



IMPLEMENTATION PLAN

Church Registration & Development Project

World Development Fund (WDF)

June 2026

Table of Contents

1. Overview
2. Phase 1: Foundation & Registration
3. Phase 2: Applications & Systems Setup
4. Phase 3: Recruitment & Implementation
5. Summary of Responsibilities

1. Overview

This document outlines the comprehensive implementation plan for the Church Registration and Development Project under the World Development Fund (WDF). The plan is structured into three distinct phases, each with specific deliverables, assigned responsibilities, and clear timelines to ensure efficient and coordinated execution.

The project encompasses critical activities ranging from initial legal registrations and digital infrastructure development to funding applications and community programme implementation. Each phase builds upon the previous one to create a sustainable foundation for the church's operations and community services.

Important Financial Note: A registration fee of **R3,500** is payable to WDF within 14 days of commencement. An initial payment of **R350** to ACPN is required to trigger Phase 1 activities.

2. Phase 1: Foundation & Registration

Phase 1 establishes the foundational legal and digital infrastructure for the project. This phase focuses on securing the organisational name, initiating web presence, and setting up essential administrative systems. All Phase 1 activities must be completed within 5 days after the payment of R350 to ACPN.

2.1 Phase 1 Tasks

#	Task Description	Responsible Person
1	NPC Name Reservation	Tinny
2	NPC Name Registration	Tinny
3	Website Development	Katlego
4	Church System Registration	David
5	Social Media Development	David

2.2 Phase 1 Timeline

TIME DURATION

Within 5 days after the payment of R350 to ACPN.

NB: WDF R3,500 to be paid within **14 days**. This payment is essential to trigger Phase 2 activities.

3. Phase 2: Applications & Systems Setup

Phase 2 focuses on completing critical funding applications, tax compliance, and digital infrastructure deployment. This phase includes the PBO application, SARS tax returns, and the setup of hosting and telecommunication systems. All Phase 2 activities must be completed within 5 days after the payment of the R3,500 registration fee.

3.1 Phase 2 Tasks

#	Task Description	Responsible Person
1	PBO Application	Tinny
2	SARS Personal Tax Returns	Tinny
3	House-Hold Affordability Assessment (Private Health Care Package)	Danielle
4	Study Aid Application Process (Completing of Application Form)	Danielle
5	Capturing of Church Members on the System	Team
6	Website Hosting on Google	Katlego
7	Installation of Telephone Landline	Katlego

3.2 Phase 2 Timeline

TIME DURATION

Within 5 days after the payment of the R3,500 Registration Fee.

4. Phase 3: Recruitment & Implementation

Phase 3 represents the operational implementation stage, focusing on recruiting learners for study bursaries, securing funding, establishing stipend structures, and preparing physical infrastructure including equipment and building renovations. This phase ensures the long-term sustainability and community impact of the project.

4.1 Phase 3 Tasks

#	Task Description	Responsible Person
1	Recruitment of Learner for Study Bursary — Church Administrator	Tinny
2	Completing of Funding Application Form	Tinny
3	Church Leader Stipends (<i>Stipend payable one month from implementation of classes</i>)	Tinny
4	Equipment & Sound System (<i>Provided three months from implementation of education classes</i>)	Tinny
5	Renovations & Building (<i>Three months from implementation of Private Community Clinic</i>)	Tinny

4.2 Phase 3 Timeline & Notes

Stipends: Church leader stipends become payable **one month** from the implementation of classes.

Equipment & Sound System: To be provided **three months** from the implementation of education classes.

Renovations & Building: Building renovations to commence **three months** from the implementation of the Private Community Clinic.

5. Summary of Responsibilities

The following table provides a consolidated view of task allocations across all three phases, highlighting the distribution of responsibilities among team members.

Team Member	Total Tasks	Primary Areas
Tinny	11	NPC Registration, PBO Application, SARS Tax Returns, Funding Applications, Stipends, Equipment, Renovations
Katlego	3	Website Development, Google Hosting, Telephone Landline Installation
David	2	Church System Registration, Social Media Development
Danielle	2	Affordability Assessment, Study Aid Application

Document Control: This implementation plan is a working document and may be updated as the project progresses. All changes should be documented and communicated to the relevant team members.