

## Minimum Standard Document

### Southern African Philanthropy Foundation (SAPF)

Date : 1 April 2025

Version: 1.0

#### 1.Purpose of this Document

This Minimum Standard Document describes the Southern African Philanthropy Foundation's (SAPF) approach to its work and engagement. It establishes the foundational principles, values, and ethical commitments that inform operations, partnerships, policies, and public engagements. It also serves as a preamble to all of SAPF's public-facing policies.

#### 2.Our Guiding Framework

SAPF's work is structured around our **Vision, Mission, Values**, and the overarching principle of **Stewardship**.

#### 3.Organisational Commitments

SAPF adheres to the following minimum standards in all its work:

**Transparency:** Providing clear, accessible, and timely information about SAPF's operations, funding, and decision-making.

**Accountability:** Regularly reporting to stakeholders, including donors, partners, and beneficiaries.

**Participation:** Ensuring inclusive and meaningful involvement of stakeholders in programme development and implementation.

**Sustainability:** Implementing practices that promote long-term impact, environmental awareness, and resilience.

**Data Responsibility:** Ethical data collection, usage, and protection in compliance with applicable privacy laws and best practices.

#### 4.Application

This document applies to all functions and activities of the Southern African Philanthropy Foundation. It provides a foundational standard for conducting operations, including programme delivery, financial oversight, partnership engagement, data and research management, public communication, and the responsibilities of staff and governance structures.

#### 5.Review and Updates

This document will be reviewed at least once every two years to ensure continued relevance and alignment with SAPF's strategic direction and evolving sector standards.

**For questions or further information, please contact:**

- [info@saphilanthropy.org.za](mailto:info@saphilanthropy.org.za) |
- [www.saphilanthropy.org.za](http://www.saphilanthropy.org.za).

Southern Africa Philanthropy Foundation (NPC) ,Studio 16, Arts on Main ,264 Fox Street City & Suburban, Johannesburg, 2094, South Africa. E: [info@sa-pf.org.za](mailto:info@sa-pf.org.za) |W: [www.sa-pf.org.za](http://www.sa-pf.org.za) |T: +27 11 334 0404 | F: +27 11 334 0580

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#### Board of Directors

Jo-Ann Pohl (Chairperson), Gill Bates, Danni Dixon, Joanne Donald, Luyanda Matlala, Kgomotso Mufamadi, Ziaad Suleman

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B-BBEE Status: Exempted Micro Enterprise; Level 4 Contributor, Sco Beneficiary Analysis: 91%, 100% SED Recognition