



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.

2026-01-16

GRANTS COMMITTEE MEETING:
MONDAY, 2026-01-19 AT 14:00

TO: Municipal Manager (Chairperson)
Chief Financial Officer
Director: Planning and Economic Development
Director: Community and Safety Services
Senior Manager: Development Planning
Manager: Local Economic Development & Tourism

Notice is hereby given that a meeting of the Grants Committee will be held on MM's office on **MONDAY, 2026-01-19 at 14:00** to consider the attached agenda.

MUNICIPAL MANAGER
CHAIRPERSON

A G E N D A
GRANTS COMMITTEE MEETING
2026-01-19

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
1.1	COMMUNICATION BY THE CHAIRPERSON	
1.2	DISCLOSURE OF INTERESTS	
2.1	APPLICATIONS FOR LEAVE OF ABSENCE	
2.2	MINUTES OF PREVIOUS GRANTS COMMITTEE MEETING	
2.2.1	MINUTES OF THE GRANTS COMMITTEE MEETING HELD ON 2025-03-03	4
3.	ITEMS FOR CONSIDERATION	
3.1	2025/2026 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATIONS	11
	ANNEXURE A	21
3.2	GRANT IN AID POLICY REVIEW	27
	ANNEXURE B	33
3.3	REQUEST FOR DEVIATION: STELLENBOSCH NIGHT SHELTER	65
	ANNEXURE C	69

1.	OPENING AND WELCOME
1.1	COMMUNICATION BY THE CHAIRPERSON
1.2	DISCLOSURE OF INTERESTS
2.1	APPLICATIONS FOR LEAVE OF ABSENCE
2.2	MINUTES OF PREVIOUS GRANTS COMMITTEE MEETING
2.2.	MINUTES OF THE GRANTS COMMITTEE MEETING HELD ON 2025-03-03

The minutes of the Grants Committee Meeting held on 2025-03-03 is attached as **APPENDIX 1**.

FOR CONFIRMATION

MINUTES OF
GRANT IN AID
2025-03-03



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.

2025-02-27

MINUTES

GRANTS COMMITTEE MEETING

2025-03-03 AT 12:00

MINUTES**GRANTS COMMITTEE MEETING****2025-03-03****TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
1.1	COMMUNICATION BY THE CHAIRPERSON	
1.2	DISCLOSURE OF INTERESTS	
2.1	APPLICATIONS FOR LEAVE OF ABSENCE	
2.2	MINUTES OF PREVIOUS GRANTS COMMITTEE MEETING	4
2.2.1	MINUTES OF THE GRANTS COMMITTEE MEETING HELD ON 2025-01-27	
3.	ITEMS FOR CONSIDERATION	
3.1	2025/2026 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATION	8
	ANNEXURE A	22

1.	OPENING AND WELCOME
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The Chairperson welcomed all present at the meeting of Corporate Services Committee.

1.1	COMMUNICATION BY THE CHAIRPERSON
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NONE

1.2	DISCLOSURE OF INTERESTS
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NONE

2.1	APPLICATIONS FOR LEAVE OF ABSENCE
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NONE

2.2	MINUTES OF PREVIOUS GRANTS COMMITTEE MEETING
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2.2.	MINUTES OF THE GRANTS COMMITTEE MEETING HELD ON 2025-01-27
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GRANTS COMMITTEE MEETING: 2025-01-27: ITEM: 2.2.1

RESOLVED

that the Minutes of a Grants Committee Meeting held on 2025-01-27 were confirmed as correct.

3.	ITEMS FOR CONSIDERATION
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3.1	2025/2026 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATIONS
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Collaborator No: 763267

IDP KPA Ref No:

File Plan:

Meeting Date: 03 MARCH 2025

1. SUBJECT:

2025/2026 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATIONS

2 PURPOSE

To obtain Council's approval for Grant-in-Aid (GiA) applications and recommended donations for the financial year 2025-2026.

3. DELEGATED AUTHORITY

FOR DECISION BY MUNICIPAL COUNCIL

In terms of Municipal Finance Management Act (MFMA), Act (56 of 2003) Section 17. (3) (e) relating to content of annual budgets and supporting documents.

4. EXECUTIVE SUMMARY

The Grant-in-Aid policy aims to provide a framework for Grant-in-Aid to non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs) or non-profit companies (NPC), Public Benefit Organisations (PBO's) and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by the Grant in Aid Policy approved at the Council Meeting in May 2024.

In terms of Council's Grant-in-Aid Policy, proposals were called for by means of advertisement in the press on 19 September 2024 (Eikestad Nuus) and on the municipal website and Facebook page.

The advertisement included an invitation to attend one of three compulsory workshops on either 14-16 October 2024 to assist and give guidance on the policy and application procedure. One hundred and sixty two (162) persons attended the workshops.

A workshop to assist with capacity building of small, emerging organisations was conducted during October 2024 focussing on financial management. The workshop was attended by ninety (90) persons.

By the closing date (22 November 2024), 95 applications were received of which one was withdrawn.

GRANTS COMMITTEE: 2025-03-03 ITEM 3.1

RESOLVED

- a) That Council notes the organisations that are receiving funding are organisations or bodies serving the poor;
- b) That Council support the continuation of the food garden project and approve the donation to SA Institute for Entrepreneurship to conclude the final year of the three-year Cat B donation.
- c) That Council support the implementation of day services for persons who are homeless and approve the deferment of the approved 2024/2025 Cat B application to commence in 2025/2026.
- d) That Council notes that the Cat A donation allows for a maximum amount of R40 000 to be allocated per organisation.
- e) That Council consider and approve the recommended donations to organizations as per attached detailed register for public participation as part of the draft budget.
- f) That the Accounting Officer certifies to the Auditor General that the compliance requirements in terms of section 67 (1) (a) of the MFMA are uneconomical and unreasonable for organisations receiving Cat A donation.

4.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

5.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

6.	URGENT MATTERS
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NONE

7.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at **12:30**

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments.**

3.	ITEMS FOR CONSIDERATION
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3.1	2025/2026 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATIONS
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Collaborator No: 799699

IDP KPA Ref No: Dignified Living: Municipal Focus Area 2

File Plan: 8/1/4/2/3

Meeting Date: 19 January 2026

1. SUBJECT:

2025/2026 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATIONS

2 PURPOSE

To obtain Council's approval for Grant-in-Aid (GiA) applications and recommended donations for the financial year 2026-2027.

3. DELEGATED AUTHORITY

FOR DECISION BY MUNICIPAL COUNCIL

In terms of Municipal Finance Management Act (MFMA), Act (56 of 2003) Section 17. (3) (e) relating to content of annual budgets and supporting documents.

4. EXECUTIVE SUMMARY

The Grant-in-Aid policy aims to provide a framework for Grant-in-Aid to non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs) or non-profit companies (NPC), Public Benefit Organisations (PBO's) and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by the Grant in Aid Policy approved at the Council Meeting in May 2025.

5. RECOMMENDATIONS

- (a) that Council notes the organisations that are receiving funding are organisations or bodies serving the poor.

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- (b) that Council notes that the Cat A donation allows for a maximum amount of R40 000 to be allocated per organisation.
 - (c) That organisations who have NPO registration status as non-compliant but can easily be corrected be given the opportunity to do so.
 - (d) that Council considers and approves the recommended donations to organizations as per attached detailed register inclusive of public comments and feedback received as part of the draft budget public participation process; and
 - (e) that the Accounting Officer certifies to the Auditor General that the compliance requirements in terms of section 67 (1) (a) of the MFMA are uneconomical and unreasonable for organisations receiving Cat A donation.

6. DISCUSSION / CONTENTS

6.1. Background

In terms of Council's Grant-in-Aid Policy, proposals were called for by means of advertisement in the press on 02 October 2025 (Eikestad Nuus) and on the municipal website and Facebook page.

The advertisement included an invitation to attend one of three compulsory workshops on either 27-29 October 2025 to assist and give guidance on the policy and application procedure. Two hundred and eight (208) persons attended the workshops.

A voluntary workshop to assist with capacity building of small, emerging organisations was conducted during September 2025 focussing on financial management and organisational governance. The workshop was attended by thirty-five (35) persons.

By the closing date (28 November 2025), 101 applications were received.

The Grant in Aid policy requires from organisations to provide proof of registration if the applicant claims to be registered as an NPO/PBO/NPC. The following new information was gained relating to registration of non-government organisations:

- a. The Companies Act 71 of 2008 regulates registration for for-profit and not-for-profit companies. The regulatory body for this Act is the Companies and Intellectual Properties Commission who indicates that registration in terms of the NPO Act 71 of 1997 is required should a Non-Profit Company which to receive grants of donor-funding. (See extract from https://www.cipc.co.za/?page_id=2132 accessed on 15/12/2025 below.)

The screenshot shows the CIPC website with the following content:

- Header:** Search bar, navigation links (HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, CONTACT).
- Section Header:** NON-PROFIT COMPANY
- Related links:** Register as a Customer, Banking details, B-BBEE Certification, Domain Name Registration, Log a query.
- Main Content:**
 - A non-profit company is a company incorporated for public benefit or other objective relating to one or more of cultural, social activities, communal or group interest.
 - The income and property of a non-profit company is not distributed to its incorporators, members, directors, officers or persons relating to any of them and must be used to advance the purpose for which it was created, as set out in its memorandum of incorporation. A non-profit company must have at least three incorporators and three directors and may be registered with or without members. A non-profit company is not required to have members. The members of a non-profit company are persons who participate in the activities of the non-profit company, such as members of a church or a pension fund. Non-profit companies registered without members, may be registered with a standard or a customized Memorandum of Incorporation (MOI). There are three types of non-profit companies that can be registered at CIPC.
 - All companies must have a **Memorandum of Incorporation (MOI)** which sets out the rules agreed to for the management and maintenance of the business. The standard MOI is provided by law and is integrated into the company registration process ([click here](#) to preview a standard MOI).
 - A Non-Profit Company must have a name and cannot register with its registration number with (South Africa) as suffix as its name.
 - Note:** If you wish to receive grants or donor-funding, you are required to register with the [Department of Social Development](#). Non-profit companies registered with the Department of Social Development can apply for funding at the [National Lottery Board](#).

- b. Public Benefit Organisations (PBO) are registered in terms of the Income Tax Act 58 of 1962 is approved by the South African Revenue Service (SARS) and complies with the requirements set out on the Income Tax Act. Once registered as a PBO, it is required to also register as a Non-Profit Organisation.
- c. The Non-Profit Organisation (NPO) Act 71 of 1997 regulates registration for NPO's and are regulated by the National Department of Social Development. The compliance requirements for NPO registration is the annual submission of Annual Financial Statements, a Narrative Report on the activities of the organisation for the year and a Chairperson's Report.

During the financial management and governance workshops hosted in collaboration between the municipality and the Department of Social Development, the above was explained to those in attendance.

The municipality further collaborated with the Department of Social Development (DSD) when hosting the compulsory clarification workshops for Grant in Aid during which prospective applicants were again informed of the requirements of the NPO Act 71 of 1997. Attendees were informed about the current process of de-registration of NPO's currently being undertaken by the Department of Social Development. To date about 100 of the 600 registered NPO's in Stellenbosch has been de-registered. Organisations were invited to visit the local DSD offices for assistance with the compliance status of their organisations. Organisations were also informed of the new website where organisations can attend to their registration compliance themselves.

Current feedback on this platform indicates that it has teething problems and that DSD will not be penalising organisations who were up to date with late submissions of the latest documents.

6.2 Discussion

The Department of Social Development assisted with the assessment of NPO compliance by categorising applicants as follow:

1. De-registered
2. Registered and compliant
3. Registered and non-compliant but with only small items outstanding which should be easy for the applicant to correct by April 2026. (Marked in green)
4. Registered and non-compliant with many years of non-compliance which will require huge effort on behalf of the organisation to become compliant. (Marked in yellow)

The Department of Social Development indicated that their new online compliance and registration system is not running smoothly yet, and that they will not penalise organisations for late submissions which can easily be rectified. Organisations who were found to be non-compliant, but indicated as easily remedied, who complies with all other requirements of the GiA policy were thus conditionally recommended for a donation.

The Department Community Development and the Sport and Recreation Department scrutinized and evaluated one hundred and one (101) applications representing the following categories:

CATEGORY	SUB CATEGORY	APP's RECEIVED	APP's RECOMMENDED/ CONDITIONALLY RECOMMENDED	WARDS SERVED THROUGH THE ORGANIZATIONS	RECOMMENDED AMOUNT (2026-2027)
Social Development	General	11	1	14	40 000.00
	Partial Care	41	13	All	520 000.00
	Disability	4	3	All	120 000.00
	Elderly	4	2	1, 2, 9	80 000.00
	Youth	8	2	4, 12-15	80 000.00
	Substance Abuse	2	1	4, 5, 7, 9, 10, 12, 16, 17, 20	40 000.00
	Gender	1	0	All	0.00
	Food Security	5	1	1-6, 8, 9, 12-21	40 000.00
	People Living on the Street	2	2	All	3 025 160.11

	Skills Development	5	2	All	80 000.00
Environment	Environment	1	0	4	0.00
Health	Physical and Psychological	5	2	All	80000
Sport, Art and Culture	Sport Clubs	11	0	All	0.00
	Art and Culture	7	1	4	40 000.00
	Total	101	30		4 255 240.11

Table 1: Applications received and draft grant recommendations per category

The Municipality would like to support as many as possible organizations delivering valuable services within our communities but cannot disregard requirements of the MFMA (56 of 2003) Section 67 stipulating the responsibility of council to ensure donations are made to organizations who has the capacity to govern itself according to accepted financial practises and who can deliver the services for which the donation is required and benefiting the intended target audience.

Declarations of Interest:

Where officials were indicated as linked to an applicant, either directly or indirectly and said official formed part of the Grant in Aid assessment team, the official was excused from any assessment or discussions relating to the application in question. The following municipal officials and councillors linked to applicants are noted:

Applicant	Person	Organisation Capacity	Municipal Capacity
ABBA	Wilfred Frederick Pietersen	Chairperson	PR Councillor
Blue Stars United RFC	JC Anthony	Patron	Ward 18 Councillor
Hospice NPC	Wilfred Frederick Pietersen	Director	PR Councillor
Isibane Sempumelelo	Mary Nkopane	Chairperson	Ward 13 Councillor
Klapmuts Sport Forum	JC Anthony	Patron	Ward 18 Councillor

Kylemore Secondary School	Gerrit Africa	Additional Member	General Worker, Community and Protection Services
	Franklin Peceur	Additional Member	Fire Fighter, Community and Protection Services
Legacy Community Development	Nono Khulela	Director	
Stellenbosch Work Centre for Adult Persons with Disabilities	Portia Jansen	Manager	Community Development Coordinator (Niece of Manager)

National Treasury Circular 131

Item 7 of the above circular reads as follows: *“Section 67(1)(a)(iv) of the MFMA requires an NGO that will be receiving a transfer in terms of section 676 to submit its audited financial statement to the municipality. Given the various legal forms an NGO can take, not all NGO’s are compelled to have audited financial statements. If the organisation is a nonprofit organisation, then the municipality may, subject to compliance with section 67(4) of the MFMA enter into an agreement with the relevant organisation requiring that organisation to submit financial statements that comply with the requirements of the Nonprofit Organisation Act 71 of 1997 (NPO Act) instead of submitting audited financial statements as required by section 67(1)(a)(iv) of the MFMA. Note that the possible exemption from submitting audited financial statements is limited to NGO’s serving the poor, as contemplated in and subject to section 67(4) of the MFMA.”*

Transfers to organisations exempted from submitting audited financial statements are subject to the following:

1. The transfer may not exceed a prescribed limit.
2. All reasonable steps must be taken to ensure that the targeted beneficiaries receive the benefit of the transferred funds and
3. The accounting officer must certify to the Auditor General that compliance by the NGO is unreasonable and uneconomical.

It must be noted that the certification to the Auditor General must include the following minimum considerations which must be fact based:

1. Factors relevant to the accounting officer’s conclusion.
2. Why compliance is uneconomical or unreasonable; and
3. Compensatory compliance measures the municipality requires from the NGO.

Below listed applications have been either recommended or conditionally recommended for a donation without having audited financial statements. The reasons can be found in the last column. Once final approval has been granted a certificate for the AG will be prepared.

Applicant	Type of Statement	Amount	Recommendation
GENERAL			
Songo Trust	Independently Reviewed AFS	40 000.00	Recommended for approval. AFS independently reviewed providing sufficient cause to support sound financial management and internal controls.
PARTIAL CARE			
ABC 99 Educare Center	Independently Reviewed AFS	40 000.00	Conditional upon compliance with the NPO Act. Independent reviewed AFS satisfies in terms of sound financial management and internal controls.
Dwarsrivier Valley Initiative T/A Aitsa ! Aftercare Centre	AFS Compiled by independent accountant.	40 000.00	Conditional upon compliance with the NPO Act. Compiled AFS satisfies in terms of sound financial management and internal controls.
Imizekeliso Educare	AFS Compiled by ECD.	40 000.00	Recommendation for approval. ECD was established in 2023. AFS provided was signed and approved by two persons as allowed by current GiA policy for emerging organisations. Annual Financial turnaround amounts to R 95 000 with expenditure of R 90 000.00
Kylemore ECD	AFS Compiled by independent accountant.	40 000.00	Conditional recommendation for approval based on submission of final feedback report. AFS satisfies in terms of sound financial management and internal controls.
Okuhle Connie's Educare Centre	Independently Reviewed AFS	40 000.000	Conditional recommendation for approval based on compliance to NPO Act and submission of final feedback report. AFS satisfies in terms of sound financial management and internal controls.
Phakamani Educare Centre	Independently Reviewed AFS	40 000.00	Conditional recommendation for approval based on compliance to NPO Act and submission of final feedback report. AFS satisfies in terms of sound financial management and internal controls.
Simni Educare	Independently Reviewed AFS	40 000.00	Conditional recommendation for approval based on and submission of final feedback report. AFS satisfies in terms of sound financial management and internal controls.

Sivuyise Creche	Independently Reviewed AFS	40 000.00	Conditional recommendation for approval based on compliance to NPO Act. AFS satisfies in terms of sound financial management and internal controls.
Wandi Educare Centre	AFS Compiled by ECD	40 000.00	Conditional recommendation for approval based on AFS submitted for the 2 months since applicant started with getting the concern going which is in line with the GiA policy for emerging organisations. Condition placed on donation for applicant to provide enrolment list for 2026.
Wielie Walie	Independently Reviewed AFS	40 000.00	Conditional recommendation for approval based on provision of final feedback report. AFS satisfies in terms of sound financial management and internal controls.
YOUTH			
Kylemore Secondary School	Independently Reviewed AFS	40 000.00	Conditional recommendation based on submission of final feedback report. AFS independently reviewed providing sufficient cause to support sound financial management and internal controls.
ELDERLY			
Franschhoek Elderly Club	AFS Compiled by Club	40 000.00	Conditional recommendation for approval based on submission of final feedback report on previous funding. Club was established in 2024. AFS provided was signed and approved by two persons as allowed by current GiA policy for emerging organisations. Club does not have sufficient annual financial turnaround to allow for audited statements. Annual total income 24/25 was R 40 722.00.
ARTS AND CULTURE			
Pniel Erfenis en Kultuur Trust	Independently Reviewed AFS	40 000.00	Recommended for approval. Independent reviewed AFS satisfies in terms of sound financial management and internal controls.

6.3 Financial Implications

This report has the following financial implications:

2026-2027 (Cat A)
1 040 000.00

2026-2027 (Cat B)	2027-2028 (Cat B)	2028-2029 (Cat B)
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3 215 240.11	1 518 885.00	204 600.00
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DRAFT BUDGET TOTAL	4 255 240.11
2026-2027	

6.4 **Legal Implications**

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 **Staff Implications**

This report has no staff implications to the Municipality.

6.6 **Previous / Relevant Council Resolutions:**

32ND COUNCIL MEETING: 2025-05-30: ITEM 10.11.1

Before deliberations on the matter, Cllr WF Pietersen recused himself from the Chamber for the duration of the matter.

RESOLVED (nem con)

- (f) that Council notes the organisations that are receiving funding are organisations or bodies serving the poor.
- (g) that Council supports the continuation of the food garden project and approve the donation to SA Institute for Entrepreneurship to conclude the final year of the three-year Cat B donation.
- (c) that Council supports the implementation of day services for persons who are homeless and approve the deferment of the approved 2024/2025 Cat B application to commence in 2025/2026;
- (d) that Council notes that the Cat A donation allows for a maximum amount of R40 000 to be allocated per organisation.
- (e) that Council considers and approve the recommended donations to organizations as per attached detailed register inclusive of public comments and feedback received as part of the draft budget public participation process; and
- (f) that the Accounting Officer certifies to the Auditor General that the compliance requirements in terms of section 67 (1) (a) of the MFMA are uneconomical and unreasonable for organisations receiving Cat A donation.

6.7 **Risk Implications**

This report has no risk implications for the Municipality.

6.8 **Comments from Senior Management**

6.8.1 Chief Financial Officer:

Financial Services agree with the recommendations. The funding for the Grant in Aid donations will be provided for in the Medium-Term Revenue and Expenditure Framework (MTREF/Budget).

ANNEXURES**ANN A: Grant in Aid 2026-2027 Register of applications and recommended donations****FOR FURTHER DETAILS CONTACT:**

NAME	<i>Michelle Aalbers</i>
POSITION	<i>Manager: Community Development</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>8408</i>
E-MAIL ADDRESS	<i>Michelle.aalbers@ Stellenbosch.gov.za</i>
REPORT DATE	<i>18/12/2025</i>

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

2025/26 GRANT-IN-AID APPLICATIONS

2025/26 GRANT-IN-AID APPLICATIONS					Category A	Category B		
No	Workshop Attendance Ref no	Applicant Name	Notes	Recommendation	Funds proposed	Funds proposed YEAR 1 (2025-2026)	Funds proposed YEAR 2 (2026-2027)	Funds proposed YEAR 3 (2027-2028)
SOCIAL DEVELOPMENT								
GENERAL								
1	01_15	ACVV Franschhoek	AFS AUDITED WITH NO OPINION AS APPROPRIATE AUDIT EVIDENCE COULD NOT BE PROVIDED TO THE AUDITORS.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
2	03_14	ACVV Stellenbosch		RECOMMENDED	40 000,00	0,00	0,00	0,00
3	22/15	FRANCO	COMMIT TO PROVIDE FEEDBACK BY APRIL 2025. AFS INDEPENDENTLY REVIEWED.	CONDITIONAL	40 000,00	0,00	0,00	0,00
4	18/16	God the King Ministries	CONSTITUTION INDICATE NOT LESS THAN 5 BOARD MEMBERS. LIST ONLY 4. NO AFS SUBMITTED.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
5	23/14	LORD'S ACRE CHRISTIAN COMMUNITY CENTRE	LIST 11 BOARD MEMBERS, CONSTITUTION ALLOW A MAX OF 9. NOT LATEST AFS WITH NO REVIEW OR AUDIT OPINION. BANK FORM IN DIFFERENT NAME. PROJECT PROPOSAL NOT ALIGNED WITH FUNDING PERIOD. NO OVERALL BUDGET AS IS REQUIRED FOR GENERAL APPLICATIONS.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
6	55/15	StellCare Stellenbosch		RECOMMENDED	40 000,00	0,00	0,00	0,00
7	50/16	Stellenbosch Muslim Helping Hands	CONSTITUTION INDICATE 4 BOARD MEMBERS, LIST 3. NO AFS.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
					120 000,00	0,00	0,00	0,00
PARTIAL CARE								
8	02_16	ABC 99 Educare Centre	SECOND YEAR APPLICATION WITHOUT C REG. DID NOT INDICATE SPECIFIC VS GENERAL APPLICATION. COMMIT TO PROVIDE FINAL FEEDBACK. AFS ARE INDEPENDENTLY REVIEWED. SPECIFIC PROPOSAL SUBMITTED.	CONDITIONAL	40 000,00	0,00	0,00	0,00
9	01_14	Acorn Christian Daycare	AFS DOES NOT SPEAK TO ANY SPECIFIC REPORTING PERIOD. NO PROOF OF REGISTRATION.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
10	02_15	AKKERLAND DAYCARE CENTRE	AFS: WE HAVE PERFORMED THE DUTIES OF ACCOUNTING OFFICER TO THE GOVERNING BODY OF AKKERLAND ACCORDING TO SECT 43 OF THE SA SCHOOLS ACT 84 OF 1996. APPLICATION NOT SIGNED. NO BANK DETAILS.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
11	4_14	Anganathi Educare	YEAR 2 OF APPLICATION WITHOUT C REG. AFS: INDEPENDENTLY REVIEWED.	RECOMMENDED	40 000,00	0,00	0,00	0,00
12	49/14	Early Education Centre, The	C REGISTRATION NOT REQUIRED. (ECD SERVICE PROVIDER)	RECOMMENDED	40 000,00	0,00	0,00	0,00
13	19_15	Early Learning Resource Unit	APPLICATION FOR 6 MOVABLE HOMES TO OPERATE AS ECD FACILITIES WITH NO INDICATION OF WHERE IT WILL BE SITUATED NOR CONFIRMATION OF BUILDING AND ZONING REQUIREMENTS. PICTURES PROVIDED = PREFAB STRUCTURES.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
14	21_15	FAMILY IN FOCUS	REMAIN IN YEAR 1 OF APPLICATION WITHOUT C REGISTRATION. DID NOT INDICATE SPECIFIC VS GENERAL APPLICATION. NOT LATEST AFS.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
15		Froggies Aftercare	YEAR 2 OF APPLICATION WITHOUT C REG. DID NOT SUBMIT AN APPLICATION. SUBMITTED FEEDBACK REPORT ON FUNDING PREVIOUSLY RECEIVED.	NA	0,00	0,00	0,00	0,00
16	27/15	Imizekeliso Educare	AFS NOT RELIABLE AND NOT ALIGNED TO FINANCIAL REPORTING PERIOD.	NOT RECOMMENDED	0,00	0,00	0,00	0,00

17	69_14	Isibane Sempumelelo	AFS = INDEPENDENT REVIEW.	RECOMMENDED	40 000,00	0,00	0,00	0,00
18	29_15	Jessie Keet Early Childhood Development	AFS: "A CRECHE OF STELLCARE" POLICY ONLY ALLOWS ONE APPLICATION PER ORGANISATION. CONSTITUTION READS: "PROGRAMME OF STELLCARE"	NOT RECOMMENDED	0,00	0,00	0,00	0,00
19	30_16	Khanyisa Creche	DID NOT INDICATE SPECIFIC VS GENERAL APPLICATION. CONSTITUTION INTERNET TEMPLATE. AFS NOT AUDITED OR REVIEWED. APPLICATION FORM (P4, 7) INCOMPLETE. NO PROPOSAL.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
20	38/15	Kylemore Early Childhood Development	AFS: "A CRECHE OF STELLCARE" POLICY ONLY ALLOWS ONE APPLICATION PER ORGANISATION. CONSTITUTION READS: "PROGRAMME OF STELLCARE"	NOT RECOMMENDED	0,00	0,00	0,00	0,00
21	43/15	Little Angels Educare	DID NOT INDICATE SPECIFIC VS GENERAL APPLICATION. AFS NOT FOR COMPLETED FINANCIAL YEAR.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
22	22/14	Liyema Creche	YEAR 1 OF APPLICATION WITHOUT C REGISTRATION. AFS: INDEPENDENTLY REVIEWED. ONLY ITEMS CONTRIBUTING TOWARDS REGISTRATION APPROVED.	RECOMMENDED	27 000,00	0,00	0,00	0,00
23	25/14	Lubabalo Creche Centre	AFS INDEPENDENTLY REVIEWED	RECOMMENDED	40 000,00	0,00	0,00	0,00
24	38_16	Luthando Educare	AFS: INDEPENDETNLY REVIEWED.	RECOMMENDED	40 000,00	0,00	0,00	0,00
25	44/15	Nora Tyres ECD	AFS: "A CRECHE OF STELLCARE" POLICY ONLY ALLOWS ONE APPLICATION PER ORGANISATION. CONSTITUTION READS: "PROGRAMME OF STELLCARE"	NOT RECOMMENDED	0,00	0,00	0,00	0,00
26	40_16	Noxolo Educare	YEAR 2 OF APPLICATION WITHOUT C REGISTRATION. AFS: INDEPENDETNLY REVIEWED.	RECOMMENDED	40 000,00	0,00	0,00	0,00
27	41/16	Okuhle Connie's Educare	DID NOT INDICATE SPECIFIC VS GENERAL APPLICATION. AFS INDEPENDENTLY REVIEWED. COMMIT TO PROVIDE FINAL FEEDBACK.	CONDITIONAL	40 000,00	0,00	0,00	0,00
28	50/14	Pebbles Project		RECOMMENDED	40 000,00	0,00	0,00	0,00
29	32/14	Phakamani Educare	AFS INDEPENDENTLY REVIEWED.	RECOMMENDED	40 000,00	0,00	0,00	0,00
30	34/14	Prochorus Community Development		RECOMMENDED	40 000,00	0,00	0,00	0,00
31	35/14	Samnkies Creche	NO AFS. REMAIN IN YEAR 1 OF APPLICATION WITHOUT C REG.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
32	51/15	Sibongumusa ECD Centre	AFS INDEPENDENTLY REVIEWED BY REGISTERED ACCOUNTANT. COMMIT TO PROVIDE FINAL FEEDBACK.	CONDITIONAL	40 000,00	0,00	0,00	0,00
33	37/14	Simni Educare Centre	YEAR 2 OF APPLICATION WITHOUT C REGISTRATION. AFS: INDEPENDETNLY REVIEWED. FUNDING APPROVED FOR ITEMS IN LINE WITH REGISTRATION REQUIREMENTS. COMMIT TO PROVIDE FINAL FEEDBACK.	CONDITIONAL	30 000,00	0,00	0,00	0,00
34	39/14	Sivuyise Creche	YEAR 2 OF APPLICATION WITHOUT C REG. AFS: INDEPENDETNLY REVIEWED.	RECOMMENDED	40 000,00	0,00	0,00	0,00
35	53/15	Sizamile Child Care Facility	AFS: "A CRECHE OF STELLCARE" POLICY ONLY ALLOWS ONE APPLICATION PER ORGANISATION. CONSTITUTION READS: "PROGRAMME OF STELLCARE"	NOT RECOMMENDED	0,00	0,00	0,00	0,00
36	49/16	Stellenbosch Kindergarten		RECOMMENDED	40 000,00	0,00	0,00	0,00
37	64/14	Thanduxolo Daycare	NO PROPOSAL/BUDGET	NOT RECOMMENDED	0,00	0,00	0,00	0,00
38	54/14	Unakho Day Care for Disable	AFS: INDEPENDETNLY REVIEWED.	RECOMMENDED	40 000,00	0,00	0,00	0,00
39	62/15	Vinyard Houses	AFS INDEPENDENTLY REVIEWED BY REGISTERED ACCOUNTANT, BUT NOT SIGNED OFF BY ORG REPRESENTATIVE. COMMIT TO PROVIDE FINAL FEEDBACK.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
40	63/15	Vision Africa	COMMIT TO PROVIDE FINAL FEEDBACK.	CONDITIONAL	40 000,00	0,00	0,00	0,00
41	65/15	Wielie Walie Pre School	AFS: INDEPENDETNLY REVIEWED.	RECOMMENDED	40 000,00	0,00	0,00	0,00
42	62/16	Woelwater Dagsorg	AFS: INDEPENDETNLY REVIEWED.	RECOMMENDED	40 000,00	0,00	0,00	0,00

43	63/16	Zenzele Educare Centre	DID NOT CONFIRM SPECIFIC VS GENERAL APPLICATION. PROVIDED SPECIFIC PROPOSAL WITH BUDGET. AFS: INDEPENDENTLY REVIEWED. COMMIT TO PROVIDE FINAL FEEDBACK.	CONDITIONAL	40 000,00	0,00	0,00	0,00
					817 000,00	0,00	0,00	0,00
DISABILITY								
44	12_15	ChangeAbility	INTERIM FEEDBACK PROVIDED. COMMIT TO PROVIDE FINAL FEEDBACK.	CONDITIONAL	40 000,00	0,00	0,00	0,00
45	23/16	Huis Horison		RECOMMENDED	40 000,00	0,00	0,00	0,00
46	57/15	Stellenbosch Work Centre for Adult Persons with Disabilities	COMMIT TO SUBMIT FEEDBACK	CONDITIONAL	40 000,00	0,00	0,00	0,00
					120 000,00	0,00	0,00	0,00
ELDERLY								
47	02_14	Azaleahof	PROJECT BUSINESS PLAN/PROPOSAL DOES NOT INCLUDE A COST BREAKDOWN OF THE ACTIVITIES AND OR OUTINGS.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
48	14/15	De Tuine Bejaarde Klub	NO PROOF OF REGISTRATION OR BANK DETAILS. AFS: NOT SIGNED OFF WITHOUT OPINION.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
49	16_16	Franschhoek Elderly Club		RECOMMENDED	40 000,00	0,00	0,00	0,00
50	15/14	Idas Valley Golden Boys and Girls	AFS CONSIST OF MANAGEMENT REPORTS WITH NO AUDIT OR INDEPENDENTLY REVIEWED RESULTS. NO OVERALL BUDGET AS REQUIRED PER GENERAL APPLICATION. PROPOSAL FOR INCORRECT PERIOD.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
51	42/16	Pniel Simonsberg Elderly Club	AFS INDEPENDENTLY REVIEWED BY REGISTERED ACCOUNTANT	RECOMMENDED	40 000,00	0,00	0,00	0,00
52	75/15	Wemmershoek Bejaarde Klub	REQUEST FUNDING FOR ACTIVITIES OUTSIDE THE FUNDING PERIOD. APPLICATION LIST TWO POSITIONS NOT ON APPROVED POSITIONS AS PER CONSTITUTION. AFS NOT ACCORDING TO THE FINANIAL YEAR.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
					80 000,00	0,00	0,00	0,00
YOUTH								
53	07_16	Dwarsrivier Valley Initiative t/a Aitsa! Aftercare	AFS INDEPENDENTLY REVIEWED BY REGISTERED ACCOUNTANT. NO OVERALL BUDGET AS REQUIRED PER GENERAL APPLICATION.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
54	11_16	Embrace Community Outreach	APPLICATION NOT SIGNED.NO AFS OR PROOF OF REGISTRATION.GENERAL APPLICATION WITHOUT OVERALL BUDGET. REQUEST FUNDS FOR ACTIVITIES OUTSIDE THE FUNDING PERIOD.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
55	24_15	Help2read NPC		RECOMMENDED	40 000,00	0,00	0,00	0,00
56	39/15	Kylemore Secondary School	AFS INDEPENDENTLY REVIEWED BY REGISTERED ACCOUNTANT	RECOMMENDED	40 000,00	0,00	0,00	0,00
57	41/15	Legacy Community Development		RECOMMENDED	40 000,00	0,00	0,00	0,00
58	14/14	Sports for Life	NO OVERALL BUDGET SUBMITTED AS PER REQUIREMENT FOR GENERAL APPLICATIONS.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
59	52/14	Training 4 Changes NPC	AFS INDEPENDENTLY REVIEWED BY REGISTERED ACCOUNTANT	RECOMMENDED	40 000,00	0,00	0,00	0,00
60	29_16	Youth Outreach		RECOMMENDED	40 000,00	0,00	0,00	0,00
					200 000,00	0,00	0,00	0,00
SUBSTANCE ABUSE								
61	63/14	ABBA Stellenbosch a project of BADISA Stellenbosch	COMMIT TO PROVIDE FINAL FEEDBACK BY APRIL 2025. NOT ALL EXP PROVIDED IS SUPPORTED BY PROOF OF EXPENDITURE. MUST SUBMIT SAME.	CONDITIONAL	40 000,00	0,00	0,00	0,00
62	08_14	Christian Dependency Ministry	AFS INDEPENDENTLY REVIEWED. BANK FORM NOT SIGNED. DID NOT INDICATE WHETHER IT IS SPECIFIC OR GENERAL APPLICATION.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
					40 000,00	0,00	0,00	0,00
GENDER								

63	26/16	iGentlemen's Club NPC	NO OVERALL BUDGET AS REQUIRED FOR GENERAL APPLICATIONS. NO AFS.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
					0,00	0,00	0,00	0,00
FOOD SECURITY								
64	13_16	EPJ Boerdery	CONSTITUTION INDICATES NOT FOR PROFIT. REGISTRATION CERTIFICATE INDICATE PTY(LTD) WITH PRIVATE COMPANY STATUS. AFS NOT SIGNED. UNSURE WHAT THE PURPOSE OF THE ENTITY IS ITO A BUSINESS VS NOT FOR PROFIT. DID NOT INDICATE SPECIFIC VS GENERAL APPLICATION.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
65	05_15	Maranatha Christian Church	AFS: NOT LATEST STATEMENTS AND ONLY SIGNED BY THE CHAIRMAN. ONE OF THE DIRECTOR'S IS THE COMPILER OF THE REPORT. CONSTITUTION: NPC CERT INDICATE 3 DIRECTORS WITH THE SAME SURNAME. BANK FORM NOT SUBMITTED. INDICATE BOTH GENERAL AND SPECIFIC APPLICATION. NO OVERALL BUDGET	NOT RECOMMENDED	0,00	0,00	0,00	0,00
66		SA Institute for Entrepreneurship	APPLICANT DID NOT ATTEND THE COMPULSORY CLARIFICATION MEETING, BUT SUBMITTED A PAR 7.12 PLEA FOR ATTENTION SR MANAGEMENT.	RECOMMENDED	0,00	2 535 300,00	0,00	0,00
67	56/15	Stellenbosch Feeding In Action		RECOMMENDED	40 000,00	0,00	0,00	0,00
					40 000,00	2 535 300,00	0,00	0,00
PEOPLE LIVING ON THE STREET								
68	45/14	Stellenbosch Night Shelter	PROVIDE MONTHLY FEEDBACK REPORTS	RECOMMENDED	0,00	1 646 121,12	1 840 880,11	0,00
69	55/14	U Turn Homeless Ministries	REQUEST TO DEFER APPROVED 2024/2025 APPLICATION TO 2025/2026.	CONDITIONAL ON PROOF OF LOCAL FACILITY FROM WHERE SERVICES WILL BE RENDERED.	0,00	1 095 480,00	1 184 280,00	1 277 900,00
					0,00	2 741 601,12	3 025 160,11	1 277 900,00
SAFETY								
70	59/14	Wemmershoek Buurtwag	CONSTITUTION: NOT LEGAL ENTITY AND CONTAINS PARTS THAT REFLECTS THE GUIDELINES FOR THE COMPLETION OF THE CONSTITUTION WITHOUT GROUPS OWN INTERPRETATION. GIA POLICY: MUST OPERATE AS SEPARATE LEGAL ENTITY AND ARE RECOGNISED AS SUCH BY SA LEGISLATION. (WC COMMUNITY SAFETY ACT 3 OF 2013). REGISTRATION/ACCREDITATION: ACCREDITED BY POCS, CLAIM NPO REGISTRATION WITHOUT PROOF. AFS: NOTHING SUBMITTED. BUSINESS PLAN: NOTHING SUBMITTED	NOT RECOMMENDED	0,00	0,00	0,00	0,00
					0,00	0,00	0,00	0,00
SKILLS DEVELOPMENT								
71	06_15	Bergzicht Training	PARTIAL FEEDBACK. COMMIT TO PROVIDE FINAL FEEDBACK BY APRIL 2024	CONDITIONAL	40 000,00	0,00	0,00	0,00
72	66/16	Franschhoek Hospitality Academy and Learning Centre	APPLICATION NOT SIGNED	NOT RECOMMENDED	0,00	0,00	0,00	0,00
73	42/14	Stellemploy		RECOMMENDED	40 000,00	0,00	0,00	0,00
					80 000,00	0,00	0,00	0,00
SUBTOTAL SOCIAL DEVELOPMENT					R 1 497 000,00	R 5 276 901,12	R 3 025 160,11	R 1 277 900,00
ENVIRONMENT								
74	27_14	More Recycling	IN PROCESS TO REGISTER, NOT YET LEGAL ENTITY. CONDITIONAL RECOMMENDATION. APPLICANT MUST PROVIDE PROOF OF REGISTRATION BY END APRIL 2025.	CONDITIONAL	40 000,00	R 0,00	R 0,00	R 0,00
SUBTOTAL ENVIRONMENT					R 40 000,00	R 0,00	R 0,00	R 0,00

HEALTH								
75	22/16	Health House Centre	NO AFS SUBMITTED	NOT RECOMMENDED	0,00	0,00	0,00	0,00
76	47/15	Real Sister's Cancer Group	CONSTITUTION INDICATE FIN YEAR TO END NOV. AFS INDEPENDENTLY REVIEWED FOR DEC 2023-FEBR 2024. ONLY LISTED 5 OF THE REQUIRED 6 BOARD MEMBERS. DID NOT INDICATE SPECIFIC OR GENERAL APPLICATION.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
77	14/44	Stellenbosch Hospice NPC		RECOMMENDED	40 000,00	0,00	0,00	0,00

SUBTOTAL HEALTH								
					R 40 000,00	R 0,00	R 0,00	R 0,00

SPORT ARTS AND CULTURE								
SPORT CLUBS								
78	04_14	Blue Stars United	GENERAL APPLICATION WITHOUT REQUIRED OVERALL BUDGET. BOARD MEMBERS LISTED IN APPLICATION DOES NOT ALIGN WITH APPROVED BOARD MEMBERS IN CONSITUION.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
79	08_15	Burnley FC	BOARD MEMBERS LISTED DOES NOT ALIGN WITH THE APPROVED POSITIONS IN CONSTITUTION. NO AFFILIATION. NO AFS.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
80	10_15	Cape Winelands Farmworkers Sport & Recreation Ass	GENERAL APPLICATION WITHOUT OVERALL BUDGET. AFS NOT SIGNED BY MANAGEMENT, AUDITOR REG NO NOT INDICATED. BOARD MEMBERS IN APPLICATION NOT ALIGNED WITH APPROVED LIST OF BOARD MEMBERS IN CONSTITUTION.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
81	11_15	Celtic United FC	BOARD MEMBERS LISTED DOES NOT ALIGN WITH THE APPROVED POSITIONS IN CONSTITUTION.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
82	13/15	Coronation Cricket Club	> 5 YEARS. APPLICATION DOES NOT LIST ALL POSITIONS OF BOARD MEMBERS AS DETERMINED BY CONSTITUTION. AFS NOT AUDITED AND WITHOUT REVIEWED OPINION.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
83	31/15	Kingdom Development Projects	<5 YEARS. AFS SIGNED BY TREASURER AND CHAIR PERSON	RECOMMENDED	40 000,00	0,00	0,00	0,00
84	34/15	Klapmutts Hill Primary School	APPLICATION AND CONSTITUTION IN NAME OF "KLAPMUTS HILL PRIMARY SCHOOL". BANK STATEMENTS AND ACCOUNT AND AFS IN NAME OF "KLAPMUTS NO 2 PRIMARY SCHOOL". PROCESS OF CHANGING NAMES HAS BEEN CONFIRMED BY THE WCED.	RECOMMENDED	40 000,00	0,00	0,00	0,00
85	36/15	Klapmutts Sport Forum	DID NOT INDICATE SPECIFIC VS GENERAL APPLICATION. PROPOSAL DOES NOT INCLUDE A COST BREAKDOWN.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
86	32/16	Kylemore Football Club	BOARD MEMBERS IN APPLICATION DOES NOT ALIGN WITH APPROVED BOARD MEMBERS IN CONSITUION. NO AFS	NOT RECOMMENDED	0,00	0,00	0,00	0,00
87	40/15	La Motte Wanderers RFC	BOARD MEMBERS NOT ALIGNED WITH STIPULATIONS IN CONSTITUTION. CONSTITUTION DOES NOT MEET MINIMUM REQUIREMENTS OF A CONSTITUTION. AFS COMPILED WITHOUT AN AUDIT OPINION OR REVIEW EXPRESSED. >5YEARS	NOT RECOMMENDED	0,00	0,00	0,00	0,00
88	65/16	Pniel Villagers RFC	THE BOARD MEMBERS ON THE APPLICATION DOES NOT ALIGN WITH THE REQUIREMENTS IN CONSTITUTION. AFS INDEPENDENTLY REVIEWED.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
89	74/15	Stellenbosch & Distrikte Coronation RFC	AFS INDEPENDENTLY REVIEWED.	RECOMMENDED	40 000,00	0,00	0,00	0,00

90	46/14	Stellenbosch United Football Club	GENERAL APPLICATION WITHOUT REQUIRED OVERALL BUDGET. BOARD MEMBERS LISTED IN APPLICATION DOES NOT ALIGN WITH APPROVED BOARD MEMBERS IN CONSITUTION. NO AFS: ONLY EXPENDITURE REPORT.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
91	64/15	Wemmershoek Cricket Club	CONSTITUTION SILENT ON BOARD MEMBERS AND NOT APPROVED. NO AFS.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
					120 000,00	0,00	0,00	0,00
ARTS AND CULTURE								
92	67/16	Amagoduka Traditional Group	DID NOT INDICATE WHETHER IT IS A SPECIFIC OR GENERAL APPLICATION. AFS NOT SIGNED AND ONLY FOR 9 MONTH.	NOT RECOMMENDED	0,00	0,00	0,00	0,00
93	07_14	Celebration Gospel Choir	AFS: SUBMITTED INDEPENDENTLY REVIEWED STATEMENTS	RECOMMENDED	40 000,00	0,00	0,00	0,00
94	11_14	eBosch	DID NOT COMMIT TO PROVIDE FINAL FEEDBACK	NOT RECOMMENDED	0,00	0,00	0,00	0,00
95	38/14	Siph'impendulo Youth Development	AFS INDEPENDENTLY REVIEWED BY REGISTERED ACCOUNTANT	RECOMMENDED	40 000,00	0,00	0,00	0,00
96	16_15	Stellenbosch Heemkring	AFS: LAST STATEMENT READS THAT AN OVERVIEW WAS CONDUCTED AND THAT NOTHING UNTOWARD WAS FOUND. GENERAL APPLICATION WITHOUT OVERALL BUDGET FOR THE DONATION PERIOD. NO FEEDBACK REPORTS CAN BE FOUND FOR FUNDING RECEIVED IN PREVIOUS YEARS. WITHDREW APPLICATION ON 22/11/2024.	NA	0,00	0,00	0,00	0,00
					80 000,00	0,00	0,00	0,00
SUTOTAL SPORT ARTS AND CULTURE					R 200 000,00	R 0,00	R 0,00	R 0,00
					R 1 777 000,00	R 5 276 901,12	R 3 025 160,11	R 1 277 900,00
					R7 053 901,12			

3.	ITEMS FOR CONSIDERATION
3.2	GRANT IN AID POLICY REVIEW

Collaborator No: 799706

IDP KPA Ref No: Dignified Living: Municipal Focus Area 2

File Plan: 8/1/4/2/3

Meeting Date: 19 January 2026

1. SUBJECT: GRANT IN AID POLICY REVIEW

2. PURPOSE

The purpose of the item is to request approval from council on the Grant in Aid Policy review for 2026/27.

3. DELEGATED AUTHORITY

For approval by Council.

4. EXECUTIVE SUMMARY

Policies with financial implications require review on an annual basis. Factors influencing the current review is the National Treasury Circular 131 and factors encountered when implementing monitoring and evaluation processes at Grant in Aid recipients and whilst doing assessments of new applications.

All changes suggested through the review is based in the MFMA requirements of Section 67 (1)(b) requiring the accounting officer to be satisfied that the organisation or body implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement, thereby contributing to the municipality obtaining a clean audit.

The Grant in Aid policy is also a tool through which small organisations can be capacitated to function on a level that will enable them to apply for funding from other sources. As a result, the municipality is also lead by the requirements of the NPO Act 71 of 1997 and the Companies Act 71 of 2008.

5. RECOMMENDATIONS

- (a) That the Grants Committee notes the different legislative documents and circulars impacting on responsibly transferring funds to organisations outside the municipality; and
- (b) That the Grants Committee approves the resulting changes to the Grant in Aid Policy in principle, for submission to council

6. DISCUSSION / CONTENTS

a. Background

The Grant in Aid policy is reviewed annually as part of the suite of policies with financial implications as prescribed in the MFMA Section 17(3)(e). It further states that the municipal budget along with the policies must be approved before the start of the financial year. (MFMA 24(2)(a)).

6.2 Discussion

The following recommended changes with motivations as to the reasons why are presented to council for consideration and approval:

Policy Ref	Suggested change	Motivation
1 Page 3	Remove definition of "Emerging Organisation"	Circ 131 makes provision for exempting organisations from submitting audited financial statements. The municipality should not create a different definition that applies to this exemption.
1 Page 4	Add new definition to describe "Jurisdiction of Council"	Clarification
2 Page 4	Delete "to alleviate the burden on municipal cemeteries..."	Circ 131: Section 67 of the MFMA should not be used as a mechanism to bypass official public sector procurement legal prescripts as it only enables municipalities to make transfers o NGOs in instances other than through the normal course of providing municipal services.
2.4 Page 4	Addition "geographical"	Clarification

3 Page 5	Addition NPO Act 71 of 1997 Companies Act 71 of 2008 Circulars – including 131	Clarification of existing legislation governing NGO sector and addition of Circ 131 and any future circulars
4.2 Page 5	Addition “to beneficiaries within”	Clarification
4.4 Page 5	Addition of third type of Grant in Aid category C	To make provision for small organisations who may not be able to adhere to the requirement of Circ 131 to meet financial reporting requirements as stipulated in the NPO Act 71 of 1997.
4.4.1	Addition: Category A, R 40 000 applications must be registered in terms of the NPO Act 71 of 1997.	By compelling applicants to meet the requirements of the NPO Act, the accounting officer ensures sound financial management and reporting by grant recipients with a body (Department of Social Development) as partner to ensure compliance.
4.4.2 Page 5	Addition: R 40 000	Clarification
4.4.3 Page 5	Addition: Category C	Clarification of donations to organisations not registered in terms of the NPO Act, serving the poor who may be exempted as per Circ 131
4.9 Page 6	Addition: “Recipients of a donation through GiA must be fully independent from any other organisation...”	Policy states that only one donation may be made to an organisation per annum. Applicants side stepped this stipulation by registering projects as NPO’s whilst clearly indicating that they are still a project of the mother organisation. This is not in the spirit through which the municipality is serving all NPOs equally and fairly.
5.3 and 6.1 Page 7	Addition and deletion	Clarification and better use of English language
6.2 Page 8	Addition: “and C”	Link new category with types of sectors for which funding can be applied for.

7 Page 12	Addition: "Applications must be completed in full and must reach the municipality by the due date stipulated in the advertisement. Applications must include the following:"	Clarify the content of the application and not that of the covering letter.
7.7 Page 12	Remove entire 7.7 allowing for general applications	General applications require overall budget for the period for which funding is requested. This has in the past tripped applicant up as they either did not submit the required document or submitted a specific request causing the application to be not recommended on a technicality. This change is to make applications easier.
7.9 Page 12	Addition: "independently reviewed statements" and statements signed off by two individuals in the case of Cat C applications"	Clarify which type of financial reporting is acceptable for each type of GiA application.
7.13 Page 13	Addition: Application evaluation criteria.	Requirement of Circ 131 for municipal GiA Policy content previously not included.
8.1 Page 13	Addition: "Cat A and B applicants must be registered in terms of the NPO Act."	By compelling applicants to meet the requirements of the NPO Act, the accounting officer ensures sound financial management and reporting by grant recipients with a body (Department of Social Development) as partner to ensure compliance.
8.3 Page 13	Addition "and C"	Clarify reporting requirement for Cat C.
9.1 Page 14	Addition: "The Municipality will publish..."	Circ 131 requirement to clearly state transparency and public information relating to proposed donations.
11 Page 14	Addition: "and Review"	Clarify the reviewing cycle of the GiA Policy as required by Circ 131.

6.3. **Financial Implications**

Financial implications as per approved budget.

6.4 **Legal Implications**

The recommendation is within the legal framework of the municipal policy.

6.5 **Staff Implications**

This report has no additional staff implications to the Municipality. The requirement for monthly reporting by Cat A and C applicants if implemented will have staffing requirements.

6.6 **Previous / Relevant Council Resolutions:**

32 nd COUNCIL MEETING: 2025-05-30: RESOLVED (majority vote)

a) that the High-Level Budget Summary, as set out in APPENDIX 1 – PART 1 – SECTION C; be approved.

b) that the Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX 1 – PART 1 – SECTION D, be approved.

c) that the three-year Capital Budget for 2025/2026, 2026/2027 and 2027/2028, as set out in APPENDIX 1 – PART 2 – SECTION N, be approved.

d) that the proposed rates on properties in WCO24, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in APPENDIX 3, be approved.

e) that the proposed amendments to existing budget related policies and other policies as set out in APPENDICES 4 - 35, be approved.

f) that Council specifically note and consider the need to take up an external loan, needed for investment in income generating infrastructure to the amount of R475 millions of which R198 million will be required in year one, R199 million in year two and R78 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;

g) that Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that could change materially; and

h) that Council takes note of MFMA circulars 129 & 130 that was published to guide the MTREF for 2025/2026 to 2027/2028 as set out in APPENDICES 36- 37.

i) that Council takes note of the Long-Term Financial Plan that contains the financial management principles for sound financial management that was considered with the compilation of the final budget as set out in APPENDIX 38.

j) that Council takes note of the Capital Investment Plan as set out in APPENDIX 39; and

k) that Council takes note that the public comments and submissions were considered with the compilation of the final budget.

6.7 **Risk Implications**

Risks are addressed through the content of the report.

6.8 **Comments from Senior Management:**6.8.1 **Director Community and Protection Services:**

Support the Item and Recommendations

6.8.2 **Director Planning and Economic Development**

Support the Item and Recommendations

6.8.3 **Chief Financial Officer:**

Support the Item and Recommendations

6.8.3 **Municipal Manager:**

Support the Item and Recommendations

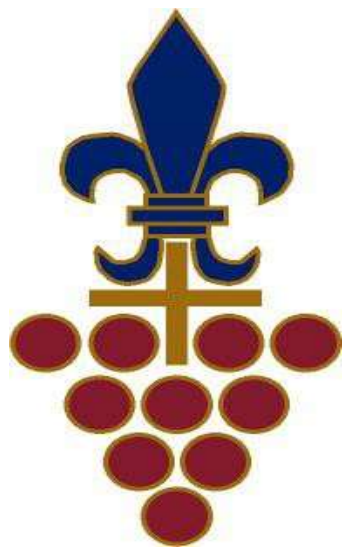
ANNEXURES**Annexure A: Grant in Aid Policy Review****FOR FURTHER DETAILS CONTACT:**

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REPORT DATE	15/12/2025

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson, and the Councillor agrees with the recommendations.

STELLENBOSCH MUNICIPALITY



GRANT-IN-AID POLICY

20256/20267



STELLENBOSCH MUNICIPALITY
GRANT-IN-AID POLICY
TABLE OF CONTENTS

Contents

1. DEFINITIONS	3
2. PURPOSE, AIMS AND OBJECTIVES	4
3. LEGAL FRAMEWORK	5
4. RESTRICTIONS	5
5. PUBLIC ADVERTISEMENT	6
6. GENERAL GUIDELINES AND CATEGORIES	7
7. APPLICATION PROCEDURE	11
8. OBLIGATIONS OF THE APPLICANT	12
9. RIGHTS OF THE MUNICIPALITY	13
10. AGREEMENT	14
11. DEVIATION	14
12. COMMENCEMENT	14

1. DEFINITIONS

"Appendix A" means the application form for Grant-in-Aid, detailed more fully below, and provided for in clause 5.2.

"Appendix B" refers to the template for feedback reporting, and provided for in clause 8.2.

"Appendix C" refers to the memorandum of agreement (MOA), detailed more fully below, and provided for in clause 10.

"Capacity building" Capacity building refers to a process which enables human beings to realize their potential, build self-confidence and lead lives of dignity and fulfillment.

"Community Based Organization (CBO)" are nonprofit groups that work at a local level to improve life for residents. The focus is to build equality across society in all streams including, but not limited to – health care, environment, quality of education, access to technology, access to spaces and information.

"Early Childhood Development ("ECD") Facility" means any place, building or premises, including a private residence, maintained or used partly or exclusively, for the reception, protection and temporary or partial care of more than six children that shall be registered, managed and maintained in terms of the Children's Amendment Act, 38 of 2005.

~~**"Emerging Organisations"** are organisations which have been established within the past five years of the application in question.~~

Commented [MA1]: No longer required as Circ 131 provide grounds for not requiring audited AFS

"Grant-in-aid" means a grant-in-aid or allocation, as referred to in Section 12, 17 (3) (j) (iv) of the MFMA, made by the municipality to any organisation or body referred to in Section 67(1) and to be utilised to assist the municipality in fulfilling the Constitutional mandates including social developmental and arts and culture programmes as set out therein.

"Local Agenda 21" means the international program, adopted by South Africa to put sustainable development into practice.

"Memorandum of agreement (MOA)" means the agreement entered into between the municipality and any organisation or body which receives a Grant-in-Aid in terms of this Policy and **Appendix A, B and C**.

"Non-governmental organisation (NGO)" means a non-governmental organisation (NGO) that is a legally constituted non-profit organisation that operates independently from any form of government.

"Non-profit company (NPC)" means a company whose Memorandum of Incorporation must set out at least one object of the company and each such object must be either a public benefit object or object relating to one or more cultural or social activities, or communal or group interests as required by Item 1(1) of Schedule 1 of the Companies Act, 71 of 2008.

"Non-profit organisation (NPO)" means a non-profit organisation registered in terms of Section 13 of the NPO Act, 71 of 1997, established for public purpose and which income and

property thereof is not distributable to its members or office-bearers, except as reasonable compensation for services rendered.

“Public Benefit Organisations (PBO’s)” refers to organisations approved in terms of section 30 of the Income Tax Act, 28 of 1997 and established as

- a non-profit company which has a memorandum of incorporation as a founding document
- a trust which has a trust deed as a founding document or
- an association of persons which has a constitution as a founding document.

“Stellenbosch Environmental Management Framework (SEMF)” means legal and moral obligations of Stellenbosch Municipality as it relates to the environment, and provides a dynamic vision, goals and objectives, and spatial and strategic directives towards giving effect to such obligations.

“Seriousness of discrepancies” means that the following not exclusive matters will be taken into consideration when council exercise their prerogative to determine the level of sanction:

- The level of perceived misguidance and misrepresentation
- The level of perceived premeditation linked to the discrepancy
- The discrepancy is criminal in nature

“Jurisdiction of Council” means the geographical area that constitutes Stellenbosch Municipality also referred to as WC024.

2. PURPOSE, AIMS AND OBJECTIVES

- 2.1. This policy aims to provide a framework for Grant-in-Aid to non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs), ~~or~~ non-profit companies (NPC), ~~or~~ Public Benefit Organisations (PBO’s) ~~in so far as to alleviate the burden on municipal cemeteries~~ and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by Sections 12, 17 and 67 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).
- 2.2. The purpose of the Grant-in-Aid Policy is to complement the goals, objectives, programmes and actions of the Stellenbosch Municipality’s Integrated Development Plan (IDP), in order to create a sustainable, credible and caring municipality by empowering and building communities and enhancing growth and sharing through partnerships. Priority ward needs as identified through Council’s IDP MUST be the guiding factor in developing these partnerships.
- 2.3. Grant-in-Aid should not duplicate services already provided for by Council ~~or~~ which falls within the geographical jurisdiction in which Council operates, being WC024.
- 2.4. Grant-in-Aid should improve the opportunity for Council to elicit the support of external organisations to deliver those services to communities which fall within the Council’s geographical area of responsibility in a way that allows the

Commented [MA2]: Circ 131 does not allow donations in lieu of municipal services.

Stellenbosch community and town to create an enabling environment for community development.

3. LEGAL FRAMEWORK

All transfers of funds in terms of this policy shall comply with the: Constitution of the Republic of South Africa, 1996 as amended (Constitution); Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended (MSA); Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA); Non Profit Organisations Act, 1997 (Act 71 of 1997); Companies Act, 2008 (Act 71 of 2008) and any other applicable legislation, regulations, circulares and policies that may govern the transfer of municipal funds and that are not in contradiction to the above.

4. RESTRICTIONS

- 4.1. The Policy applies to all transfers of grants made by the Municipality towards support of services for the poor, marginalized or otherwise vulnerable people. Individuals may not apply for Grant-in-Aid and no payment may be made under this policy to individuals. Council may however set aside a specific amount from which the Municipal Manager, after consultation with the Executive Mayor, may, at his/her discretion, make donations to support individual, meritorious cases in order to assist and/or recognise individual excellence in whichever field. Bursaries to individuals are treated according to the Council's Bursary Policy.

Commented [MA3]: Is there such a policy? If not -this sentence can be removed.

- 4.2. The total expenditure on grants may not exceed 1% of the operational budget of the Municipality.

- 4.3. Grants will only be made for services rendered to beneficiaries with-in the WCO24.

- 4.4. Transfers made to categories A, ~~and~~ B and C.

- 4.4.1. Transfers provided for those listed in Category A below may be made to a maximum of R40 000-00 per organisation or body per annum. Applicants applying for this category of funding MUST be registered in terms of and compliant to the NPO Act, 71 of 1997.

- 4.4.2. Transfers in Category B may exceed R 40 000-00~~this amount~~ where funding relates to services for homeless persons, approved sport associations or projects which address specific ward priorities identified and specified through the ward priorities in the IDP and upon proper motivation contained in a business plan to address said issue. Consideration for grants larger than R 40 000, 00 requires audited financial statements, ~~and a~~ schedule of annual costs linked to a business plan as provided for in 6 below. The decision to grant an amount more than R 40 000,00 is solely at the discretion of council and subject to available funds.

- 4.4.2-4.4.3. Category C: Transfers provided for those listed in Category A below, if

the applicant is not registered in terms of the NPO Act, 71 of 1997 may be made to a maximum of R 10 000 per organization or body per annum. These recipients represent those transfers as envisaged to be organisations serving the Poor/Indigent who are exempted from compliance with section 67(1)(a) of the MFMA as stated in section 67 (4) of the MFMA.

4.5. Grant-in-Aid transfers/payments shall be restricted to deserving organisations and bodies serving, especially those working with the poor/aged/youth/disabled/women/children, as per the eligible categories in 6.2, provided that such organisations or bodies:

- 4.5.1. Operate as a separate legal entity and are recognised as such by South African legislation;
- 4.5.2. Are governed by their constitutions, have regular meetings with their membership and subscribe to sound accounting practices; and
- 4.5.3. Serve communities and individuals who are most in need within the jurisdiction of the Municipality.

4.6. No Grant-in-Aid may be made to any political body, rate payers association or for any religious purposes.

4.7. No grant will be allocated, under this policy, to organisations or bodies in cases where a member of Council, an official of Stellenbosch Municipality or close relatives of said individuals receive any financial or other gain.

4.8. Funds may only be transferred to an organisation or body if provision has been made for the expenditure on the budget or appropriations budget.

~~4.8.~~

4.9. An organisation or body is only entitled to one allocation per financial year, but disbursements can be made more often. Recipients of a donation through the Grant-in-Aid policy must be fully independent from any other organization. Transfers may NOT be made to entities described as projects of another Grant-in-Aid recipient organization in the same financial year.

~~4.9.~~

5. PUBLIC ADVERTISEMENT

5.1. The advertisements must meet the following requirements:

- 5.1.1. The Municipal Manager must, place a public advert in local newspapers distributed in the Stellenbosch Municipal area, calling for proposals.
- 5.1.2. This advert must be placed in time to complete all relevant processes prior to the approval of the annual draft budget or any adjustment budget in order to invite public comment on the proposed donations prior to the approval of the final or adjustment budget.

- 5.1.3. Advertisements should clearly specify the categories for which proposals are called, the closing date for applications, who the proposal should be addressed to, and where and how to obtain the relevant documentation pertaining to such applications/proposals, including the prescribed forms.
- 5.1.4. Advertisements must clearly specify the dates, times and venues of the compulsory briefing sessions ~~as well as~~ and the RSVP dates for these sessions.
- 5.1.5. Advertisements must clearly reflect the Municipality's right not to make an award, as well as the fact that awards will not be made to organisations that have received funds in the previous year but have not submitted a final report on the projects or previous expenditure.
- 5.1.6. The advertisement should also clearly state that final approval is reliant on the approval of the budget and that **no late submissions will be considered.**
- 5.2. Only applications made on the prescribed form, being **Appendix A**, may be considered. Incomplete application forms will not be considered.
- 5.3. Funds may not be transferred to any organisation or body that has not submitted a proposal in response to a public advertisement, ~~and~~ after the attendance of a compulsory briefing session and ~~that have not signed~~ where a Memorandum of Agreement with the Municipality have not been signed.

6. GENERAL GUIDELINES AND ELIGIBILITY CATEGORIES

6.1. General Guidelines

Funding of applications shall proceed on the basis listed below in response to an advertisement issued ~~after the expiry of the relevant period associated with the specific category and~~ after a compulsory workshop explaining the policy, application process and the required documentation has been attended by the applicants. Subject to the MOA provided for in clause 10, all funding is unrequited, provided there is compliance with said MOA. Funding of application in –

- 6.1.1. Category A will be considered on an annual basis ; and
- 6.1.2. Category B shall be considered on a three year basis subject to a monthly review at the discretion of the Municipality which may result in early termination for unsatisfactory and reckless expenditure. Note that although a Category B application is approved for a period of three years, the application **MUST** be renewed through repeated annual applications to ensure provision is made in the budget of subsequent financial years.
- 6.1.3. Council in 6.1.1 and 6.1.2 reserve the right not to fund an organisation for two periods in succession and to cancel said funding in accordance with the MOA concluded.
- 6.1.4. Funding applications however will not be considered in the following instances:

- (i) 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;
- (ii) Where in Council's opinion, an organisation receives sufficient funds from other sources to sustain its activities or the project applied for. For this purpose, organisations must submit financial statements and a budget for the ensuing financial year;
- (iii) Where only an individual will benefit;
- (iv) For political or ratepayers organisations/groupings or religious purposes;
- (v) Projects outside the boundaries of the Municipality;
- (vi) Where expenses have already been incurred,
- (vii) Where an applicant did not attend the compulsory clarification session as advertised, and
- (viii) Where applications are incomplete and/or were received after the due date and time for submissions.

6.1.5. Funding of projects and to organisations shall exclude travel costs, subsistence, accommodation, food or entertainment expenses of any kind, staff salaries, bursaries, payments in lieu of rates or other municipal charges except for where the transport and nutrition is intended for beneficiaries/participants in the projects in question. The Municipality may also exercise their discretion to allow funding to extend to the above costs on a needs basis for the organisation or body clearly motivated for in the application.

6.1.6. Subsequent requests from applicants to cover overspending on projects will not be considered.

6.2. Categories Eligible for Grant-in-Aid

The following categories currently apply. Cognisance should be taken that these categories are not exhaustive. Other than the general guidelines and conditions set out above, categories now indicated may require specific criteria applicable to its projects/programmes:

Category A and C

6.2.1. Health

Projects/programmes include the following but are not limited to:

- (i) Public Health interventions inclusive of TB, STDs and HIV/Aids;
- (ii) Preventable lifestyle diseases e.g. drug/alcohol abuse, tobacco related illnesses; and
- (iii) Promotive and preventative services to infants, children and women.
- (iv) Counseling for mental health issues experienced in poorer communities and/or schools.

6.2.2. Environment

Purpose: To stimulate the development of sustainable leisure, aesthetic and environmental projects within the municipal area; to increase the awareness of the environment by promoting "Greening of the City"; to promote swimming skills and water safety.

Projects/programmes include the following but are not limited to:

- (i) Voluntary rescue organisations;
- (ii) Facilities created to alleviate the burden on municipal cemeteries
- (iii) Lifesaving clubs and swimming organisations;
- (iv) Environmental groups/organisations; and
- (v) Organisations promoting community involvement as a means of sustaining leisure, aesthetic or environmental projects.
- (vi) Projects which further the Council's aims and the strategies of SEMF (Strategic Environmental Management Framework) and including but not limited to the sustainable management of:
 - o Riverine corridors;
 - o Biodiversity;
 - o Natural and built environment;
 - o Heritage resources;
 - o Quality urban spaces;
 - o Ecological conservation areas;
 - o Urban agricultural complexes;
 - o Bioregional planning;
 - o Nature area management;
 - o Wetlands;
 - o Local Agenda 21 projects

6.2.3. Solid Waste (Cleansing)

Purpose: Waste Reduction and awareness. Projects/programmes include the following but are not limited to:

- (i) Waste reduction and awareness;
- (ii) Educational programmes/projects addressing litter and waste handling; and
- (iii) Waste minimisation solutions.

6.2.4. Social Development

Purpose: The promotion of projects/programmes which stimulates the Stellenbosch Municipality's Integrated Development Plan (IDP) focusing especially on the needs of the most marginalised sectors in the greater Stellenbosch as identified in the ward priorities.

Projects/programmes include the following but are not limited to:

- (i) Poverty alleviation;
- (ii) Urban renewal;
- (iii) Capacity building of communities;
- (iv) Youth development;
- (v) Women and gender development;
- (vi) Early childhood development where an organization is registered with the Department of Social Development or Education as a functional ECD facility;

- (vii) Early childhood development where an organization is registered as an NPO, but **not registered with the Department of Social Development or Education** then only regarding application content that will contribute towards compliance with registration requirements. In these cases, also up to a maximum of three years by when said organization must be able to illustrate successful registration;
- (viii) Street people programmes;
- (ix) Arts and culture programmes
- (x) Facilitation of public participation processes; arts and culture programmes
- (xi) Development of disabled persons, and
- (xii) Development of elderly people
- (xiii) Programmes that promote the general safety of communities

6.2.5. **Sports and Recreation**

Purpose: To stimulate the development of sustainable Sport and Recreation infrastructure and programmes within the municipal area especially targeting disadvantaged communities; encourage creativity and self-reliance on the part of grassroots sport and recreation bodies or groups; to increase participation in sport and recreation programmes and activities.

Projects/programmes include the following but are not limited to:

- (i) Local sport and recreation clubs;
- (ii) School sport teams
- (iii) Local sport and recreation councils or associations
- (iv) Informal sport and recreation groups; and
- (v) Community and non-government organisations.

Category B

6.2.6. **Services for persons living on the street**

Purpose: Provision of shelter and other services for vulnerable individuals living on the street, without homes, in the need of assistance. The Municipality aims to reduce the number of people living on the streets of Stellenbosch and as such the organisation or body's goals should align with this vision. Further the Municipality aims to reduce the socio-economic effects of poverty on the community of Stellenbosch. The organisation or body must therefore present to Council a clear business plan with a comprehensive response to the prevention, reduction, outreach and stabilisation of street people. Organisations or bodies that provide a continuum of services and that collaborate with businesses, government departments and other organisations are preferred.

Projects/programmes must include the following but are not limited to:

- (i) Provision of basic services (overnight facility, shower, ~~morning~~ and evening meals
- (ii) Provision of social work services inclusive of referrals
- (iii) Provision of social relief and healthy living, trauma, mental and

- substance support, job rehabilitation, skills development, job creation, readiness and placement services specifically for persons on the streets
- (iv) Family re-integration services
- (v) Social support
- (vi) Community work programmes
- (vii) Facility maintenance (Infrastructure and operational equipment)

6.2.7. **Projects aligned to the strategic objectives of the municipality as described through the ward priorities in the IDP**

Purpose: The promotion of projects/programmes which stimulates the Stellenbosch Municipality's Integrated Development Plan (IDP) focusing on the strategic objectives of the Municipality and identified ward priorities. The organisation must therefore present to Council not only a clear business plan detailing how they intend to address the specific issue but how they intend to partner with other organisations to achieve a unified approach to that particular challenge. Organisations or bodies that provide a continuum of services and that collaborate with businesses, government departments and other organisations are preferred.

Projects/programmes include the following strategic objectives but are not limited to:

Those listed in Category A that address specific ward priorities identified and specified in the IDP and upon proper motivation contained in a potential plan to address said issue.

- (i) Valley of Opportunities and Possibilities
- (ii) Green and Sustainable Valley
- (iii) Dignified Living
- (iv) Safety and Security
- (v) Good Governance and Compliance

6.2.8 **Municipal approved Sport Associations**

Purpose: To assist the municipality to capacitate and enable local municipal approved sporting associations that have signed a valid Memorandum of Understanding with the municipality to focus on community participation in sport and recreation through existing sporting structures operating on municipal sport facilities.

Active sport structures contribute to ensure the following:

- (i) Youth sport development;
- (ii) Leadership development to ensure youth participation in future sport development and management;
- (iii) To promote participation in sport and recreation by initiating and implementing targeted campaigns;
- (iv) To develop and capacitate sport structures to implement sound governance and financial management strategies to ensure sustainable local sport development;
- (v) To improve the health and well-being of communities;
- (vi) To ensure that sport and recreation is supported by adequate and well-maintained municipal facilities;

- (vii) That sport structures and or associations are capacitated to assist in ensuring that municipal sport facilities are optimally used for sporting activities.
- (viii) To ensure that all sport councils/ structures receive training in applying for available funding sources.
- (ix) To procure any secretarial tools, needs and material needed for functioning purposes.
- (x) Community sporting programmes;
- (xi) Capacity building of communities and community-based clubs;
- (xii) Urban renewal;
- (xiii) Assisting local sport and recreation sport councils and clubs to function effectively;

7. APPLICATION PROCEDURE

Applications and proposals for Grant-in-Aid must be on the prescribed form stated in 5.2 above, a copy of which is attached hereto as **Appendix A for Category A to C**. Applications must be accompanied by a covering letter on the letterhead of the organisation or body, signed by the head of the organisation or body, and must include the following information:— Applications must be completed in full and must reach the municipality by the due date stipulated in the advertisement. Applications must include the following:

- 7.1. The applicant's legal name and a brief description of the applicant organisation's or body's business;
- 7.2. if the applicant claims to be a non-profit organisation, the registration number and the certificate;
- 7.3. the date of establishment, details of the applicant's member founding documents, including constitution and/or certificates of incorporation;
- 7.4. a contact name, full street address, telephone number and an e-mail address;
- 7.5. if funding is required for a specific project, a brief description of the project what it aims to achieve, as well as the detailed budget for and duration of the project;
- 7.6. a description on how the project aligns with the needs identified in the community through the IDP process and which ward priorities will be addressed through the project;

~~7.7. if the request is for general support, the organisation's or body's overall budget must be included;~~

~~7.8-7.7.~~ references, independent of the applicant and its executive;

~~7.9-7.8.~~ most recent audited financial statements (subject to MFMA, section 67(4)) statements; independently reviewed statements or at least statements signed off by

the treasurer and chairperson of the organization in the case of ~~emerging organizations~~ Cat C applications;

~~7.10-7.9.~~ a summary of past achievements;

~~7.11-7.10.~~ a declaration by the head of the organization to the satisfaction of the Municipal Manager, that the organisation or body 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 transfers of funds; and

~~7.12-7.11.~~ Applications for Category B must include a schedule of annual costs for a three year period, a three year business plan and audited financial statements. Note that although a Category B application is approved for a period of three years, the application **MUST** be renewed through repeated annual applications to ensure provision is made in the budget of subsequent financial years.

7.12. Applications will be evaluated on compliance with all requirements of this policy along with demonstrated financial and governance soundness.

7.13. ~~Notwithstanding~~ the application requirements, the CFO after considering the merits of an application not complying with the minimum application criteria and after consulting the Municipal Manager, may for the purpose of this policy approve a deviation from the norm;

8. OBLIGATIONS OF THE APPLICANT

8.1. Cat A and B applicants of Grant-in-Aid transfers MUST be registered in terms of and compliant with the requirements of the NPO Act, 71 of 1997.

~~8.1-8.2.~~ The head of the organisation or body must acknowledge in writing to the Municipal Manager that the money was received in its bank account and that the amount is/will be utilised to the benefit and in accordance with the role of the organisation or body in society. The funds must be used as outlined in the application form.

~~8.2-8.3.~~ The organisation or body shall report, monthly (Cat B) but at least once a year (Cat A and C), to the Municipal Manager regarding the activities conducted, the ward within which activities are conducted, as well as the number of people from WC024 benefiting from the activities on the prescribed template (**Appendix B**).

~~8.3-8.4.~~ The applicant must attend a compulsory workshop on the Grant-in-Aid policy and application procedure prior to submission of the application.

~~8.4-8.5.~~ The applicant is responsible to confirm the outcome of the application after the approval of the draft budget and lodge an appeal prior to the closing date for comments on the budget if they are of the opinion that the municipality has made a mistake with the assessment of the application. Applicants cannot lodge appeals

based on their own mistakes during the application process.

8.5.8.6. If successful with the application, the applicant must spend funds according to the approved Grant-in-Aid funding request. Should the need change over the funding period, written consent ~~must needs to~~ be obtained from the municipality prior to spending the funds on alternative needs. Failure to spend funding on approved projects will result in the applicant being required to return the funding and/or (at the discretion of the municipality depending on the nature and seriousness of the discrepancy) the applicant being excluded from future applications for a period of up to 5 (five) years.

9. RIGHTS OF THE MUNICIPALITY

- 9.1. The Municipality will publish the outcome of the draft recommended allocations as part of the Draft Budget in April of each year. Proposed donations will be run through a public participation process as part of the annual budget process before any final awards are made. Appeals received during the public participation process and the outcome thereof will be published as part of the Final Budget document in June of each year.
- 9.2. The Municipality shall manage contracts entered into with organisations or bodies by receiving reports and doing the necessary site visits and inspections to ensure that this policy and contract are being complied with.
- 9.3. The Municipality shall be entitled, from time-to-time, to verify and inspect the existence and activities of the organisation or body. The municipality will therefore have the right to physically visit the premises where the organisation, or the funded project, is based; to peruse the budgets and any progress reports related to the project (in contract).
- 9.4. The Municipality has 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 automatically lead to receiving a grant again, even if the applicant complies with all application requirements.

10. AGREEMENT

Before any funds are transferred to an organisation an agreement (**Appendix C**) must be concluded by the Municipal Manager with the beneficiary to protect the interest of the Municipality.

11. DEVIATION AND REVIEW

This policy constitutes the entire framework for Grant-in-Aid and no deviation will be entertained. The Grant in Aid policy will be reviewed on an annual basis along with all policies with financial implications.

12. COMMENCEMENT

This Policy takes effect on the date on which it is adopted by the Council of Stellenbosch Municipality.



STELLENBOSCH

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

APPENDIX A
(Category A **to** & **BC**)

APPLICATION FOR GRANT-IN-AID: 20257/268

NOTE: ATTENDANCE OF THE GRANT-IN-AID WORKSHOP IS COMPULSORY

PLEASE COMPLETE THE FOLLOWING (Incomplete and/or late application forms will not be considered.)			
A	REGISTERED NAME OF ORGANISATION		
B	DATE AND YEAR IN WHICH THE ORGANISATION WAS FOUNDED: (include a brief description of the business or activities of the organization)		
C	ADDRESS OF REGISTERED ORGANISATION		
	PHYSICAL ADDRESS		POSTAL ADDRESS
	CODE:		CODE:
D	CONTACT DETAILS (Details of the person to contact regarding this GIA application)		
	NAME & SURNAME:		
	POSITION:		
	TEL:	()	
	MOBILE:		ALTERNATIVE:
	EMAIL ADDRESS:		

E REGISTRATION:				
Is the organization registered as a NPO/ NG-Organisation / NPC / PBO?		YES		NO
If YES, please provide the all Registration Numbers: (Attach a copy of the registration certificate or proof of other affiliation where applicable)				
F BOARD/COMMITTEE MEMBERS OF THE ORGANISATION:				
(List ALL Board/Committee Members of the Organisation) Insert a separate page if the space is not enough).				
1	NAME & SURNAME:			
	POSITION:			
	ADDRESS:			
	CONTACT NUMBER:			
2	NAME & SURNAME:			
	POSITION:			
	ADDRESS:			
	CONTACT NUMBER:			
3	NAME & SURNAME:			
	POSITION:			
	ADDRESS:			
	CONTACT NUMBER:			
4	NAME & SURNAME:			
	POSITION:			
	ADDRESS:			
	CONTACT NUMBER:			

5	NAME & SURNAME:		
	POSITION:		
	ADDRESS:		
	CONTACT NUMBER:		
6	NAME & SURNAME:		
	POSITION:		
	ADDRESS:		
	CONTACT NUMBER:		
7	NAME & SURNAME:		
	POSITION:		
	ADDRESS:		
	CONTACT NUMBER:		
8	NAME & SURNAME:		
	POSITION:		
	ADDRESS:		
	CONTACT NUMBER:		
9	NAME & SURNAME:		
	POSITION:		
	ADDRESS:		
	CONTACT NUMBER:		

G PREVIOUS FUNDING:					
Have you successfully applied and received Stellenbosch Municipal Grant-In-Aid funding previously?					
If yes for which financial year?					
What amount was received?					
Did you submit Financial Reports for the funds received?					
Do you receive any other sources of funding? (If YES please provide details)					
H CATEGORY A:					
For more information refer to the Grant-In-Aid Policy for general guidelines and categories (Please categorize your application by marking the appropriate category with X)					
HEALTH					
ENVIRONMENT					
SOLID WASTE					
SOCIAL DEVELOPMENT					
SPORTS & RECREATION					
CATEGORY B:					
For more information refer to the Grant-In-Aid Policy for general guidelines and categories (Please categorize your application by marking the appropriate category with X)					
STREET PEOPLE SERVICES					
PROJECTS RELATED TO WARD PRIORITIES IN THE IDP (Please specify)					
I REQUEST FOR FUNDING:					
Is funding required for the ensuing year?				YES	NO
Is funding required for a specific project? (If YES attach details separately)				YES	NO
Budgeted amount requested					
Duration of project?					
If Category B Application					
Total amount requested for 3 year period					
Annual amounts	Year 1		Year 2		Year 3

J SERVICE FOCUS	
Ward number/s in which services are delivered:	
Which Ward Priority/ies are addressed through the service: (Please provide details below)	
Describe the services for which funds are requested:	
Which Municipal Strategic Goal/s is linked to the services: (Please mark with a X)	
Valley of Opportunities and Possibilities	
Safety and Security	
Dignified Living	
Good Governance and Compliance	
Green and Sustainable Valley	
K THE FOLLOWING MUST BE ATTACHED TO THIS APPLICATION: (Category A and B applications) (Please use this form as a check-list, to ensure that you comply to the specified requirements)	
1	AUDITED FINANCIAL STATEMENTS (A copy of the latest audited financial statements. Should the organization be classified as an emerging organization, the financial statements MUST be dated and signed by the Treasurer and Chairperson and MUST include a monthly income and expense statement for the months that the organization has been in existence or for the last 12 months)
2	ORGANISATIONAL CONSTITUTION (A signed and dated copy of the Organisation's Constitution, as well as a signed copy of the Minutes of the AGM/Special Meeting , to verify the acceptance of the Constitution.)
3	PROJECT PROGRAMME/BUSINESS PLAN (A copy of the <u>project/program description and/or a business plan</u> for the ensuing financial year. Please ensure that the following is included in the <u>project/program and or business plan proposal</u> , by using the below mentioned bullet points as a guide). <ul style="list-style-type: none"> ❖ Full details of the proposal/<u>project/business plan</u> including objectives; ❖ The number of people from WC024 who will benefit and how the project/program will contribute or enhance the strategic objectives of Stellenbosch Municipality; ❖ The <u>propos</u>al/<u>project/program</u> commencement and completion dates; ❖ Information on the total costs of the <u>propos</u>al/<u>project/program</u> budget; ❖ A breakdown of costs and an outline of any contributions by fundraising and / or own contributions; ❖ A list of all other sources of funding <u>together with the assessments</u>; ❖ A summary of past achievements; ❖ Reference independent of the applicant and its executive/board or committee members.
4	CONFIRMATION OF BANK DETAILS (An electronic generated confirmation of bank details created through online banking. <u>Note that this will be requested from successful applicants to be submitted on the day when agreements are concluded.</u>)
5	ACCOUNT ON EXPENDITURE FOR PRECEDING FUNDING (If you have received funding from Stellenbosch Municipality previously, expenditure of the funds received needs to be accounted for with this new application). Please refer to Section M for the format.
6	PROOF OF REGISTRATION/AFFILIATION (Attach a copy of the organisation's Registration Certificate of Affiliation <u>Confirmation</u>)

REQUIREMENTS CATEGORY B APPLICATIONS		
L	(Please note that Category B applications MUST adhere to the following requirements and those listed under section K, except where indicated otherwise.)	
1	AUDITED FINANCIAL STATEMENTS A copy of the latest audited financial statements must be included in the application. Category B applications MUST submit their latest audited financial statements. Statements signed off by the treasurer, chairperson or other delegated party will not be accepted.	
2	THREE YEAR BUSINESS PLAN See the requirements for the business plan as listed under section K as guideline. NOTE: Category B applications MUST provide a clear proposal for a period of three years. Each year must be indicated separately and be costed per annum indicating all expenditure against the projected measurable outcomes. Outcomes must be listed to how they will be reported on and measured on a monthly basis.	
M FORMAT FOR FEEDBACK REPORT		
1	Narrative report on the project including numbers reached, outcomes reached, evaluation of the project indicating successes and failures/lessons learned.	
2	Pictures of the project/program.	
3	Financial report on expenditure regarding previous donation separate from the annual financial statements. (Attach proof of expenditure).	
N THE FOLLOWING SHALL APPLY:		
1	The allocation of 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.	
2	An applicant who has been registered as a NPC, NGO , NPO or PBO with the necessary proof thereof, submitted together with this application.	
3	Applicants must in their submission clearly indicate/specify and motivate what the funds will be utilized for.	
4	The Grant-In-Aid must be exclusively utilized 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, ratepayers 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 intended for the 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 the 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 organization 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 an 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 programs of the community where it functions. The Memorandum of Agreement will be made available to successful applicants for completion. ❖ Report at least once a year on the actual expenditure of the amount allocated to it. Should monthly allocations be made, monthly reports will be required.	
13	The Council reserves the right not to give a Grant-In-Aid to any organization 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 organization 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 organization 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 attach 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 Grant-In-Aid Policy must be consulted for the sake of completeness).	

O DECLARATION OF INTEREST:	
The beneficiary declares that the following municipal employees and/or councillors have a vested interest in the business of the beneficiary. However, they do not benefit directly from this donation and were not part of the decision making process in the allocation of the donations:	
Name & Surname:	
Designation:	
Name & Surname:	
Designation:	
P UNDERTAKING:	
<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 and is understood and will be complied with.</p> <p>I/We also declare that the organization 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><u>By signing the application I/we provide consent on behalf of the organization that confirmation may be sought from the Department of Social Development relating to NPO Act, 71 of 1997 compliance and that action will not be taken against the DSD for providing such information.</u></p> <p>Thus completed and signed at Stellenbosch on this ____ day of _____ 20 ____ .</p> <p>_____ Chairperson/Authorised Representative Secretary/Duly Authorised Signatory</p>	
Q PLEASE TAKE NOTE:	
(Completed application forms, together with all the required supporting documentation must be posted to):	
<p>The Director: Community and Protection Services P O Box 17 Stellenbosch 7599</p> <p>Or hand delivered to:</p> <p>The Manager: Community Development 21 Simonsberg Road Stellenbosch 7600</p> <p>The submission of applications closes at 13H00 on the closing date as per the advertisement.</p>	

Appendix B

20 / 20

R

WAS THE MONEY USED FOR THE REASON STATED IN APPLICATION	YES	NO
1. TO PURCHASE THE PROPERTY		
2. TO REPAIR OR IMPROVE THE PROPERTY		
3. TO PAY OFF A MORTGAGE		
4. TO PAY OFF OTHER DEBTS		
5. TO PAY FOR OTHER PURPOSES		

please tick box

If NO please provide the reasons below and attach proof of permission to deviate:

Please describe how the Grant funding was used by your organisation AND indicate the number of WC024 beneficiaries and the benefit gained by the community/beneficiaries.

[illegible]

PROOF OF EXPENDITURE LIST	
---------------------------	--

[illegible]

TOTAL EXPENSES

R

	PRINT NAME	SIGNATURE	DATE
COMPILED BY TREASURER			
APPROVED BY CHAIRPERSON			

- ATTACH COPIES OF PROOF OF ALL EXPENDITURE LISTED ABOVE
 - ATTACH COPIES OF PICTURES DEPICTING THE ITEMS/ACTIVITIES FOR WHICH FUNDING WAS USED



STELLENBOSCH

STELLEN BOSCH • PN I E L • FR ANSC HHOE K

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

APPENDIX C

MEMORANDUM OF AGREEMENT

Entered into and between

STELLENBOSCH MUNICIPALITY

(hereafter called the "**MUNICIPALITY**")

Herein represented by **Geraldine Mettler**, in her capacity as **Municipal Manager**, being duly authorised

and

(hereafter called the "**BENEFICIARY**")

Herein represented by _____ in his/her capacity as _____,
being duly authorised.

WHEREAS Section 67(1) of the Local Government: Municipal Finance Management Act, Act 56 of 2003 (MFMA) oblige the Accounting Officer of a **MUNICIPALITY** to satisfy himself that, before transferring funds of the **MUNICIPALITY** to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, that such organisation or body:-

- (a) has the capacity and has agreed-
 - (i) to comply with any agreement with the **MUNICIPALITY**;
 - (ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;
 - (iii) to report at least monthly (Cat B) to the Accounting Officer on actual expenditure against such transfer (where transfers are done on a monthly basis); and

- (b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and
- (c) has in respect of previous similar transfers complied with all the requirements as set out above; and
- (d) give permission to site visits done by the **MUNICIPALITY**.

WHEREAS the **MUNICIPALITY** has approved a Grants-in-Aid Policy, in terms whereof applications are considered;

WHEREAS the **BENEFICIARY** has applied for a grant-in-aid as per the official grant-in-aid application form; and

WHEREAS the **MUNICIPALITY** has approved such application, subject to certain conditions;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. TRANSFER OF FUNDS

- 1.1 The **MUNICIPALITY** hereby undertakes to transfer an all-inclusive amount of

R..... (.....), being a donation for the period **01 July 20...** to **30 June 20...** to the **BENEFICIARY**.

- 1.2 Bank Account details: (The following are confirmed through a correctly completed Creditors Control Form.)

Account number	:	_____
Name of financial institution	:	_____
Name of account holder	:	_____
Branch code	:	_____
Type of account	:	_____

- 1.3 The all-inclusive amount will be transferred in equal amounts on the following dates (if applicable):

2. OBLIGATIONS OF BENEFICIARY

- 2.1 The **BENEFICIARY** must acknowledge in writing to the Municipal Manager that the amount(s) was(were) received in its bank account.
- 2.2 The **BENEFICIARY** hereby certifies that the money will be utilised in accordance with the role of the organisation or society, to the benefit of the community and in accordance with the project(s) / programme(s) as indicated in the application form.
- 2.3 The **BENEFICIARY** undertakes to regularly report on a monthly basis (Cat B) to the Municipal Manager regarding the activities conducted, actual expenditure against such transferred funds, as well as the number of people benefiting from the activities should monthly payments be made. If not, an annual report compliant with the reporting requirements will be submitted.

3. SPECIFIC CONDITIONS

- 3.1 The parties specifically agree on the following:

That the organization will commit to active involvement in any programme run by the municipality in the area of operation of the organization when such a programme is active in the community.

Other conditions:

4. DECLARATION OF INTEREST

The beneficiary declares that the following municipal employees and/or councillors have a vested interest in the business of the beneficiary. However, they do not benefit directly from this donation and were not part of the decision making process in the allocation of the donations: (Name and designation)

5. ACQUISITION OF ASSETS

- 5.1 Should the **BENEFICIARY** wish to acquire any moveable or immovable assets with the money donated in terms of this Agreement, the **BENEFICIARY** hereby undertakes to:-
- 5.1.1 adhere to the principles as per the **MUNICIPALITY'S** Supply Chain Management Policy, and
- 5.1.2 take all reasonable steps to ensure that such assets are maintained and that a system of internal control of such assets is in place.

6. RIGHTS OF THE MUNICIPALITY

- 6.1 The **MUNICIPALITY** shall be entitled, from time to time, to verify the existence and to inspect the activities of the **BENEFICIARY**, having regards for its right to privacy as entrenched in terms of the Constitution of the Republic of South Africa.
- 6.2 The **MUNICIPALITY** shall further be entitled to peruse the budgets and any progress reports related to the project / programme as per this Agreement.

7. FAILURE TO COMPLY

- 7.1 Failure by the **BENEFICIARY** to comply with the obligations as set out in Clause 2 of this Agreement, may lead to the cancellation of this Agreement, in which case the **MUNICIPALITY** may demand that the organisation pays back any unspent funds as per this Agreement. The **MUNICIPALITY** may even, depending on the circumstances leading to the non-compliance by the **BENEFICIARY**, demand that the organisation pays back the full amount paid to the **BENEFICIARY**. Failure to comply may result in not considering applications for grants from the **BENEFICIARY** for a period of 5 years.

8. INDEMNIFICATION

- 8.1 The **BENEFICIARY** hereby acknowledges that it receives the grant voluntarily and that it shall keep the **MUNICIPALITY** indemnified at all times against any loss, cost, damage, injury or liability suffered by the **MUNICIPALITY** resulting from any action, proceeding or claim made by any person (including themselves) against the **MUNICIPALITY** caused directly or indirectly by the use/spending of the grant.

9. DISPUTE RESOLUTION

- 9.1 Any dispute arising from this Agreement shall be mediated between the Parties by a mutually agreed upon and suitably skilled mediator. Should the mediator be unsuccessful and the Parties fail to reach agreement, the dispute may be referred by the aggrieved Party to the arbitration of a single arbitrator, to be agreed upon between the Parties, or failing agreement, to be nominated on the application of any Party, by the President for the time being of the South African Association of Arbitrators. The decision of the single arbitrator shall be final and binding on the Parties.

10. NOTICES AND DOMICILIA

- 10.1 The parties choose as their *domicilia citandi et executandi* their respective addresses as set out in this clause for all purposes arising out of or in connection with the agreement at which addresses all processes and notices arising out of or in connection with this Agreement, its breach or termination, may validly be served upon or delivered to the Parties.

- 10.2 For purposes of this Agreement the Parties' respective addresses shall be:

10.2.1 The MUNICIPALITY:

Town House
Plein Street
Stellenbosch
7600

10.2.2 The BENEFICIARY:

or at such other address of which the Party concerned may notify the other(s) in writing provided that no street address mentioned in this sub-clause shall be changed to a post office box or poste restante.

10.3 Any notice given in terms of this Agreement shall be in writing and shall-

10.3.1 if delivered by hand be deemed to have been duly received by the addressee on the date of delivery;

10.3.2 if posted by prepaid registered post be deemed to have been received by the addressee on the 8th (eighth) day following the date of such posting;

10.3.3 if transmitted by facsimile/ electronic mail be deemed to have been received by the addressee on the day following the date of dispatch;

10.4 Notwithstanding anything to the contrary contained or implied in this Agreement, a written notice or communication actually received by one of the Parties from another, including by way of facsimile transmission/ electronic mail, shall be adequate written notice or communication to such party.

11. ENTIRE AGREEMENT

This Agreement, including the **Grant-in-Aid policy and application form**, reflects the entire Agreement between the Parties and no variation, amendment or addendum shall be of any force and effect between the Parties unless contained in writing, signed and agreed on by both Parties.

Signed at Stellenbosch on this _____ day of _____ 20....

.....
for the **MUNICIPALITY**

WITNESS: 1.
2.

Signed at Stellenbosch on this _____ day of _____ 20....

.....
for the **BENEFICIARY**

WITNESS: 1.
2.

3.	ITEMS FOR CONSIDERATION
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3.3	REQUEST FOR DEVIATION: STELLENBOSCH NIGHT SHELTER
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Collaborator No: 799711

IDP KPA Ref No: Dignified Living: Municipal Focus Area 21

File Plan: 8/1/4/2/3

Meeting Date: 19 January 2026

1. SUBJECT: REQUEST FOR DEVIATION: STELLENBOSCH NIGHT SHELTER

2. PURPOSE

The purpose of this report is to request the Stellenbosch Municipality Grants Committee to consider and recommend to council the request to deviate from the council approved business plan and subsequent approved Grant in Aid donation for 2025/26.

3. DELEGATED AUTHORITY

For approval by Council.

4. EXECUTIVE SUMMARY

A Category B Grant in Aid application was approved for the Stellenbosch Night Shelter for the 2025/26 financial year. The donation was based on a business plan submitted by the applicant and included activities to ensure continuous services at the shelter which were in line with the municipal Grant in Aid policy.

The committee of the Night Shelter has since made a decision that changed operations at the shelter. A request (**ANNEXURE A**) to deviate from the approved business plan to support their operational decision was received.

5. RECOMMENDATIONS

- a) That the request to deviate from the approved business plan not be approved.

6. DISCUSSION / CONTENTS

a. Background

The approved business plan includes an amount of R 78 100 for cost related to bookkeeping fees and payroll. These tasks were to date implemented by PWC and WC Payroll.

The deviation request is for the same total amount made up of fees for WC Payroll and the remainder for the salary cost to pay a bookkeeper. The bookkeeping function will henceforth reside with an existing employee of the Stellenbosch Night Shelter who will be taking on this additional task at an annual increase in salary of R 60 000.00.

The following restrictions are placed on Grant in Aid donations as per the approved Grant in Aid Policy:

6.1.5. Funding of projects and to organisations shall exclude travel costs, subsistence, accommodation, food or entertainment expenses of any kind, staff salaries, bursaries, payments in lieu of rates or other municipal charges except for where the transport and nutrition is intended for beneficiaries/participants in the projects in question. The Municipality may also exercise their discretion to allow funding to extend to the above costs on a needs basis for the organisation or body clearly motivated for in the application.

6.2 Discussion

Applications are made 7 months prior to the funds becoming available, hence the Grant in Aid policy provides for changes to the approved business plan. It reads as follow:

8.5. If successful with the application, the applicant must spend funds according to the approved Grant-in-Aid funding request. Should the need change over the funding period, written consent needs to be obtained from the municipality prior to spending the funds on alternative needs. Failure to spend funding on approved projects will result in the applicant being required to return the funding and/or (at the discretion of the municipality depending on the nature and seriousness of the discrepancy) the applicant being excluded from future applications for a period of up to 5 (five) years.

The Management Committee of the Stellenbosch Night Shelter took the decision to make operational changes on how they implement the bookkeeping function. This was done prior to consulting the Municipality whom they are requesting to finance

their decision. Although the Grant in Aid policy prohibits using the donation towards salary costs, provision is made to exercise discretion to allow funding for this purpose if clearly motivated. The reason for making the decision is, however, is not clear. A request to obtain clarity was sent to the Night Shelter without response. **(ANNEXURE B)**

a. **Financial Implications**

Financial implications as per approved budget.

6.4 **Legal Implications**

The recommendation is within the legal framework of the municipal policy.

6.5 **Staff Implications**

This report has no additional staff implications to the Municipality.

6.6 **Previous / Relevant Council Resolutions:**

No previous decisions were made in relation to a request for deviation.

6.7 **Risk Implications**

Risks are addressed through the content of the report.

6.8 **Comments from Senior Management:**

6.8.1 **Director Community and Protection Services:**

Support Item and Recommendation

6.8.2 **Director Planning and Economic Development**

Support Item and Recommendation

6.8.3 **Chief Financial Officer:**

Support Item and Recommendation

6.8.3 **Municipal Manager:**

Support Item and Recommendation

ANNEXURES

Annexure A: Stellenbosch Night Shelter request for deviation

Annexure B: Request for additional motivation

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	Michelle Aalbers
<i>POSITION</i>	Manager Community Development
<i>DIRECTORATE</i>	Community and Protection Services
<i>CONTACT NUMBERS</i>	8408
<i>E-MAIL ADDRESS</i>	Michelle.aalbers@ Stellenbosch.gov.za
<i>REPORT DATE</i>	09/12/2025

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson, and the Councillor agrees with the recommendations.

Michelle Aalbers

From: Michelle Aalbers
Sent: Wednesday, 10 December 2025 08:09
To: Melrisha-STB Night Shelter
Subject: RE: [EX] Re: sin

Hello Melrisha

Sien onderstaande uittreksel uit die GiA beleid.

8.5. If successful with the application, the applicant must spend funds according to the approved Grant-in-Aid funding request. Should the need change over the funding period, written consent needs to be obtained from the municipality prior to spending the funds on alternative needs. Failure to spend funding on approved projects will result in the applicant being required to return the funding and/or (at the discretion of the municipality depending on the nature and seriousness of the discrepancy) the applicant being excluded from future applications for a period of up to 5 (five) years.

Is dit moontlik dat julle die rede vir die besluit beter kan motiveer?

Jammer dat ek so kort-kort vra, ek doen dit maar soos my gedagtes vorder met die skryf van die item.

Michelle

From: Melrisha-STB Night Shelter <info@stellenboschnightshelter.co.za>
Sent: Tuesday, 09 December 2025 16:19
To: Michelle Aalbers <Michelle.Aalbers@stellenbosch.gov.za>
Subject: [EX] Re: sin

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Michelle
 See sentence below-

"The bookkeeping function will henceforth reside with an existing employee of the Stellenbosch Night Shelter who will be taking on this additional task at an annual cost of R60 000."

Please also find attached the communication with PWC based on this matter.

Kind regards/ Vriendelike groete

Melrisha Williams

Contact Person/ Social Worker

Stellenbosch Nagskuiling/Night Shelter

Phone number: 021 8866173/0661643377(wapp available)

E-mail: info@stellenboschnightshelter.co.za

Website: www.stellenboschnightshelter.co.za

Address: 3 Tennant Street, Stellenbosch

The Stellenbosch Night Shelter takes all reasonable measures to comply with the **Protection of Personal Information Act**, Act 4 of 2013. A copy of our Privacy Policy is available at office

On Tue, Dec 9, 2025 at 2:31 PM Michelle Aalbers <Michelle.Aalbers@stellenbosch.gov.za> wrote:

The bookkeeping function will henceforth reside with an existing employee of the Stellenbosch Night Shelter who will be taking on this additional task at an annual cost of



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHOOER

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY



About Stellenbosch Municipality

Our mission is to deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens.



Our head office is at Town House Complex, Plein Street, Stellenbosch, 7600, South Africa. For more information about Stellenbosch Municipality, please call +2721-808-8111, or visit www.stellenbosch.gov.za

Disclaimer:

The information contained in this communication from michelle.aalbers@stellenbosch.gov.za sent at 2025-12-09 14:31:15 is confidential and may be legally privileged. It is intended solely for use by info@stellenboschnightshelter.co.za and others authorized to receive it. If you are not info@stellenboschnightshelter.co.za you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this information is strictly prohibited and may be unlawful. Powered by IOCO



021 886 6173
info@stellenboschnightshelter.co.za
www.stellenboschnightshelter.co.za
 TENNANTSTRAAT 3 TENNANT STREET

13 November 2025

The Manager: Community Development
 Stellenbosch Municipality
 21 Simonsberg Road
 Stellenbosch

Dear Madam

Re: Request to deviate from approved Grant in Aid proposal

The Stellenbosch Night Shelter thanks the municipality for the Grant in Aid donation approved for the 2025/ 2026 financial year. It is much appreciated. This letter serves to request permission to deviate from the approved Grant in Aid donation proposal as provided for in paragraph 8.4 of the approved Grant in Aid Policy.

The following circumstances has led to a change in need at the organization:

The Stellenbosch Night Shelter and Annex have decided to handle the monthly bookkeeping in-house and make use of PWC Incorporated for audit purposes and the preparation of the financial statements. A person has been appointed to handle the administration and bookkeeping. We kindly request that the salary costs related to bookkeeping be claimed on the operational budget, under BOOKKEEPING & PAYROLL.

The original request was for:

FEES: bookkeeping fees + Payroll – R78 100 (PWC Inc + WC Payroll)

The new request is for:

bookkeeping fees + Payroll – R78 100 (Bookkeeper + WC Payroll)

We hope that this request will be assessed favorably.

Kind regards

Antoinette Bruwer
 Chairperson

4.	REPORTS SUBMITTED BY MUNICIPAL MANAGER
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NONE

5.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

6.	URGENT MATTERS
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NONE

7.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE