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Reflecting on the sustainability of South African non-governmental organisations : perceptions and attitudes on their management, operations and monitoring.

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APPENDIX A

SEMI-STRUCTURED INTERVIEW SCHEDULE

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A. Demographic details

1. What is your position at the NGO?

B. History and Mission

2. Why was the NGO established?
3. What are the mission and the main objectives of the NGO?
4. How long has the NGO been in existence?
5. Is the NGO registered with the Department of Social Development?
6. What are the benefits of registration?
7. What are the challenges of registration?
8. How do the challenges influence sustainability of an NGO?

C. Governance and Management of NGO

9. How is the NGO governed?
10. How do you perceive the roles and responsibilities of the
    - Board of governance;
    - Chairperson;
    - CEO;
    - and Management?
11. What challenges are they facing?
12. What roles and responsibility do you think governance and management play with respect to sustainability of the NGO?
13. What do you suggest could be done to improve governance and management of NGO?

D. Area of Operation

14. Describe your operations?
15. How do the NGO's operations benefit the users?
16. What are the challenges of the NGO's operations?
17. How do these challenges influence sustainability of the NGO?
18. What do you think could be done to improve the operations?

E. Finances

19. What is your primary source of funding?
20. How do you obtain funds?
21. Describe the nature of the relationship with your primary source of funding?
22. If you are not funded by government how would you describe the relationship with government?
23. What are the challenges the NGO faces with the primary source of funding?
24. How do these challenges influence sustainability of the NGO?
25. What do you suggest can be done to improve funding of the NGO?

F. Monitoring and Evaluation

26. What type of monitoring and evaluation is required from your primary source of funding?

27. Describe how you perceive the value of monitoring and evaluation?
28. What are your expectations from government regarding support?
29. What suggestions would you like to make regarding improving the sustainability of NGOs in South Africa?

Thank you for your participation.

APPENDIX B

PARTICIPANTS INFORMATION SHEET

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Good Day

My name is Caroline Makgale, I am a registered student at the University of the Witwatersrand for a Masters of Arts Degree in Research. As part of the requirements for this degree, I am conducting a research that reflects on sustainability of South African Non Governmental Organization by exploring the perceptions and attitudes about their management operations and monitoring.

Thus, I am inviting you to participate in the study. Your participation is voluntary and your refusal to participate will not be held against you in any way. There are no financial or material benefits for participating in the study. If you agree to take part, I shall arrange to interview you on a day, time and place most convenient for you. The interview will last approximately an hour and you may refuse to answer any question that you feel uncomfortable with answering without and negative consequences.

Although the interview will not be tape-recorded, I shall make notes during the course of the interview. The information received from you will be analyzed and used in the research report. Be assured that your personal details will be kept confidential and no identifying details will be included in either the semi-structured interview schedule or the final research report.

Please feel free to ask any questions regarding the study. I shall answer them to my best of my ability. I may be conducted on cell 0728050568. A copy of the research finding will be availed to you at your request upon completion of the study.

Yours sincerely

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APPENDIX C

INTERVIEW CONTENT FORM

INTERVIEW CONSENT FORM FOR PARTICIPATING IN THE STUDY

I …… (Respondent's name) hereby confirm that the participant's information sheet was discussed with me and I fully understand the purpose and procedure of the study. I understand that participation is voluntary and that all my response will be kept confidential. I am aware that there will be no direct benefit or rewards for my participation in the study. I also understand that I may withdraw from the study at any time. I can also refrain from answering any question that I do not feel comfortable with, without any negative consequences. I understand that the process notes taken from my responses will form part of the research report. I understand that although the information from this report may be published my identity will remain confidential. The raw data will be destroyed two years after publication and if there is no publication the raw data will be destroyed six years after completion of the study.

Name of participant: _____

Signature: _____ Date: _____

APPENDIX D

ETHIC CLEARANCE CERTIFICATE

APPENDIX E

NGO/NPO'S REGISTRATION FORM