CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

ANNEXURE "A1"

CLEAR FORM

CITY OF CAPE TOWN (the City)

GRANTS-IN-AID APPLICATION FORM

Financial Year: - 1 July …… to 30 June……..

SECTION	DETAILS AND REQUIREMENTS
1.	**FOR OFFICIAL USE ONLY**

DETAILS OF SUBCOUNCIL (PROJECT PROGRAMME MANAGER) / LINE DEPARTMENT
(To be completed by Subcouncil / Project Manager before form is handed over or delivered to applicant)

Application submitted to: -

Subcouncil – No…..Name……..

Subcouncil Manager Name - ……

Physical Address -

[ ] Code - [ ]

Postal Address -

[ ] Code - [ ]

Telephone Number - ……..

Fax Number - ……..

Line Department - ……..……..

Physical Postal Address -

[ ] Code - [ ]

Postal Address -

[ ] Code - [ ]

Project Manager Name - ……..…..……...

Telephone number of Project Manager - ……..……..…..……

Fax Number – ……

2. **DETAILS OF APPLICANT**

(To be completed by Applicant)

2.1 General Details

Name of organisation or body (Must be the same name as that reflected in the records of the City's SCM Vendor database if your organisation is already registered as a supplier to the City): -

Date established: - ……

Financial year of Organisation: - From (ddmmyy)…..... to (ddmmyy)……

ADDRESS:-

Physical: - Code:

Postal: - Code:

Committee Members / Responsible Officials / Management / Trustee Details:- Are any of the members listed below employees or Councillors of the City of Cape Town?

NO	NAME	IDENTITY NUMBER (Attach copy of bar-coded RSA Identity Document)	POSITION IN ORGANISATION	EMPLOYED BY CoCT OR COUNCILLOR YES/NO
1				Yes ◯ No ◯
2				Yes ◯ No ◯
3				Yes ◯ No ◯
4				Yes ◯ No ◯
5				Yes ◯ No ◯

Date of last Annual General Meeting ……..…….

Note: - Complete as N/A if this is a newly established organisation

Contact Details: -

Duly authorised person: -

Full name - .....

RSA ID number -……..……

Position in organisation -……..

Contact Person: Full name: - ……..…….

RSA ID number -……..……..……..

Position in organisation -…….……

Telephone Number: …… Fax Number: - ……..……

Cell phone Number:…….....

E-mail Address: - ……..

Type of organisation (Please tick relevant box) Registration numbers must be provided and copies of current registration certificate(s)must be attached hereto)

2.2 Type of Organisation

ORGANISATION TYPE	X	REGISTRATION NUMBER

(i) PBO registered in terms of Section 30 of the Income Tax Act, 58 of 1962:-

(ii) NPO registered in terms of Section 13 of the NPO Act, 71 of 1977:-

(iii) NPC incorporated in terms of the Companies Act, 71 of 2008:-

(iv) Religious Institution registered as a PBO in terms of section 30 of the Income Tax Act, 58 of 1962:-

(v) Old Age Home registered in terms of the older Persons Act, 13 of 2006:-

(vi) ECD / Crèche / Child Care Facility Registered in terms of the Children's Amendment Act, 41 of 2007:-

(vii) Senior Citizen group, association or recreational club registered as a PBO or NPO in terms of the relevant Act as referred to above: -

(viii) Public School as defined in terms of the South African Schools Act, 84 of 1996 or independent school as registered in terms of that Act:-

(ix) Non-professional Sports clubs or association registered as PBO or NPO in terms of the relevant Act as referred to above:-

(x) Lifesaving Club affiliated to Lifesaving Western Province and registered as a PBO in terms of the Income Tax Act, 58 of 1962:-

(xi) Arts and Culture association registered as a NPO or PBO in terms of the relevant Act as referred to above:-

(xii) Other CBO's carrying out public benefit activities and registered as PBO's or NPO's in terms of the relevant Act as referred to above:-

2.3 Vendor Registration

2.3.1 VAT Vendor - SARS

Is the organisation a registered VAT vendor with SARS?

YES ◯ NO ◯

If yes, what is VAT registration number?

2.3.2 Vendor on the City's Supply Chain Management (SCM) Database

Is your organisation registered as a supplier on the City's SCM vendor database?

YES ◯ NO ◯

If **YES**, what is the SCM registration number?

Centralised Supplier Database (CSD) number?	MAAA

Please Note:-

If **NO** then your organisation must apply to be registered as a supplier with the SCM Department in order for this Grants-in-Aid application to be processed and be considered. The SCM Department – (Supplier Management) can be contacted on 021-400-9242/9245/9243/9247/9244/9250 for information with regard to supplier registration or the Subcouncil (Project Programme Management) / Project Manager can download the SCM vendor registration application, assist your organisation in completing it and deliver it to the SCM Department at the Civic Centre. Online registration can be completed at the link below: https://eservices.capetown.gov.za/irj/portal/

To be considered for registration as a vendor on the City's SCM vendor database will require completion of the relevant SCM vendor application form and the submission of all relevant documentation including the tax PIN issued to the organisation by SARS.

2.4 Grants-in-Aid Funding received from the City in prior years

Has your organisation received any Grants-in-Aid funding from the City in any prior financial year?

YES ◯ NO ◯

If yes, indicate the amount, the year (i.e. Financial year 1 July 20 …. to 30 June 20….) and provide details of the project i.e. What were the funds used for?
Amount – R ……
Financial Year:- ……
Project: - The Grant-in-Aid funds were used to:-

2.4.1 Lifesaving clubs

Lifesaving clubs making applications for Grants-in-Aid funding must indicate what funds they received from Lifesaving Western Province during their 2 prior financial years and what they utilised the funding for.

Year:- ……
Funds utilised for:-

year: - …….
Funds utilised for:-…

2.5 Grants-in-Aid applications in prior years not approved by the City

Has the City previously turned down a Grants-in-Aid application from your organisation?

YES ◯ NO ◯

If yes: - What year:- ……..
Reason(s) given by the City for not allocating Grants-in-Aid: -

3. These following documents must accompany this application. Omissions will result in disqualification.

Document Checklist	**Yes**	**No**
Application Form (A1)	☐	☐
Business and Project Plan (A2)	☐	☐
Monetary value of application:		
Application in excess of R100 000 Audited Annual financial statements	☐	☐
Application between R50 001 and R100 000 Independently reviewed Annual Financial Statements	☐	☐
Application R50 000 and below Income and Expenditure Report	☐	☐
Minutes of latest AGM	☐	☐
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	☐	☐
Signed Constitution	☐	☐
Certificate of Acceptability- if food is to be prepared/transported	☐	☐
Registration documents	☐	☐
Latest Municipal Account	☐	☐
VAT Vendor - SARS	☐	☐
Zero Rated Vat Invoice	☐	☐
City's SCM Database Registration	☐	☐
National Treasury CSD number e.g. MAAA	☐	☐
Certified copies of members ID's	☐	☐
Proof of bank account	☐	☐
Tax Compliance Status	☐	☐

THE FOLLOWING CONDITIONS SHALL APPLY

4.1 This application must be properly and fully completed, initialed on each page and signed and accompanied by a fully completed and signed Business and Project Plan (Annexure **"A2"**) and all the other relevant documents referred to in 3 above.

4.2 The amount of Grants-in-Aid funding requested from the City must be indicated and a detailed breakdown of the proposed budgeted expenditure must be provided in Annexure **"A2"**. The minimum amount of Grants-in-Aid funding that may be applied for is R 15 000 (Fifteen Thousand Rand).

4.2.1 The total anticipated income to be either raised by the organisation or be provided from its own funds must also be detailed in Annexure **"A2"** and should be sufficient to cover the proposed expenditure on the project or programme, as detailed in Annexure **"A2"**, in order to confirm the viability of a project or programme from a cost and budget point of view.

All properly completed and signed applications using this application form must be received by the Subcouncil (Programme Project Manager) / Project manager by no later than the close of business on the closing date of the advert, published in the local press, calling for Grants-in-Aid applications.

4.3 Any application that does not comply with these requirements will not be considered or processed. All applications must either be delivered to the offices of the Subcouncil (Project Programme Manager) or Project manager or posted to the address provided above under Section 1. No applications may be handed to any City Councillor for delivery to a Subcouncil or Project manager.

4.4 Any Grants-in-Aid approved by the Council must be exclusively utilised for the purpose(s) declared and benefit the targeted communities as identified in Annexure **"A2".** A successful applicant will be required to complete and sign a Memorandum of Agreement (MOA) (Annexure **"B"**) with the City. An organisation receiving a Grants-in-Aid must retain and file all original vouchers, invoices, cash slips, cheques and other relevant financial and accounting documentation that relate to the approved project or programme and which confirm how the Grants-in-Aid was utilised.

4.5 Applicants must, in Annexure "A2", satisfy the City that they are financially viable and possess the ability to execute the project or programme successfully.

4.6 Funding will be considered for only one project per organization, of a similar nature, in any financial year of the City. Multiple projects per organization will therefor only be considered if the nature of the project differs.

4.7 Any Grants-in-Aid recommended to Council for consideration will be dependent upon whether an organisation or body and its proposed project qualifies for a Grants-in-Aid funding in terms of the requirements of the Policy. The Grants-in-Aid amount that may be allocated will be dependent upon the availability of Grants-in-Aid funding in the City's budget, the amount recommended by the particular Sub-council or Line Department and finally the amount approved by Council.

4.8 No Grants-in-Aid applications submitted by Political Parties, Affiliations, Organisations or Groupings or for projects that where such organisations are the beneficiaries, will be considered.

4.9 The City reserves its right not to consider an application for a Grants-in-Aid if an organisation has received or will receive sufficient funds from other sources, as reflected in paragraph 3.7 of Annexure "A2", for that particular project.

4.10 No funding will be considered where only an individual will benefit. Grants-in-Aid funding assists the City in exercising its executive and legislative authority and is intended to fund projects that benefit the City and its residents.

4.11 Applications received from organisations that operate outside the boundaries of the City will not be considered unless a clear and compelling benefit to the City and its residents can be demonstrated.

4.12 Grants-in-Aid will not be allocated to fund the normal operational expenditure incurred by an organisation or body including employee costs or any expenditure required to establish an organisation or to make it viable.

4.13 Grants-in-Aid shall only be paid over to an organisation after Council has approved the Grants-in-Aid and the MOA has been signed. The organisation must also be up to date with its municipal account(s), where applicable, by either settling any arrears in full or making the necessary payment arrangements, 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 Grants-in-Aid will be paid into its bank account.

4.14 Requests from applicants to cover overspending on projects will not be considered and Grants-in-Aid funding will not be made available retrospectively to fund expenditure already incurred on a project.

4.15 Successful applicants will only be informed, in writing, by the Subcouncil (Project Programme Manager) Project Manager, of Council's decision, after Council has approved the Grants-in-Aid.

4.16 Unsuccessful applicants will also be informed, in writing, by the Subcouncil or Project Manager that their application has been unsuccessful and be furnished with the reason(s) as to why.

4.17 Successful applicants must at all times comply with the provisions of Section 67 of the Municipal Finance Management Act, 56 of 2003 and the Policy.

4.18 Enter into and comply with an agreement with the Municipality and with all reporting, financial management and auditing requirements as may be contained in such agreement (MOA).

4.19 Report monthly on the actual expenditure incurred on the approved project and using the Grants-in-Aid funds received from the City to fund such expenditure or part thereof on the Expenditure Report template as per Annexure "A3". Such reports to be completed and submitted together with copies of all invoices, cheques, cash slips, expenditure vouchers, receipts, etc. for all GIA allocations.

4.20 Where a successful beneficiary organisation is unable to comply with any of the conditions in the MOA, does not complete the project in terms of the MOA or utilises the Grants-in-Aid funds on a project otherwise than set out on the last page in Annexure "A2", the amount of the Grants-in-Aid, together with any interest earned thereon (where applicable), must, in terms of the MOA and Grants-in-Aid recovery process, be repaid to the City by means of a deposit into its bank account being:

Account Holder: - City Of Cape Town (General Income Bank Account)
Bank: - Nedbank South Africa
Branch Code: - 198765
Account Number: - 1158 667 035
SWIFT Code: - NEDSZAJJ

5.	**Undertaking to be signed by duly authorised official(s) of the Organisation**

By completing this form, I understand and consent that

(i) my personal information will be processed by the City of Cape Town, for purposes of and in relation to the City of Cape Town's programmes and community initiatives, and that such processing shall comply with the provisions of POPIA and any other applicable law;

(ii) I may, at any stage, withdraw my consent but acknowledge that the City of Cape Town may still process my personal information if the law allows or requires this; and

(iii) I also have the right to request access to my personal information and where necessary request the deletion, correction or destruction of such personal information.

It is hereby certified that the information provided in this application, under Annexures **"A1" and "A2"** and documents attached hereto, in terms of section 3 above, is true and correct and that the conditions applicable to the allocation of the Grants-in-Aid, as set out in section 4 above, have been read, understood and have been complied with.

Thus done and signed at ……..…….. on this …… day of ……. 20….

Full Name ….,……..……..……..…… RSA

ID Number ……..

Signature ……

Position held in organisation or body: ……

Full Name ……

RSA ID Number ……...

Signature ……

Position held in organisation or body:

……

(To be completed by the Subcouncil (Project Programme Manager)or Project manager when they receive the completed applications from the applicants)

Subcouncil Number and Name: - ……

Line Department and Project Manager: - ……..

File/Project Ref No: - ……

Date Received: - ……

……
Subcouncil (Project Programme Manager) / Project Manager signature

re: - ……..

Date stamp of Subcouncil / Line Department

Update 23 May 2024