



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

CITY OF CAPE TOWN

ANNEXURE 10: GRANTS-IN-AID POLICY

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1. DEFINITIONS AND ABBREVIATIONS

In this policy unless the context indicates otherwise -

“Accountability and responsibility” means top management, senior managers and other officials and each official of the City exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure compliance.

“Beneficiary” means the organisation or body that receives a Grants-in-Aid allocation from the City in terms of the policy.

“Business and Project Plan” A document setting out the objectives and strategy for achieving those objectives within specified timeframes.

“Chief Financial Officer (CFO)” means a person designated in terms of section 80(2) (a) of the Municipal Finance Management Act (Act No. 56 of 2003).

“Council” means the municipal council of the City of Cape Town.

“Early Childhood Development (“ECD”) Facility” means any place, building or premises, including a private residence, maintained or used partly or exclusively, whether for profit or otherwise, for the reception, protection and temporary or partial care of more than six children that must be registered with the Western Cape Government and be managed and maintained in terms of the Children’s Act, 2005 (Act No. 38 of 2005).

“City of Cape Town’s Inclusive Economic Growth Strategy” means a strategy that is aimed at coordinating and directing the work of the City and its external partners towards the expansion of access to economic opportunities by growing the economy and creating jobs.

“Finance manager” means the official in a directorate who is responsible for the financial management and administration of the directorate.



“Grants-in-Aid” means a grants-in-aid or allocation, as referred to in MFMA section 17(3)(j)(iv), made by the City to any organisation or body referred to in MFMA section 67(1) and, to be utilised to assist the City in fulfilling its constitutional mandates including social developmental, and arts and culture programmes as set out in the respective Implementation Protocol Agreements with the Western Cape Government, the City of Cape Town’s Inclusive Economic Growth Strategy (IEGS) and Social Development Strategy (SDS) criteria.

“Grants-in-Aid Technical Committee” means the committee established in terms of section 79 of the MFMA as well as paragraph 7.1.2 of this policy.

“Memorandum of Agreement (MOA)” means the agreement entered into between the City and any organisation or body which receives a grant-in-aid in terms of this policy.

“Municipal Finance Management Act (MFMA)” means Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).

“Municipal Property Rates Act (MPRA)” means the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004).

“Municipal account” means the municipal services account in respect of property rates, services and user charges for services rendered by the City.

“Non-governmental Organisation (NGO)” means a non-governmental organisation 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, 2008 (Act 71 of 2008) (Companies Act).

“Non-profit Organisation (NPO)” means a non-profit organisation registered in terms of section 13 of the Non-profit Organisations Act, 1997 (Act 71 of 1997).



“Poor” means beneficiary target groups that are living in areas with high unemployment, inadequate access to basic services, elevated crime rates, and a lower overall standard of living.

“Prescribed limit” means the minimum amount grant-in-aid allocation applied for by an organisation that would make it be economical or reasonable for the organisation to provide the City with audited financial statements. For the purposes of this policy, it will be R 100 000.

“Public benefit organisation (PBO)” means any organisation which is a non-profit company (NPC) as defined in section 1 of the Companies Act or a trust or an association of person that has been incorporated, formed or established in the Republic.

“Social Development Strategy (SDS)” means the City’s strategy that is aimed at improving and enhancing the quality of life of all people, especially the poor and marginalised.

“Specific delivery agreement” means an agreement entered into between the City and a beneficiary to deliver goods and services of a specialised and unique nature or require specific expertise and special skills to produce, install or provide.

2. PROBLEM STATEMENT

The Grants-in-Aid Policy was drafted in order to ensure that all grants-in-aid, allocated in terms of this policy, are only allocated or transferred to an organisation or body (beneficiary), outside any sphere of government, following confirmation of compliance with all relevant legislation and the due application of proper and sound regulatory and approval processes.

3. DESIRED OUTCOMES

The projects or programmes supported by the grant-in-aid allocations aims to assist the City in:

- 3.1 Addressing the social developmental and early childhood developmental needs of communities, as per the City’s strategies and policies;
- 3.2 Building and growing arts and culture within communities and involving youth in Arts and Culture programmes, as per the City’s policies and strategies;



- 3.3 Driving Economic and Social Development within its area of jurisdiction in terms of City approved strategies through application of the following criteria:
- 3.3.1 Promoting sports and recreation and the utilisation of local sports facilities;
 - 3.3.2 Advocating the safety of the general public using City's beaches;
 - 3.3.3 Fighting crime to enhance the safety and security of its citizens by supporting the establishment of neighbourhood watch services within communities;
 - 3.3.4 Pursuing its mandates and responsibilities relating to existing health situations in terms of the National Health Act, 2003 (Act No. 61 of 2003); and
 - 3.3.5 Enabling access to services for NPOs or NPCs in accordance with determinations made by Council, in order to enable effective partnering for social and economic development.

4. STRATEGIC FOCUS AREA

- 4.1 The City's Five Year IDP (2022-2027) identifies six priorities and three foundation areas, which support the vision of creating a City of Hope and provide a solid foundation for the articulation of service delivery. The priorities and foundation areas are:
- a) Priority:
 - 1. Economic Growth;
 - 2. Basic Services;
 - 3. Safety;
 - 4. Housing;
 - 5. Public Space, Environment and Amenities; and
 - 6. Transport.
 - b) Foundation:
 - 1. A resilient City;
 - 2. A more spatially integrated and inclusive City; and
 - 3. A capable and collaborative City government.
- The City has identified linked objectives and programmes within the above areas.



- 4.2 This policy supports the following priority/foundation areas, objectives and programmes:
- 4.2.1 Foundation 2 – Objective 15: A more spatially integrated and inclusive City; and
Programme 15.2: Social inclusion and well-being Programme.
This programme aims to reduce barriers to well-being, by means of
a) People living on the street initiative; and
b) Food systems project.
- 4.2.2 Foundation 3 – Objective 16: A capable and collaborative City government; and
Programme 16.1: Operational sustainability Programme.

5. ROLE PLAYERS AND STAKEHOLDERS

Top management, senior managers and other officials, of the City exercising financial management accountability and responsibilities, must take all reasonable steps within their respective areas of responsibility to ensure compliance relating to projects funded through grant-in-aid, which are implemented by successful beneficiaries. In application of this GIA policy all role players within the City must complete a declaration of interest when participating in the GIA processes as set out in Schedule 2 of the Municipal Systems Act, 2000 (Act no. 32 of 2000) for City staff members and Codes of Conduct for Councillors as set in Schedule 7 of the Municipal Structures Act, 1998 (Act no. 117 of 1998).

- 5.1 Council
- 5.1.1 Assess and approve grant-in-aid allocations as submitted by subcouncils and line departments.
- 5.2 Mayoral Committee (MayCo)
- 5.2.1 Assess and recommend grant-in-aid allocations as submitted by subcouncils and line departments.
- 5.3 Section 79 Committees (For Grants-in-Aid applications received through line departments)
- 5.3.1 Review reports regarding Grants-in-Aid applications from line departments.
- 5.4 Subcouncils and Line departments
- 5.4.1 Administer the grant-in-aid application process;
- 5.4.2 Prepare and submit a report with the supported grant-in-aid applications to MayCo for recommendation and to Council for approval.



- 5.4.3 Responsible for the monitoring, reporting and ensuring compliance in terms of this policy and associated Memorandum of Agreement, for projects implemented by successful beneficiaries.
- 5.5 Grant-in-Aid Technical Committee
 - 5.5.1 The Technical Committee comprises of City officials appointed by the CFO. The Committee has a broad strategic representation of officials from various functional areas in the City and is chaired by the CFO's nominee. The composition of the committee is subject to change depending on organisational structure changes.
 - 5.5.2 The Technical Committee is mandated to evaluate the submissions received from a subcouncil or a line department dependent on the outcome of the grant-in-aid second screening assessment (evaluating the application in line with the City's Grants-in-Aid policy, City Strategies - and IDP).
- 5.6 Budgets department
 - 5.6.1 Review and assess the grant-in-aid applications during the first screening processes in compliance with the criteria of the Grants-in-Aid policy; and
 - 5.6.2 Co-ordinate and facilitate the grant-in-aid meetings.

6. REGULATORY CONTEXT

- 6.1 Section 67 of the MFMA requires the City to implement and sustain proper and effective controls and procedures when transferring City funds to an organisation or a body outside any sphere of government. Compliance with the regulatory and control measures as set out in section 67(1) must be enforced by the Accounting Officer through contractual and other appropriate measures in terms of section 67(3).
- 6.2 All applications in terms of this policy, needs to be in line with the relevant SCM policies and applicable legislation including the Value Added Tax Act, 1991 (Act 89 of 1991).



- 6.3 Paragraph 7.4.1.2 refers to a trust or an association of persons that has been incorporated, formed or established in the Republic as contemplated in the definition of public benefit organisations in sections 30(1) and 30(3) of the Income Tax Act, 1962 (Act 58 of 1962) as amended.
- 6.4 Companies Act, 2008 Act 71 of 2008) deals with the incorporation of PBO's and NPC's.
- 6.5 Children's Amendment Act, 2007 (Act 41 of 2007) deals with the registration of ECD's with the Department of Education.
- 6.6 Non-profit Organisations Act, 1997 (Act 71 of 1997) deals with the registration of non-profit organisations.
- 6.7 Older Persons Act, 2006 (Act 13 of 2006) deals with the registration of old age homes with the Department of Social Services.
- 6.8 South African Schools Act, 1996 (Act 84 of 1996) deals with the defining of public schools and the registration of private schools.
- 6.9 Schedule 2 of the Local Government: Municipal Systems Act, 2000 (Act no. 32 of 2000) deals with the Code of Conduct for Staff Members.
- 6.10 Code of Conduct for Councillors as set in Schedule 7 of the Local Government: Municipal Structures Act, 1998 (Act no. 117 of 1998).

7. GUIDING PRINCIPLES

- 7.1 Specific qualifying projects/programmes for organisations/bodies making application for grant-in-aid funding in terms of this policy are incorporated in Annexure A.
- 7.2 Grants-in-aid allocated in terms of this Policy may not be utilised to fund expenditure as indicated in paragraph 8 of the policy.
- 7.3 An organisation investigated and where evidence of fraud, corruption and/or dishonesty were found by the City's Ethics & Forensic Services will not be eligible for GIA allocations.
- 7.4 Applicants who apply for grant-in-aid funding, in terms of this policy, in order to carry out projects or programmes that meet the project qualifying criteria, shall be the following:
 - 7.4.1 A PBO that is a NPC
 - 7.4.1.1 Incorporated in terms of Schedule 1 of the Companies Act, 71 of 2008; and
 - 7.4.1.2 A trust or an association of persons that has been incorporated, formed or established in the Republic.



- 7.4.2 A NPO registered in terms of section 13 of the Non-Profit Organisations Act, (Act No. 71 of 1997).
- 7.4.3 An ECD site or child care and development facility such as a crèche, day care or Educare centre -
 - 7.4.3.1 with the principal object being early childhood development for children aged 0 – 6 years; and
 - 7.4.3.2 duly registered with the Department of Education of the Western Cape Government as a place of care in terms of the Children's Act, 2005 (Act No. 38 of 2005).
- 7.4.4 An old age home registered with the Department of Social Services: Western Cape Government in terms of the Older Persons Act, 2006 (Act No.13 of 2006) or a senior citizens group, association or recreational club registered as a PBO or a NPO.
- 7.4.5 A PBO, in terms of section 30 of the Income Tax Act as amended, performing public benefit activities or carrying out community based projects or programmes aligned to requirements of this policy and a religious organisation operating as a public benefit organisation.
- 7.4.6 Any public school, as defined in the South African Schools Act, 1996 (Act 84 of 1996), or independent school registered in terms of section 46 of that Act.
- 7.4.7 Any sports body, club, association or group registered as a PBO or NPO i.e. not an undertaking or enterprise operating as a business for profit and who actively promotes the utilisation and provision of sport facilities, and the repairs and maintenance thereof or provides sports equipment to be utilised by participants on a non-professional basis as a past time.
- 7.4.8 A lifesaving club registered as a PBO and affiliated to Life Saving Western Province who ensures the safety of the general public using the City's beaches by training and providing lifeguards and the necessary equipment and facilities to effectively perform their functions, including National Sea Rescue Institute lifesaving awareness programmes performed on inland rivers and dams.
- 7.4.9 Any arts and culture association/group, heritage- and history society, theatre- and dance group, and museum registered as a PBO or NPO. They must be properly constituted voluntary organisations or associations with verifiable lists of members and with minutes of recent annual general meetings functioning as arts collectives or groupings which actively promote the utilisation and provision of arts and culture.



8. PROJECTS, PROGRAMMES AND EXPENDITURE THAT CANNOT BE FUNDED BY MEANS OF GRANTS-IN-AID ALLOCATED IN TERMS OF THIS POLICY

- 8.1 The following, being either, projects, activities, programmes or types of expenditure, will not qualify for grants-in-aid funding in terms of this policy:
- 8.1.1 Bursaries of any kind;
 - 8.1.2 Disaster management and relief;
 - 8.1.3 Donation of assets, moveable or immovable;
 - 8.1.4 Public functions, conferences and seminars of any kind;
 - 8.1.5 Rewards and awards;
 - 8.1.6 Sponsorships, of any kind, as defined in and regulated by other policies of the City;
 - 8.1.7 Luncheons, dinners, parties and functions of any kind;
 - 8.1.8 Sporting, entertainment, recreational, religious, cultural, exhibition, organisational or similar activities, hosted at a stadium, venue or along a route or within respective precincts;
 - 8.1.9 If not aligned to the priorities, strategies and objectives as set out in the City's IDP;
 - 8.1.10 Retrospective funding of expenditure that has already been incurred or to fund any over expenditure that may be incurred on an approved Grants-in-Aid project;
 - 8.1.11 Where only one individual will benefit;
 - 8.1.12 Which are to be carried out beyond the City's area of jurisdiction unless a clear and compelling benefit to the City and its residents can be demonstrated;
 - 8.1.13 For the benefit of any political party, political organisation, group or affiliation.
 - 8.1.14 Subsidisation or funding of municipal rates, tariffs, service or user charges;
 - 8.1.15 Funding of any expenditure relating to or associated with the operation of special rating areas established in terms of the MPRA;
 - 8.1.16 Funding any organisation's or body's normal operational expenditure including:
 - 8.1.16.1 Employee costs or any expenditure required to establish an organisation or to make it viable; or



- 8.1.16.2 Where employee costs are an integral part of project's management/implementation or operational costs, provided that grant-in-aid funding may be utilised for employee costs or operational cost required to implement the project/programme for projects undertaken by organisations who provide residential care to victims of abuse who are removed from their family units due to circumstances.
- 8.1.17 Any commercial or other business transactions entered into between the City and outside contractors or suppliers, in terms of the City's SCM Policy for the supply of goods or services;
- 8.1.18 Any undertaking or enterprise operating as a business for profit or gain except in the case of an ECD site or child care facility referred to in paragraph 7.3.3 or economic and social developmental projects and initiatives approved by Council in terms of the City's EGS and SDS; or
- 8.1.19 To civic or ratepayers' associations.
- 8.2 This Policy does also not apply to the following:
- a) applications which are processed and regulated in terms of other polices of the City;
 - b) applications administered and regulated in terms of other empowering legislation,
 - c) applications that are considered to be commercial or business transactions, or
 - d) transfers made in terms of Specific Delivery Agreements as utilised by certain line departments: -
 - i. Housing billing subsidies;
 - ii. Housing development subsidies;
 - iii. Indigent grants and rates rebates;
 - iv. Inter-governmental grants;
 - v. Transfers to other municipalities;
 - vi. Transfers to other organs of state;
 - vii. Transfers to municipal entities;



- viii. Allocations, by the Community, Arts and Culture Development Department, in terms of specific delivery agreements to fund municipal delivery partnerships utilised to regulate the funding of “caretaker allocations”, municipal facility management committees and district sports councils and annual allocations to the Life Saving Western Province Organisation;
- ix. Allocations in terms of environmental, heritage management, conservation or economic specific delivery agreements as entered into by the relevant City department with other organs of state and non-governmental organisations, which are registered NPOs or section 21 companies;
- x. Provision of capital expenditure and the erection of buildings or the extension of, or alterations to, buildings on property either belonging to the City or property belonging to the organisation or body making application for a grant-in-aid in terms of this policy or to property being leased by such organisation and body from another party;
- xi. Repairs and maintenance to Council owned facilities, buildings or properties utilised by organisations; or
- xii. Funds established and operated by the City in terms of section 12 of the MFMA.
- xiii. Events of any kind, including the marketing thereof, which include large sporting and major cultural events, concerts, shows, exhibitions and “conferences.
- xiv. The promotion of tourism or destination marketing.

9. SPECIFIC REQUIREMENTS

- 9.1 GIA process to start by July of the preceding financial year, ensuring allocations are disclosed during the public participation process on the draft budget before final awards are made.
- 9.2 Applications for grant-in-aid funding in terms of this policy shall only be considered where organisations/bodies have responded to advertisements published in the local press and the City’s website during the first quarter of the financial year. The submission deadline for all applications is 30 days after publication of the advert.



- 9.3 All applications must be delivered, e-mailed or posted to the relevant subcouncil offices or relevant line departments and no applications may be delivered to or be accepted by any councillor.
- 9.4 No late applications received in response to an advertisement may be considered and processed.
- 9.5 The City may, consider grant-in-aid applications during a financial year, as and when received, and such applications shall also be processed in terms of this policy.
- 9.6 Reasons must be provided where ad-hoc applications were received and where no advertisements were placed and such requests, being exceptions to the norm, shall be assessed according to the Grants-in-aid process and submitted to Council for approval.
- 9.7 The City reserves the right to fund an organisation for two or more years in succession without creating any expectations as it is under no obligation to allocate grant-in-aid funding. Notwithstanding the latter, all applications complying with the specific criteria within this policy will be considered at Council's discretion.
- 9.8 Only applications made as per City's prescribed business and project plan documents as well as other requirements will be considered.
- 9.9 All applications and business and project plans must be fully and properly completed and must reflect the desired outcomes of the project.
- 9.10 A zero rated tax invoice needs to accompany the application if the applicant is a registered VAT vendor.
- 9.11 A signed Constitution is required for NGO's and Articles of Incorporation for NPC's.
- 9.12 Certified copies of the identity documents of members or certified copies of passports in cases where any member of the board is a foreign national.
- 9.13 Adverts require that applicants must provide proof that they are a bona-fide organisation by submitting the minutes of its Annual General Meeting ("AGM") (not older than 18 months) and the minutes of its last meeting where the organisation took the decision to apply for the grant-in-aid funding.
- 9.14 If the AGM minutes does not reflect the decision to apply for the City's funding the minutes of the meeting where this decision was taken/letter signed by all members of the board indicating agreement thereto needs to accompany the application.
- 9.15 A valid Tax Compliance Status must accompany the application and be valid at the time when payment is affected.



- 9.16 All organisations or bodies making application for grants-in-aid must register as vendors on the City's SAP Vendor Data Base in terms of the City's SCM policy and procedures as well as on the National Treasury Centralised Supplier Database (CSD).
- 9.17 The organisation must be up-to-date with its municipal account(s) by either settling any arrears or amounts outstanding in full or making the necessary payment arrangements and is in good standing, as agreed with and applied by the City's Revenue Department, in terms of the City's Credit Control and Debt Collection Policy, before a grant-in-aid application can be fully processed.
- 9.18 If the organisation does not have a municipal account, an affidavit confirming this needs to accompany the application.
- 9.19 The organisation must be up-to-date with any lease rental and service charges where it is leasing property from the City or where there is an existing payment arrangement in place, it needs to be in good standing before a grant-in-aid application may be processed.
- 9.20 Proof of bank account details and accompanying list of signatories to the bank account.
- 9.21 The organisation should also ascertain, from the City, that it may in terms of other relevant legislation and policies, utilise the property for the purpose for which it requires the grant-in-aid by obtaining the correct property Zoning from the City.
- 9.22 The minimum amount of any grant-in-aid allocation shall not be less than R15 000 per approved project/programme in a particular financial year.
- 9.23 An organisation or body serving the poor which applied for an allocation up to the prescribed limit of R100 000, are exempted from submitting audited financial statements as stated in section 67(4) of the MFMA, subject to the conditions as set out in the Act and in 9.24, 9.25 and 10.1.
- 9.24 Where the amount of the grant-in-aid being applied for is R50 000 or less, the organisation is required to attach a copy of its Income and Expenditure Statement for its previous financial year as tabled at its AGM and signed by the chairperson/other relevant official/member of the organisation together with a copy of the minutes of the relevant AGM.
- 9.25 Where the amount of the grant-in-aid being applied for is between R50 001 and R100 000, the organisation is required to attach the latest independently reviewed financial statements.
- 9.26 A copy of the latest audited annual financial statements of the organisation is required where the grant-in-aid amount applied for exceeds R100 000.



- 9.27 Council reserves the right to request audited financial statements of organisations irrespective of the amount of grant-in-aid funding applied for.
- 9.28 A Certificate of Compliance/Acceptability Certificate is required if the organisation intends to manufacture, store, distribute, prepare, transport or sell any kind of foodstuff intended for public consumption.
- 9.29 The relevant delegated official will communicate with all applicants regarding the outcome of the GIA application process within 30 days of Council approval.
- 9.30 A grant-in-aid allocation shall only be paid over to an organisation after all of the above has been complied with and Council has approved the grant-in-aid and the MOA has been signed by all parties.
- 9.31 Approved grant-in-aid allocations may be paid over as a single payment or in tranches as per the MOA determined or required dependent upon the nature or progress of the project.
- 9.32 The organisation or body shall commence the project within 2 (two) months after the grant-in-aid funds were deposited into its bank account by EFT and finalise the project within six months of the applicable municipal financial year (July to June).
- 9.33 Failing to complete the project within the aforementioned time period will result in all such grant-in-aid funds having to be refunded to the City immediately, inclusive of any interest that may have accrued.
- 9.34 Notwithstanding clause 9.31, organisations requesting extension to the timeframe of their programmes must apply in writing and provide proper motivation as to the reasons why the timeframe must be extended.
- 9.35 Permission to extend the timeframe must be supported by the relevant Director for subcouncils or line departments, recommended by the Director: Budgets and approved by the CFO.
- 9.36 Should the organisation fail to complete the programme in the extended timeframe, all such grant-in-aid funds must immediately be refunded to the City together with any interest that may have accrued thereon.



- 9.37 The City may consider granting extension to the beneficiary if it is unable to commence the project within the 2 (two) months after receipt of the grant-in-aid funding, but such extension shall only be considered in the event of exceptional circumstances caused/ created through no fault of the beneficiary who must submit a complete written motivation when requesting extension.

10. CONTROL, MONITORING, REPORTING AND RECOVERY OF GRANTS-IN-AID FUNDS AND ASSETS

10.1 Reports to Subcouncils and the Accounting Officer by organisations

- 10.1.1 Organisations that received a grant from the City shall comply with all reporting, financial management and auditing requirements as stipulated in the MOA.
- 10.1.2 Beneficiaries must implement effective, efficient and transparent financial management as well as internal control systems to guard against financial misconduct.
- 10.1.3 Recipients of grant-in-aid allocations must report to the relevant subcouncil or project manager for line department applications on a monthly basis regarding their expenditure as stipulated in the MOA.
- 10.1.4 Beneficiaries of grant-in-aid allocations must provide details of all assets and inventory items acquired with the grant-in-aid funding.
- 10.1.5 Beneficiaries must promptly, or no longer than 6 months after the end of their financial year, submit their audited financial statements (where applicable) to the subcouncil or project manager in the relevant line department.

10.2 Reports to Section 79 Committees, Subcouncils, MayCo and Council

- 10.2.1 Subcouncils and project managers shall submit monthly reports, in terms of section 67(i) (a) (iii) to the Accounting Officer, as well as to the relevant Portfolio Committee(s).
- 10.2.2 On completion of projects a final report shall be submitted by the subcouncil manager to the relevant subcouncil and to the relevant PC in the case of line departments.



11. EVALUATION AND REVIEW

- 11.1 This policy shall be implemented once approved by Council.
- 11.2 This policy must be reviewed on an annual basis.
- 11.3 Changes in legislation must be taken into account for future amendments to this policy.
- 11.4 Any amendments to the policy must be submitted to Council for approval.
- 11.5 All applicable annexures are available on the Grants-in-Aid SharePoint site.

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12. ANNEXURE A

NATURE OF PROJECT / PROGRAMME	LEVEL OF INTERVENTION	OUTPUTS OF PROJECT/PROGRAMME
1. ARTS AND CULTURE		
1.1 Visual and Performing Arts	Promotion and Facilitation	Development of programmes and initiatives facilitating the promotion of Visual and Performing Arts within communities.
1.2 Creative Industries	Growth Facilitation	Development and implementation of programmes and initiatives facilitating the growth of the creative industries sectors in Cape Town.
1.3 Local Carnivals	Development and Implementation	Development and implementation of programmes and initiatives and facilitating the growth of local carnival initiatives.
1.4 Youth Involvement	Development and Implementation	Development and implementation of initiatives aimed at the involvement of Youth through Arts and Culture programmes.
1.5 Heritage Initiatives	Development and Implementation	Development and Implementation of initiatives promoting and facilitating arts, culture and heritage initiatives through acquiring, preserving and displaying of museum collections and hosting exhibitions related to the City.
2. ECONOMIC DEVELOPMENT		
2.1 Local area Economic Development	Enabling initiatives	Creating an enabling environment for local area Economic Development.
3. FACILITIES FOR ANIMALS		
3.1 Accommodation, care, burial, cremation and disposing of animals	Accommodation, care, burial, cremation and disposing of animals	Provision of facilities for the accommodation, care, sterilisation, cremation, burial and disposal of animals including the rehabilitation or prevention of the ill-treatment of animals.
4. MUNICIPAL HEALTH		
4.1 Environmental health, primary health care and substance abuse	Facilitate and or implement programmes to support the City in creating healthy communities	Enhance or improve primary health care including HIV/STI/TB and substance abuse care and treatment through awareness raising, support to people living with chronic diseases, community health care and other innovative projects.



NATURE OF PROJECT / PROGRAMME	LEVEL OF INTERVENTION	OUTPUTS OF PROJECT/PROGRAMME
5. SAFETY AND SECURITY		
5.1 Promoting safety and security in neighbourhoods	Information on safety, security awareness programmes and patrolling of local neighbourhoods	Provision of local neighbourhood watch services and awareness programmes which is ancillary to the local government function of municipal police services as derived through the SAPS Act.
6. SOCIAL DEVELOPMENT		
6.1 Child care for pre-school children 0 – 6 years.	Provide support to organisations managing partial child care facilities or ECD programmes- (ECD's, Day Care Centres and Crèche's)	Provide assistance, support and materials to child care facilities to assist the City in realising its early childhood development aims to provide a safe and healthy environment for children in a registered facility for the care and development of pre-school children aged 0 – 6 years. Projects which improve access to early childhood development (ECD) services
6.2 Youth Development		
6.2.1 Youth Development - Skills	Implementation of programmes to provide the youth with important life and work related skills	Personal assessment, development plans and career pathing, entrepreneurial skills, income opportunity skills and computer skills development. Provide hard or softs skills training skills training in areas for which there is demonstrable high market demand demanded by the job market.
6.2.2 Youth Development - Capacity building	Develop and implement programmes to build capacity for youth organisations	Implementation of capacity building programmes for the youth in the fields of organisational development, leadership skills training and moral regeneration
6.2.3 Youth Development - Awareness raising	Provide recreational activities for youth through sports, arts and culture projects and link these to awareness raising on youth issue	Running awareness programmes for youth at risk, teenage pregnancy, HIV/Aids, substance abuse and risk of involvement in gangs.



NATURE OF PROJECT / PROGRAMME	LEVEL OF INTERVENTION	OUTPUTS OF PROJECT/PROGRAMME
6.3 Disability		
6.3.1 Empowering People living with disabilities	Development and implementation of specific programmes	Development initiatives and facilitating their implementation in partnership with the City in order to recognise and acknowledge the various challenges experienced by people with disabilities and responding to these challenges by implementing training programmes aimed at enhancing understanding of disability, demystification of disability and breaking down negative stereotypes in order to address issues of disability.
6.3.2 Empowering People living with disabilities	Development and implementation of specific programmes	Development initiatives and facilitating their implementation in order to recognise and acknowledge the various challenges experienced by people with disabilities and responding to these challenges by implementing training programmes aimed at enhancing understanding of disability, demystification of disability and breaking down negative stereotypes in order to address issues of disability.
6.3.3 Care for people living with disabilities	Provide support to organisations managing disabled care facilities.	Provide assistance, support and materials to disabled care facilities to improve the well-being of disabled people.
6.4 Gender empowerment		
6.4.1 Creation of enabling environment for the provision of services that are gender sensitive	Development and implementation of gender awareness and enabling environment creation programmes.	Providing training and running awareness programmes on gender and women empowerment in partnership with the City in order to create employment opportunities through the social entrepreneurship initiatives; develop gender indicators and targets within the IDP and SDBIP's and to ensure that City programmes, projects and budgets are addressing the practical and strategic needs of both women and men



NATURE OF PROJECT / PROGRAMME	LEVEL OF INTERVENTION	OUTPUTS OF PROJECT/PROGRAMME
		increase in the skills, knowledge and awareness of officials and politicians of the City to ensure their ability to transform culture and practices in the organisation.
6.4.2 Creation of enabling environment for the provision of services that are gender sensitive	Development and implementation of gender awareness and enabling environment creation programmes.	Providing training and running awareness programmes on gender and women empowerment in order to create employment opportunities through the social entrepreneurship initiatives; develop gender indicators and targets within the IDP and SDBIP's and to ensure that City programmes, projects and budgets are addressing the practical and strategic needs of both women and men increase in the skills, knowledge and awareness of officials and politicians of the City to ensure their ability to transform culture and practices in the organisation.
6.5 Poverty Alleviation		
6.5.1.1 Social entrepreneurship and mentorship schemes	Indigent programmes, economic enabling measures and business indicators	Development and implementation of initiatives in partnership with the City, aimed at creating sustainable opportunities to assist the poor to escape the continuous cycle of poverty through social entrepreneurship initiatives and mentorship schemes and training in business management.
6.5.1.2 Social entrepreneurship and mentorship schemes	Indigent programmes, economic enabling measures and business indicators	Development and implementation of initiatives, aimed at creating sustainable opportunities to assist the poor to escape the continuous cycle of poverty through social entrepreneurship initiatives and mentorship schemes and training in business management.
6.5.2.1 Feeding schemes and the provision of food for the poor (food gardens)	Provision of facilities such as food gardens	Establishment and/ running of feeding schemes and facilities such local food gardens to feed the poor, the ill and aged in communities. Improvement of existing health of inhabitants in poverty stricken areas.
6.5.2.2 Feeding schemes and the provision of food for the poor (soup kitchens)	Provision of facilities such as soup kitchens	Establishment and/ running of feeding schemes and facilities such as soup kitchens to feed the poor, the ill and aged in communities. Improvement of existing health of inhabitants in poverty stricken areas.



NATURE OF PROJECT / PROGRAMME	LEVEL OF INTERVENTION	OUTPUTS OF PROJECT/PROGRAMME
6.6 Street People		
6.6.1 Integration, accommodation and employment	Rehabilitation, detoxification, winter readiness, reintegration and employment programmes.	Development and Implementation of initiatives in partnership with the City in order to facilitate and co-ordinate street people activities to prevent people from entering the downward spiral to the street and to rehabilitate and reintegrate people into mainstream society.
6.6.1 Integration, accommodation and employment	Rehabilitation, detoxification, winter readiness, reintegration and employment programmes.	Development and Implementation of initiatives in order to facilitate and co-ordinate street people activities to prevent people from entering the downward spiral to the street and to rehabilitate and reintegrate people into mainstream society.
6.7 Substance abuse		
6.7.1 Substance abuse	Promoting awareness, supporting substance abuse programmes and establishing and supporting community-based local drug action committees as well as community-based preventative interventions.	Development and Implementation of initiatives and programmes in partnership with the City in order to raise awareness around Substance Abuse and to promote active support for the City's Substance Abuse Programme.
6.7.2 Substance abuse	Promoting awareness, supporting substance abuse programmes and establishing and supporting community-based local drug action committees as well as community-based	Development and Implementation of initiatives and programmes in order to raise awareness around Substance Abuse and to promote active support for the City's Substance Abuse Programme.



NATURE OF PROJECT / PROGRAMME	LEVEL OF INTERVENTION	OUTPUTS OF PROJECT/PROGRAMME
	preventative interventions.	
6.8 Vulnerable groups		
6.8.1 Empowering the Older persons	Develop and implement project to empower the elderly	Projects which provide outreach, capacity building or support to older persons (over 60 years)
6.8.2 Building of inclusive communities by supporting the most vulnerable and marginalised.	To assist abused women and children by providing for their accommodation, household essentials and medical needs; tor provide life skills training and to offer professional counselling services.	Development of programmes that focus on the wellbeing of the most vulnerable and marginalised.
7. SPORTS AND RECREATION, BEACHES AND AMENITIES		
7.1 Maintaining and repairing local sports facilities	Repairs and maintenance	To assist the City in promoting sports and recreation by ensuring that local sports facilities at schools and those run by non-professional sports bodies are repaired and kept in a good condition in order to ensure and encourage the utilisation thereof.
7.2.1 Acquiring sports equipment	Provision of equipment	Providing sports equipment to community and groups in order to assist the City in its endeavours to encourage the better utilisation of Sports Facilities.
7.2.1 Acquiring sports equipment	Provision of equipment	To assist the City in promoting sports and recreation through the provision of sports equipment to be utilised at local facilities such as schools and other community facilities in order to encourage a healthy lifestyle.



NATURE OF PROJECT / PROGRAMME	LEVEL OF INTERVENTION	OUTPUTS OF PROJECT/PROGRAMME
7.2.3 Sports and recreational projects	Run sports or recreational projects to build social cohesion.	Projects which promote social interaction across race, age, class, culture or other barriers
7.4 Tree planting and beautification	Improvement of quality public spaces programme	To assist the City to improve the quality and safety of parks, recreational facilities and public spaces, being an important part of a neighbourhood's character and social fabric. Functional, attractive and safe public spaces contribute significantly to environmental sustainability, job creation and enterprise development. Design interventions and lighting will be used to create active and safer public spaces, which includes unlocking the potential of streets as public spaces that support economic development and social cohesion.