



# STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

## APPLICATION: FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL FUNCTION 2023/2024

**NOTE: ONLY APPLICATIONS ON THIS PRESCRIBED FORM SHALL BE CONSIDERED**

PLEASE COMPLETE THE FOLLOWING:

**A REGISTERED NAME OF ORGANISATION:**

.....

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

.....

.....

.....

.....

**C ADDRESS:**

(i) Street

(ii) Postal

.....

.....

.....

.....

.....

.....

Contact details:

Name and Surname: .....

Title/Position held: .....

Tel: ..... E-mail: .....

**D LIST ALL THE BOARD / COMMITTEE MEMBERS OF THE ORGANIZATION:**

Name and Surname: .....

Position: .....

Contact Address and tel. no: .....

Name and Surname: .....

Position: .....

Contact Address and tel. no: .....

Name and Surname: .....

Position: .....

Contact Address and tel. no: .....

Name and Surname: .....

Position: .....

Contact Address and tel. no: .....

Name and Surname: .....

Position: .....

Contact Address and tel. no: .....

Name and Surname: .....

Position: .....

Contact Address and tel. no: .....

**D** INDICATE IN WHICH WARD THE ORGANISATION IS ACTIVE:

Ward: \_\_\_\_\_

Is the organisation a non-profit company?  Yes  No

If yes, provide company registration number: \_\_\_\_\_ -

Is the organisation a non-profit organisation as contemplated in section 13 of the Non-Profit Organisation Act, 1997?  Yes  No

If yes, provide registration number: \_\_\_\_\_ -

Is the organisation a public benefit organisation as contemplated in terms of the Income Tax Act, 1962?  Yes  No

If yes, provide registration number: \_\_\_\_\_ -

Is funding required for a specific project / programme?  Yes  No

If yes, attach details separately.

Budget amount of projects / programmes: .....

Duration of project / programme: .....

Is funding required for general support?  Yes  No

If yes, attach a copy of the organisation's overall budget and business plan.

<p><b>E</b></p>	<p><b>CATEGORY</b></p> <p>Please categorise your application (mark with x)</p> <ul style="list-style-type: none"> <li>➤ Updating of the Web-based Stellenbosch Municipal Heritage <input type="checkbox"/></li> <li style="padding-left: 20px;">Inventory, <input type="checkbox"/></li> <li>➤ Submission of Quarterly Reports i.r.o. Updated Inventory <input type="checkbox"/></li> </ul> <p>Note: For more detail, see attached Funding of External Bodies Performing a Municipal Function Policy. (general guidelines and categories)</p> <p>Please indicate the specific type of project / programme, as per the Funding of External Bodies Performing a Municipal Function Policy.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>F</b></p>	<p><b>THE FOLLOWING <u>MUST ACCOMPANY THIS APPLICATION</u>:</b></p> <ol style="list-style-type: none"> <li>1. A copy of the latest, audited financial statements.</li> <li>2. A copy of the Organisation's Constitution or Memorandum of Incorporation as well as the resolutions/minutes adopting the Constitution or Memorandum of Incorporation.</li> <li>3. A copy of a project / programme description and / or a business plan for the ensuing financial year. Including the following: <ul style="list-style-type: none"> <li>• Full details of the proposal or project / programme including its objectives, the number of people who will benefit and how the project will contribute or enhance the strategic objectives of Stellenbosch Municipality.</li> <li>• Commencement and completion dates of the project / programme.</li> <li>• Information on the total cost of the project / programme 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> </li> <li>4. An original copy of a correctly completed creditors control form of Stellenbosch Municipality.</li> <li>5. If the Organisation received funding from Stellenbosch Municipality in the preceding financial year, you need to account for the expenditure of the funding received with your new application.</li> <li>6. If the Organisation received funding from other bodies, please identify and list the amounts received.</li> </ol>

7. If the Organisation is a non-profit company as defined in the Section 1 of the Companies Act, 2008, a certificate / letter issued by the Companies and Intellectual Property Commission (CIPC) confirming registration must be attached.
8. If the Organisation has been registered as a “non-profit” organisation in terms of the Non-Profit Organisation Act, 1997, a certificate / letter issued by the Department of Social Development confirming registration as a non-profit organisation must be attached.
9. If the Organisation has been registered as a “Public Benefit Organisation” in terms of the Income Tax Act, 1962, a certificate/letter issued by SARS confirming the Organisation's tax exemption status must be attached.
10. A valid Tax Clearance Certificate issued by SARS.
11. Submission of proof of the required Professional Personnel to enable the updating of the Inventory, i.e. GIS Practitioner and Heritage Professional.
12. The Proposed Inventory must be web-based and must be linked to the Municipality's ESRI GIS Maps.
13. Proposed Inventory must be able to draft and / or generate reports within the municipal accepted electronic formats, MS Word, PDF, etc.

**G THE FOLLOWING SHALL APPLY:**

1. The allocation of funds 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.  
  
Applicants must in their submission clearly indicate / specify and motivate what the funding where and for which purpose the funding will be allocated.
2. The funding must be exclusively used for the purpose defined and motivated, and the successful applicant must submit the necessary undertaking to this effect.
3. Applicants must in their submission satisfy the Council of their ability to execute the project successfully.
4. Organisations who have already received financial or other assistance from the Council during the previous financial year must specify same in their application.
5. No funding will be considered for political groupings, church / sectarian bodies or ratepayers organisations.
6. 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.
7. Projects outside the boundaries of the Council will not be considered.
8. Subsequent requests from applicants to cover overspending on projects will not be considered.
9. Council will not pay any funds to anyone who has already procured against the perception that they will receive any municipal funds.
10. 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.

11. The Council reserves the right not to give funding to any or all organisations applying.
12. Having been awarded funding previously does not give an applicant the right to receive a grant/funding again.
13. 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.
14. 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 / programme applied for. For this purpose, organisations must submit financial statements and budget for the ensuing financial year.
15. Organisations who received funding from Stellenbosch Municipality during the previous financial year, are required to attach such proof to the 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 67(1) of the Municipal Finance Management Act, 2003 (MFMA).

(The Funding of External Bodies Performing a Municipal Function Policy must be consulted for the sake of completeness)

**H UNDERTAKING:**

I/We hereby verify that the information provided in this application is true and correct and that the conditions applicable to the allocation of funds as set out above have been read, understood and will be complied with.

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.

This completed and signed at Stellenbosch on this.....day of ..... 20....

\_\_\_\_\_  
**Chairperson / Authorised Representative**

\_\_\_\_\_  
**Secretary / Duly Authorised Signatory**

**I PLEASE TAKE NOTE:**

- (i) That completed application forms together with all the required documentation must be delivered to:

**Directorate: Planning and Economic Development  
Section: Heritage Resource Management (Attention: Ms. K Robinson)  
P O Box 17  
Stellenbosch  
7599**

Or delivered to:

**Cnr. of Plein &  
Ryneveld Street  
Stellenbosch  
7600**

- (ii) That the closing date for the submission of applications is: 21 April 2023  
(iii) That **neither late nor incomplete applications** shall be considered.