong cultural identity, common heritage, values and ethics | | |  | | An Africa, whose development is people-driven, relying on the potential of African people, especially its women and youth, and caring for children | | |  | | Africa as a strong, united, resilient and influential global player and partner | | |  | | A peaceful and secure Africa |  | Explain how your project contributed towards the selected aspirations: | | | **Click here to enter text** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Sustainable Development Goals (UNGC)** | | | | | What contribution have you made towards achieving the Sustainable Development goals? | | | | | Please select the applicable check box(es) | | | | | Goal 1: No Poverty |  | Goal 10: Reduced inequalities |  | | Goal 2: Zero Hunger |  | Goal 11: Sustainable cities and communities |  | | Goal 3: Good Health and Well-being |  | Goal 12: Responsible consumption and reduction |  | | Goal 4: Quality Education |  | Goal 13: Climate action |  | | Goal 5: Gender Equality |  | Goal 14: Life below the water |  | | Goal 6: Clean water and sanitation |  | Goal 15: Life on land |  | | Goal 7: Affordable and Clean Energy |  | Goal 16: Peace and Justice Strong Institutions |  | | Goal 8: Decent work and Economic Growth |  | Goal 17: Partnerships for the goals |  | | Goal 9: Industry, innovation and infrastructure |  | Explain how the selected goals contributed towards sustainability: | | | Click here to enter text | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | | --- | --- | | **Sustainability Framework (Unisa)** | | | What contribution have you made towards achieving the aspirations of Agenda 63? | | | Please select the applicable check box(es) | | | Principle 1: Natural capital - Move towards and ultimately achieve solutions and activities that allow for the optimisation of the abundant supply of renewable natural resources and that conserve and enhance biodiversity and non-renewable natural resources. |  | | Principle 2: Human capital - Move towards and ultimately achieve solutions and activities that allow for flexibility and innovation, enhance efficiency and reduce waste and pollution. |  | | Principle 3: Financial capital - Move towards and ultimately achieve solutions and activities that develop, nurture, motivate and add value to the life of Unisa staff members. |  | | Principle 4: Manufactured capital - Move towards and ultimately achieve solutions and activities that develop, nurture, motivate and add value to the life of Unisa students and the other communities where Unisa impacts. |  | | Principle 5: Social capital - Move towards and ultimately achieve solutions and activities that display a clear understanding of how financial value is created and reflect the value of the other forms of capital. |  | | Explain how your project contributed towards the selected principles: | | | Click here to enter text | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Quality Assessment** | | What quality measure where introduced or applied to ensure quality in terms of project planning and implementation? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Click here to enter text** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Project Risks** | | List the risk(s) encountered by this project | | | | | | | | | | | | | | | | | | | | What impact did the risk(s) have?  (On Unisa, Financially, etc.) | | | | | | | | | | | | | | | | Provide reasons why the risk(s) were not prevented or explain how they were mitigated? | | | | | | | | | | | | | | | | | | |
| **Click here to enter text** | | | | | | | | | | | | | | | | | | | | **Click here to enter text** | | | | | | | | | | | | | | | | **Click here to enter text** | | | | | | | | | | | | | | | | | | |
| **Unisa Student Involvement in the Project during this year** | | Provide the TOTAL number of Unisa students involved in this project | | | | | | | | | | | | Indicate how these students were involved the project by indicating the number of students below for each activity type. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | How many of these students were undergraduates / postgraduates? | | | | | | | | | | | |
| **TOTAL number of students** | | | | | | | | | | | | Short Learning Programme (SLPs) | | | | Community Based Service Learning | | | | | Community Based Research | | | Volunteerism | | | | | | | Leadership Development | Project Implementation / Administration | | | | | | Other | | | | | Undergraduate | | | | | | | Post graduate | | | | |
| **No.** | | | | **No.** | | | | | **No.** | | | **No.** | | | | | | | **No.** | **No.** | | | | | | No. and state how | | | | | **No.** | | | | | | | **No.** | | | | |
| (Note, the total number of students on the left should correspond with the total number for under/post graduates on the right) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | TOTAL | | | | | | | | | | | |
| **Add Total** | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Spending** | Project Responsibility Centre (RC) Code | | TOTAL funds allocated to the project | Total funds spent this year | Provide the % of funds spent per below cost categories | | | | |
| **RC Code** | | **TOTAL Funds** | **Amount spent** | Human Resources | | **%** | Travel | **%** |
| Procurement | | **%** | Marketing & Communication | **%** |
|  | | Amount transferred to other CE Projects (If applicable) | | **R transferred** | Pay Card (Petty Cash) | | **%** |  | |
| Total unspent funds | | **Unspent amount** | Provide reason(s) why these funds were not utilised: | **Click here to enter text** | | | |

**B: SUMMARY OF OVERALL PERFORMANCE OF THIS SPECIFIC PROJECT:**

|  |  |
| --- | --- |
| **Overall performance** | **Click here to enter overall performance** |
| **Challenges**  **Experienced** | **Click here to enter challenges** |
| **Highlights** | **Click here to enter highlights** |

**C: ACTIVITIES / OUTREACH (CHARITY) UNDERTOOK OUTSIDE OF REGISTERED CE PROJECTS (IF ANY):**

Indicate any other CE activities you might have undertaken, during this year, that were not associated with a registered CE project (i.e. public lectures; radio interviews, etc.):

|  |  |  |
| --- | --- | --- |
| **Type of Community Engagement Activity** | **Number of each activity undertaken** | **Provide Evidence (i.e. name of radio station, date of interview etc.)** |
| **Click here to enter type** | **Number** | **Click here to enter text** |
| **Click here to enter type** | **Number** | **Click here to enter text** |
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| **Click here to enter type** | **Number** | **Click here to enter text** |

End of Report