



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

APPENDIX A

Municipality • Umasipala • Munisipaliteit

APPLICATION : FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL
FUNCTION 2017/18

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

PLEASE COMPLETE THE FOLLOWING:

A REGISTERED NAME OF ORGANISATION:

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

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C ADDRESS:

(i) Street

(ii) Postal

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.....

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 organisation?

Yes

No

If yes, registration number:

(attach copy of registration certificate or proof of other affiliation where applicable)

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 and business plan.

E CATEGORY

Please categorise your application (mark with x):

Local Tourism

Municipal Planning

Accommodation and burial of animals

Note: For more detail, see attached Funding of External Bodies Performing a Municipal Function Policy.(general guidelines and categories)

Please indicate the specific type of project/programme, as per the Funding of External Bodies Performing a Municipal Function Policy

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F THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

1. A copy of the latest, audited financial statements.
2. A copy of the Organisation's Constitution that is in the name of the applicant, signed and dated re acceptance. AGM minutes proofing 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:
 - Full details of the proposal or project including its objectives, the number of people who will benefit and how the project will contribute or enhance the strategic objectives of Stellenbosch Municipality.
 - Commencement and completion dates of the project.
 - 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.
 - A list of all other sources of funding together with the assessments.
 - A summary of past achievements.
 - References independent of the applicant and its executive.
4. An original copy of a correctly completed creditors control form of Stellenbosch Municipality.
5. If you have 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.
6. If you received funding from other bodies, please identify and the amount
7. Proof of registration/affiliation.
8. Valid Tax Clearance and Tax Exemption documents.

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.
2. An applicant who has been registered as a "non profit" organisation in terms of Section 13 of the Non Profit Organisation Act, 1997, must submit the

necessary proof thereof together with its application.

3. Applicants must in their submission clearly indicate / specify and motivate what the funding will be utilised for.
4. The funding must be exclusively utilised for the purpose defined and the successful applicant must submit the necessary undertaking to this effect.
5. Applicants must in their submission satisfy the Council of their ability to execute the project successfully.
6. Organisations who have already received financial or other assistance from the Council during the previous financial year must specify same in their application.
7. No funding will be considered for political groupings, church/sectarian bodies or ratepayers organisations.
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. Subsequent requests from applicants to cover overspending on projects will not be considered.
11. Council will not pay any funds to anyone who has already procured against the perception that they will receive any municipal funds.
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.
13. The Council reserves the right not to give funding to any or all organisations applying. Having been awarded funding 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 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:

**Director: Planning and Economic Development (Attention: Mrs V Swartz)
P O Box 17
Stellenbosch
7599**

Or delivered to:

**58 Andringa Street
Stellenbosch
7600**

- (ii) That the closing date for the submission of applications is: 20 December 2016 at 12:00

- (iii) That **neither late nor incomplete applications** shall be considered.