



## **OVERSTRAND MUNICIPALITY**

### **REQUEST FOR PROPOSALS – EVENTS AND FESTIVALS**

The Overstrand Municipality is calling for event and festival proposals from event organisers, local tourism associations or community tourism organisations to partner with the municipality in:

- attracting more visitors to the Overstrand area;
- increasing the length of stay in our region;
- addressing seasonality and contributing to economic development and growth in the Overstrand; and
- promoting broad-based black economic empowerment (B-BBEE) and small, medium and micro enterprise (SMME) participation in the economy.

#### **Approval procedures**

Applications for funding will be submitted to the Manager: Tourism, who will shortlist events that can be supported with the available funds and will make a recommendation to the Executive Mayor through Council. Funding will mainly be allocated in the form of a grant with agreed-upon outcomes.

#### **Criteria for project selection**

Events must:

- be viable and tourism related
- be hosted within the Overstrand area
- be geographically representative of the Overstrand area as a whole
- contribute to SMME development and upliftment
- contribute to job creation within the Overstrand area
- establish a brand that identifies the Overstrand as a preferred destination.

#### **Content of proposals**

- Contact details
- Description of event
- Location
- Aim and objectives of event
- Activities
- Outputs and outcomes
- How the surrounding communities will benefit
- Number of jobs created (temporary and permanent)

- Budget
- Management structure
- Any other sponsors and sources of income towards the event must be declared up front to avoid duplication of funding by municipalities
- Procurement of goods and services plan
- List and costing of all municipal services required (form to be requested separately).

### **Accompanying documentation**

- Confirmation of bank details (letter from the bank)
- Signatories to bank account
- Auditing details (if applicable)
- Latest financial statements and audit reports (if available)

### **Governance of the fund**

Agreements will be entered into between all the event organisers and the Overstrand Municipality, in terms of which a comprehensive report must be submitted by the event organisers a month after the actual event has taken place.

### **Enquiries**

Direct any enquiries regarding this Request for Proposals: Events and Festivals to the following officials:

Mr. S. Madikane at [smadikane@overstrand.gov.za](mailto:smadikane@overstrand.gov.za) or Ms. S. Greeff at [sgreeff@overstrand.gov.za](mailto:sgreeff@overstrand.gov.za) or 028 313 8192.

### **Submission**

Please submit event proposals to the following address: Attention: Ms. S. Greeff, Overstrand Municipality, Economic Development & Tourism Department, Magnolia Street, Hermanus 7200

**Closing date: Friday, 1 March 2013.**