



Municipality • Umasipala • Munisipaliteit

APPLICATION FOR A GRANT-IN-AID 2016/2017

**NOTE: ATTENDANCE OF GIA WORKSHOP IS COMPULSARY:**

Date: 7 December 2015  
Eikestad Hall, Cloetesville  
13:30

PLEASE COMPLETE THE FOLLOWING:

**A REGISTERED NAME OF ORGANISATION:**  
.....

**B DATE AND YEAR IN WHICH THE ORGANISATION WAS FOUNDED (INCLUDE BRIEF DESCRIPTION OF BUSINESS OR ACTIVITIES OF ORGANISATION):**  
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.....  
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**C ADDRESS:**

<b>(i) Street</b>	<b>(ii) Postal</b>
.....	.....
.....	.....
.....	.....

**Contact details:**  
**Name and Surname:**.....  
**Title/Position held:** .....  
**Tel:** ..... **E-mail:** .....

**D LIST ALLTHE BOARD / COMMITTEE MEMBERS OF THE ORGAIZATION:**  
(Provide list on separate page should space not be enough)

**Name and Surname:** .....  
**Position:**.....  
**Contact Address and tel no:**.....

	<p><b>Name and Surname:</b> .....</p> <p><b>Position:</b>.....</p> <p><b>Contact Address and tel no:</b>.....</p> <p><b>Name and Surname:</b> .....</p> <p><b>Position:</b>.....</p> <p><b>Contact Address and tel no:</b>.....</p> <p><b>Name and Surname:</b> .....</p> <p><b>Position:</b>.....</p> <p><b>Contact Address and tel no:</b>.....</p> <p><b>Name and Surname:</b> .....</p> <p><b>Position:</b>.....</p> <p><b>Contact Address and tel no:</b>.....</p> <p><b>Name and Surname:</b> .....</p> <p><b>Position:</b>.....</p> <p><b>Contact Address and tel no:</b>.....</p>
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<b>D</b>	<p><b>SERVICE FOCUS:</b></p> <p><b><u>Ward No</u> in which services are delivered:</b> .....</p> <p><b>Which Ward Priority/ies are addressed through the service:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Municipal Strategic Goal linked to services:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Is the organisation a non-profit organisation?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p><b>If yes, registration number:</b> .....</p> <p><b>(attach copy of registration certificate or proof of other affiliation where applicable)</b></p>
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Is funding required for a specific project?  Yes  No  
 If yes, attach details separately.

Budget amount of projects: .....

Duration of project: .....

Is funding required for general support?  Yes  No  
 If yes, attach a copy of the organisation's overall budget.

**E CATEGORY**

Please categorise your application (mark with x):

Health

Environment

Solid Waste (cleansing)

Social Development

Sport and Recreation

Note: For more detail, see attached Grants-In-Aid Policy (general guidelines and categories)

Please indicate the specific type of project/programme, as per the Grants-in-Aid Policy:

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**F THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:**

1. A copy of the latest, audited financial statements. Should your organization be classified as an emerging organization your financial statements **MUST** be signed and dated by the treasurer and chairperson. Financials must include a monthly income and expense statement for the past 12 months or months that the organization has been in existence.
2. A copy of the Organisation's Constitution, signed and dated re acceptance. AGM minutes proving the acceptance must be attached.
3. A copy of a project/programme description and/or a business plan for the ensuing financial year. Including the following: (Please use the bullet points below as guide for your project/programme description)
  - Full details of the proposal or project including its objectives, the

	<p>number of people who will benefit and how the project will contribute or enhance the strategic objectives of Stellenbosch Municipality.</p> <ul style="list-style-type: none"> <li>• Commencement and completion dates of the project.</li> <li>• Information on the total cost of the project budget, including a breakdown of costs and an outline of any contribution by fundraising and/or own contribution.</li> <li>• A list of all other sources of funding together with the assessments.</li> <li>• A summary of past achievements.</li> <li>• References independent of the applicant and its executive.</li> </ul> <p>4. An original copy of a correctly completed creditors control form of Stellenbosch Municipality.</p> <p>5. If you have received funding from Stellenbosch Municipality in the preceding financial year, you need to account for the expenditure of the grant-in-aid received with your new application. <b>(See point G for format)</b></p> <p>6. Proof of registration/affiliation.</p>
<b>G</b>	<p><b>FORMAT FOR FEEDBACK REPORT:</b></p> <p><b>Please ensure that your feedback of previous funding received include the following:</b></p> <ol style="list-style-type: none"> <li>1. Narrative report on the project including numbers reached, outcomes reached, evaluation of the project indicating successes and failures/lessons learned.</li> <li>2. Pictures of the project/programme</li> <li>3. Financial report on expenditure regarding previous donation separate from the annual financial statements. <b>Attach proof of expenditure.</b></li> </ol>
<b>H</b>	<p><b>THE FOLLOWING SHALL APPLY:</b></p> <ol style="list-style-type: none"> <li>1. The allocation of a grant-in-aid will only be considered if the application document has been fully completed and signed and is accompanied by the required and supporting documentation referred to therein. No late submissions will be considered.</li> <li>2. An applicant who has been registered as a “non profit” organisation in terms of Section 13 of the Non Profit Organisation Act, 1997, <u>must</u> submit the necessary proof thereof together with its application.</li> <li>3. Applicants must in their submission clearly indicate / specify and motivate what the funds will be utilised for.</li> <li>4. The grant-in-aid must be exclusively utilised for the purpose defined and the successful applicant must submit the necessary undertaking to this effect.</li> <li>5. Applicants must in their submission satisfy the Council of their ability to execute the project successfully.</li> <li>6. Organisations who have already received financial or other assistance from the Council during the previous financial year <u>must</u> specify same in their application.</li> <li>7. No funding will be considered for political groupings, ratepayers</li> </ol>

organisations or for religious purposes.

8. No funding will be considered where only an individual will benefit or where a member of Council or an official of Stellenbosch Municipality will receive any financial or other gain.
9. Projects outside the boundaries of the Council will not be considered.
10. Expenditure that will not be funded includes: travel costs (unless it is for the transport of beneficiaries), subsistence, accommodation, food (unless for intended beneficiaries) or entertainment expenses of any kind, staff salaries including bonuses, bursaries and payments in lieu of rates or other municipal charges.
11. Subsequent requests from applicants to cover overspending on projects will not be considered.
12. Successful applicants must at all times comply with the provisions of Section 67(1) of the Municipal Finance Management Act No. 56 of 2003 which *inter alia* stipulates that the organisation or body has to:-
  - Enter into and comply with a Memorandum of Agreement with the Municipality as well as with all reporting, financial management and auditing requirements as may be contained in such agreement. This memorandum of agreement will bind the successful applicant to deliver on what the application speaks to, but also to commit to become involved with municipal programmes of the community where it functions. The Memorandum of Agreement will be made available to successful applicants for completion.
  - Report monthly on the actual expenditure of the amount allocated to it. Should monthly allocations be made.
13. The Council reserves the right not to give a grant-in-aid to any or all organisations applying for grants. Having been awarded a grant previously does not give an applicant the right to receive a grant again.
14. Funding will not be considered where a project or organisation is already receiving funds from Council in terms of Council's functions. Applicants are required to disclose other sources of funding, failing which such applicant will be disqualified.
15. Funding will not be considered where in Council's opinion, an organisation received sufficient funds from other sources to sustain its activities or the project applied for. For this purpose, organisations must submit financial statements and budget for the ensuing financial year.
16. Organisations having received funding from Stellenbosch Municipality during the previous financial year, are required to attached to any new application, a copy of the financial statements relating to the year in which the funding was received from Council, as required in terms of Section 17 of the Non-profit organisation Act, 1997 and section 67(1) of the Municipal Finance Management Act, 2003 (MFMA).
17. Funding will not be considered where expenses have already been incurred on a project by the applicant.

**(The Council's Grants-in-Aid Policy must be consulted for the sake of completeness)**

<p><b>I</b></p>	<p><b>UNDERTAKING:</b></p> <p>I/We hereby verify that the information provided in this application is true and correct and that the conditions applicable to the allocation of a grant-in-aid as set out above and in the GiA policy have been read, understood and will be complied with.</p> <p>I/We also declare that the organisation implements effective, efficient and transparent financial management and internal control mechanisms to guard against fraud, theft and financial mismanagement and has in the past complied with requirements for similar transfer(s) of funds.</p> <p>This completed and signed at Stellenbosch on this .....day of .....20....</p> <p>_____</p> <p><b>Chairperson / Authorised Representative</b></p> <p>_____</p> <p><b>Secretary / Duly Authorised Signatory</b></p>
<p><b>J</b></p>	<p><b>PLEASE TAKE NOTE:</b></p> <p>1. That <u>completed</u> application forms together with all the required documentation must be mailed to:</p> <p><b>Director: Planning and Economic Development</b>  <b>P O Box 17</b>  <b>Stellenbosch</b>  <b>7599</b></p> <p>Or delivered to:</p> <p><b>58 Andringa Street</b>  <b>Stellenbosch</b>  <b>7600</b></p> <p>2. That the closing date for the submission of applications is: <b>Friday, 15 January 2016.</b></p> <p>3. That <b>neither late nor incomplete applications</b> will be considered.</p>