CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Annexure "A2"

CLEAR FORM

CITY OF CAPE TOWN (the City)

Grants-in-Aid - Business and Project Plan

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

SECTION	DETAILS AND REQUIREMENTS
1.	**ORGANISATION:-**
2.	**AIMS AND OBJECTIVES OF ORGANISATION:-**
3.	**PROJECT OR PROGRAMME DETAILS:-**

3.1 **Project or Programme Description** – What is the proposed project's focus, purpose or level of intervention e.g. in the case of a crèche or ECD, it will be child care and early childhood development?

3.2 **Location/area -** Where will this project be carried out? I.e. What is the target area?
Target:

3.3 **Beneficiaries -** Which community (the target community or group) will benefit from this project?
Target:

Target Number –

Making progress possible. Together.

3.4 What is the number of beneficiaries who will be targeted?

3.5 **Motivation and objectives** – How will the proposed project or programme benefit the target community and assist the City in carrying out its duties in terms of its legislative and executive authority and in meeting its goals and objectives set out in its 5 year IDP.
Please tick in the box or boxes that confirm the alignment of your project or programme to the City's Strategic Focus Areas and Objectives 3.5.1. below.

3.5.1 **STRATEGIC FOCUS AREAS AND OBJECTIVES**

3.5.1.1 **Economic Growth**

- ☐ Consolidated land pipeline and release programme
- ☐ Ease-of-doing-business programme
- ☐ Inclusive economic development and growth programme
- ☐ Targeted urban development programme
- ☐ Investment and partnership programme

3.5.1.2 **Safety**

- ☐ Safety technology programme
- ☐ Holistic crime prevention programme
- ☐ Enhanced policing programme
- ☐ Partnerships for community safety programme

3.5.1.3 **Basic Services**

- ☐ Diversified energy supply programme
- ☐ Energy demand response programme
- ☐ Excellence in energy service delivery programme
- ☐ Excellence in waste service delivery programme
- ☐ Excellence in Water and Sanitation service delivery programme
- ☐ Infrastructure planning and delivery programme
- ☐ Mainstreaming basic service delivery to informal settlements and backyard dwellings programme
- ☐ Promoting cleanliness and addressing illegal dumping programme

☐ Utility business model reform programme

☐ Waste minimisation and recycling programme

☐ Water resilience programme

3.5.1.4 **Housing**

☐ Informal settlements upgrading programme

☐ Integrated residential development programme

☐ Micro-developer and additional dwelling improvement programme

☐ Partnership for affordable housing programme

☐ Public rental housing programme

☐ Tenure security programme

3.5.1.5 **Public Space, environment and amenities**

☐ City health programme

☐ Coastal programme

☐ Environmental and biodiversity management programme

☐ Healthy urban waterways programme

☐ Partnerships for quality public spaces programme

☐ Quality community facilities programme

3.5.1.6 **Transport**

☐ Bus rapid transit (BRT) expansion programme

☐ Public transport reform programme

☐ Rail improvement programme

☐ Road safety and maintenance programme

☐ Travel demand and congestion relief programme

3.5.1.6 **A resilient City**

☐ Climate change programme

☐ Disaster risk reduction and response programme

☐ Integrated urban health programme

3.5.1.7 **A more spatially integrated and inclusive city**

☐ Social inclusion and well-being programme

☐ Spatial integration and transformation programme

3.5.1.7 **A capable and collaborative city government**

☐ Advocacy and intergovernmental relations programme

☐ City facilities and property optimisation programme

☐ Community engagement and partnership programme

☐ Evidence-based decision-making programme

☐ Modernised and adaptive governance programme

☐ Operational sustainability programme

☐ Project preparation and delivery programme

3.6 **Expenditure Budget -** What is the anticipated expenditure to be incurred on this specific project or programme and what will the money be spent on? NOTE: - Grants-in-Aid funds received from the city cannot be used to fund salaries and wages, municipal service accounts, telephone accounts, general administration expenses, etc. Any Grants-in-Aid funding that your organisation may receive from the City must only be used to fund expenditure directly related to the approved project or programme ensuring that the target beneficiaries receive the full benefit of the Grants-in-Aid which will not happen if any funds are misused or are used to fund the types of expenditure mentioned. Your organisation must be properly registered, established and viable and provide the City with copies of your audited Annual Financial Statements where Grants-in-Aid from the City exceed R100 000, latest independently reviewed financial statements for applications between R50 001 and R100 000 and an approved Income and Expenditure statement where the Grants-in-Aid are less than R50 000. The minimum amount of Grants-in-Aid funding that may be applied for is R15 000 (Fifteen Thousand Rand). Please note the project must commence within 2 months after the receipt of the funding and be completed within 6 months.

No	Details	Funding Source City	Funding Source Own	Funding Source Government	Funding Source Private donors	Grand Total
(i)						
(ii)						
(iii)						
(iv)						
(v)						
(vi)						
(vii)						
(viii)						
(ix)						
(x)						
TOTAL BUDGET EXPENDITURE						

3.7 **Income Budget:-** What are the anticipated income sources for the specific project or programme in order to fund the expenditure in 3.6?

No	Sources	Amount (R)
3.7.1	Grants-in-Aid requested from city for this project / programme (Minimum amount that may be applied for is R15 000 – (Fifteen Thousand Rand) (**MUST EQUAL total expenditure in 3.6)**	
3.7.2	Own fund raising by your organisation	
3.7.3	Other sources (Government) Please provide details and identify the source of the funds e.g. National Government, the Provincial Government: Western Cape,	
(i)		
(ii)		
(iii)		
(iv)		
TOTAL BUDGET - INCOME **NB. (MUST EQUAL total expenditure in 3.6)**		

4.	**ADMINISTRATION:-** 4.1 **Records** - What records are kept of the beneficiaries who will benefit from this project? These records should be properly kept in order to ensure accountability, accuracy, transparency and equity and should confirm that the beneficiaries are part of the target group and that the targets have been met effectively and efficiently and confirm that the project or programme is being carried out in a professional manner.
5.	**Banking Details of Organisation:-** 5.1 Bank Account Details: (These details must be the same as those recorded on the City's SCM Vendor database where your organisation is registered as a supplier. Organisations not yet registered on the SCM Vendor Data Base must make application to the SCM department for registration. The SCM department can be contacted using the contact details provided in the Grants-in-Aid application form.) Bank: …… Branch:…….. Branch Code:…… Account Number:……. Name of Account Holder: (Organisation name on City's SCM Vendor database refer Item 2.3.2 in application form)
6.	**Income and Expenditure records:-** 6.1 Original invoices, vouchers, cheques, cash slips, receipts etc. Confirming and detailing expenditure on the project. Please confirm that your organisation keeps proper records of your expenditure and income and that copies will be submitted to the City in terms of the MOA (Annexure **"B"**).

	6.2 Expenditure Report Template (Annexure **"A3"**) Please confirm that these reports will be completed and submitted to the City as required in terms of Paragraph 4.18.2 of the conditions as set out in the Application Form (Annexure **"A1"**) and that your organisation is able to properly complete the reports. 6.3 A copy of your organisation's Income and Expenditure statement must be attached to this application if the Grants-in-Aid amount applied for is R50 000 or less. Such statement must be signed by the responsible official who must also confirm that such statement was tabled at your organisation's annual general meeting. Please confirm that this has been done and ensure that the statement is attached hereto. 6.4 Your organisation's latest independently reviewed financial statements for applications between R50 001 and R100 000 must be attached to this application. 6.5 Your organisation's latest Audited Annual Financial Statements must be attached to this application for a Grants-in-Aid in terms of the MOA where the Grants-in-Aid amount applied for exceeds R100 000.

7.	**Management and Control** 7.1 What internal, cash and expenditure controls does your organisation have in place to ensure that all Grant-in-Aid funds received and the utilisation of such Grant-in-Aid are properly accounted for? 7.2 What is your cheque signing policy i.e. are two or more signatories required to sign cheques? Provide details. **7.3 Your organisation's Constitution** 7.3.1 What is the sole or principal object of your organisation as set out in its Constitution? 7.3.2 What does your organisation's Constitution provide regarding the distribution or disposal of assets upon dissolution?

8. Property and operational requirements

8.1 What type of property, building, facility or structure is required to carry out the project or programme?

8.2 Does your Organisation own, lease or hire a suitable property, building, facility or structure as required in 8.1 that will enable it to effectively carry out the project or programme?

8.3 Where the facility or property is leased or hired, is the period of lease/hire sufficient to enable completion of the project? If yes, please provide details of the lease period to confirm this.

8.3.1 Does the leased or hired property, building, facility or structure belong to the City?

YES	◯	NO	◯

8.3.1.1 If **YES**, then a copy of the lease agreement with the City should be attached hereto and also a copy of your organisations current municipal account and lease rental account. Please ensure that the relevant documents are attached.

8.3.1.2 If **No**, please advise below who is responsible for paying the monthly municipal account (where applicable) for rates and services rendered by the City? If the landlord or registered owner is responsible for payment, then the applicant must attach a copy of the latest municipal account issued to such owner.

Details of the Municipal Account Holder: -

	8.4 Confirm that the land use of the property to be utilised for the project is correctly zoned in terms of the applicable zoning scheme. 8.4.1 Where your organisation leases the property does the lease agreement (with the City or others) give your organisation the necessary permission in order to carry out the proposed project on the property? 8.5 What furniture, equipment and/or utensils (e.g. educational toys, mattresses, play equipment etc.) will your organisation need to carry out the project with and confirm whether these items of equipment and/or utensils are available? 8.6 If your Organisation does not own the required equipment and/or utensils referred to in 8.5, how will it acquire the necessary items? Confirm whether or not the Grants-in-Aid funding applied for will be utilised to acquire those items. If yes, then these details should also be reflected in the expenditure budget under 3.6 above. It should be noted that not all of the items or requirements your organisation listed under 8.5 above will qualify for Grants-in-Aid funding and you will be advised accordingly.
9.	**Communication with beneficiaries' involvement of community and outputs of project** 9.1 How does your Organisation inform beneficiary community how it can benefit directly from the project? How are they involved with the project or programme and what say do they have in respect of the project?

	9.2 What are the targeted outputs of the project e.g. how many persons will benefitdirectly from the project? Number of social development programmes to be implemented? How many children aged 0 – 6 years will benefit from the ECD or crèche? How many youths will benefit from skills development programmes? 9.3 How will the success or impact of your project/programme be measured? 9.4 How can this information be verified?
10.	**The Protection of Personal Information Act (POPIA) compliance** 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

Duly authorised person of the organisation:

Full Name: ……

RSA ID Number ……

Position ……..

Signature ……..

Please Note: Copies of the City's Grants-in-Aid Policy are available on request from the City's website, Subcouncil or Project Manager's office at the address indicated in the Application Form under section1 above

For Official Use Only

(To be completed by Subcouncil (Project Programme Manager) or Project manager when completed application is received from applicant)

Subcouncil number and name: - ……

Subcouncil Manager (Project Programme Manager): -

…… Line Department: -

……

Project Programme Manager: -

…….. Ref No: -

……..

Date Application Received: - ……

Date stamp of Subcouncil / Line Department

Reviewed date- 5 April 2024

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(To be completed by Subcouncil or Project manager when Council has approved the Grants-in-Aid and before the signing of the MOA – Attach this completed Annexure "A2" to the signed MOA)

The Council on …… (ddmmyy) with item number ..... approved the Grants-in-Aid of R..... to the organisation or body identified in this Business and Project Plan and the Grants-in-Aid funds may only be used for the following purposes:

1. ……..
2. ……..
3. ……..
4. ……..
5. ……..

Subcouncil Manager (Project Programme Manager): -

……..

Project Manager: - ……..

Signature: - …….

Subcouncil (Project Programme Manager) or Project

Manager)