

OVERSTRAND MUNICIPALITY

GRANT-IN-AID POLICY AND APPLICATION FORM

In terms of:
Section 67 of the
Municipal Finance Management Act, 2003.
(Act 56 of 2003)

PREAMBLE

Whereas section 67 of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) requires a municipality to ensure that certain criteria and conditions are met before funds are transferred to an organisation outside any sphere of government, otherwise than in compliance with a commercial transaction;

And whereas a policy would give guidelines as to which categories of organisations could apply to become beneficiaries;

Now therefore the Municipal Council of the Overstrand Municipality adopts the Grant-in-Aid Policy as set out in this document:

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1. INTRODUCTION

For the purpose of this policy '*Grant-in-Aid*' means the donation of municipal funds, to an organization or body outside any sphere of government, which does not constitute a commercial or business transaction.

2. LEGAL FRAMEWORK

All transfers of funds in terms of this policy shall comply with the:

- (a) Constitution of the Republic of South Africa, 1996 as amended (Constitution);
- (b) Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended (MSA);
- (c) Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)(MFMA); and
- (d) Any other applicable legislation, regulations and policies that may govern the transfer of municipal funds and that are not in contradiction to the above.

The Constitutional Court held in the *Fedsure* case that a municipality is constrained by the principle that it may not perform any function or exercise any power other than that permitted by law.

The power of the Municipality to make grants in aid is regulated by section 156 of the Constitution as read with section 8 of the Municipal Systems Act (MSA), Act 32 of 2000. These provisions limit the power to make grants-in-aid to circumstances where it is reasonable and necessary for or incidental to the functions and exercise by the municipality of its powers.

The powers and functions of municipalities are set out in section 156 of the Constitution as read with parts B of Schedules 4 and 5 to the Constitution; annexed as **Annexure A**.

Any grant made that does not conform to the abovementioned requirements is irregular expenditure in terms of the Municipal Finance Management Act (MFMA) and could also be considered in some circumstance as unauthorised. These funds would therefore have to be recovered from the person liable for the expenditure in terms of section 32 of the MFMA.

All particulars of grants must be reflected in the budget and any adjustment budgets, in accordance with S17(3)(j) of the MFMA. Before transferring funds in terms of the Grant-in-aid Policy, the provisions of section 67 of the MFMA must be complied with.

3. PURPOSE

Within the legislative framework, the purpose of this Policy is to complement the goals, objectives, programmes and actions of the Overstrand Municipality in order to create a sustainable, credible and caring Municipality by empowering and building communities and enhancing growth and sharing through partnerships.

4. OBJECTIVES

The objective of the Grant-in-Aid Policy is to complement the goals, objectives, programmes and actions of the Overstrand Municipality in order to create a sustainable, credible and caring town by empowering and building communities and enhancing growth and sharing through partnerships. Grants in Aid should improve the opportunity for the Municipality to elicit the support of external organizations to deliver those services to communities which fall within the Municipality's area of responsibility in a way that allows the Municipality to create an enabling environment for community development and partnerships.

A key objective is to provide the opportunity of creating sustainable partnerships with outside agencies to achieve the objectives of the Municipality's Business Plan as outlined in the Integrated Development Plan.

It should also provide the opportunity for developing methods of joint funding strategies with outside agencies such as matching funding or sponsorship partnerships to meet the objectives of developmental local government.

5. RESTRICTIONS

- 5.1 The Policy applies to all transfers of grants made by the Municipality.
- 5.2 The total expenditure on grants may not exceed 0.1% of the operational budget of the Municipality.
- 5.3 No transfer may be made which exceeds R100,000.00 per organisation or body per annum, except for allocations to organisations which in terms of an agreement, perform a municipal function on behalf of the Municipality. In such case, these grants will be determined annually when the Municipality's budget is approved by Council.

6. APPLICABILITY

This Grant-in-Aid Policy does **not** apply to the following, which Council may regulate via separate policies:

- Bursaries or funds to bursars for other activities / reasons / resources;
- Disaster relief;
- Indigent grants;
- Housing development subsidies;
- Housing billing subsidies;
- Donation of assets, movable or immovable;
- Rewards and Awards; donations to support individual, meritorious cases in order to assist and/or recognise individual excellence in whichever field;
- Conditional grants received by the Municipality, which are in turn awarded to outside organisations to perform the service/function;
- Inter Governmental Grants; or
- Grants-in-aid in respect of property rates. This is contained in the Property Rates Policy.

7. CRITERIA - GENERAL GUIDELINES

The following guidelines shall apply upon application:

- 7.1 Applicants are required to be registered as non-profit organisations in terms of Section 13 of the Non Profit Organisation Act, 1997 or registered as Section 21 (not for gain) Companies in terms of the Companies Act, 1973, or organs of state, or properly constituted community, welfare or voluntary organisations which have a constitution, provable active membership and an annual general meeting held within the previous 12 months.
- 7.2 Notwithstanding 7.1 above, in exceptional circumstances as determined by the delegated authority, grants-in-aid may be made to any organization or body that complies with the other criteria contained in the Policy.
- 7.3 Section 7.1 does not apply to grants regulated in terms of section 67(4) of the MFMA to organizations or bodies serving the poor, provided that the transfer does not exceed the prescribed limit and the provision of Section 67(4)(b) are complied with.

- 7.4 Organisations or bodies having received funding from the Municipality during the previous financial year are required to attach to any **new applications**, a copy of the audited Financial Statements or audit certificate relating to the year in which the funding was received from the Municipality, as required in terms of section 67(1) of the MFMA.
- 7.5 The Municipality reserves the right not to fund an organisation or body two years in succession or in any future years.
- 7.6 Funding will not be considered in the following instances:
 - a) where only an individual will benefit subject to 6 above;
 - b) political organisations/groupings;
 - c) where the utilisation of the grant-in-aid will be outside the boundaries of the Municipality, unless a clear and compelling benefit to the Municipality can be demonstrated;
 - d) where the application does not meet with the stated objectives of this policy;
 - e) where the application does not meet with the priorities, strategies and objectives as set out in the IDP.
- 7.7 Subsequent requests from applicants to cover overspending on projects will not be considered.
- 7.8 Applications for grants-in-aid should be aligned with the powers and functions allocated to municipalities by the Constitution of South Africa (Section 156) (**Annexure A**), section 8 of the Systems Act, as interpreted by the Municipality's IDP and the relevant sections of the MFMA.
- 7.9 Applicants / organisations and bodies may not be in arrears with their municipal accounts, where applicable.
- 7.10 To ensure the sustainability of project(s) undertaken by the organisation or body, consideration should be given to granting the full funding requirements of deserving projects / programmes, rather than pro-rata allocations, unless there is also grant counter-funding from other sources.
- 7.11 Grants-in-aid transfers/payments shall be restricted to deserving organisations provided that such organisations or bodies:
 - a. operate as a separate legal entity and are recognized as such by South African legislation;
 - b. are governed by their constitutions, have regular meetings with their members and subscribe to sound accounting practices; and
 - c. are located and serve communities and individuals who are most in need within the jurisdiction of the Municipality.
- 7.12 No grants will be allocated, under this Policy, to organisations or bodies in cases where a member of Council or an official of Overstrand Municipality receives any direct financial or other gain.
- 7.13 An organisation or body is only entitled to one allocation per financial year, but disbursements can be made more often.

8. PUBLIC ADVERTISEMENT

- 8.1 The Municipal Manager must place a public advert in the main local newspapers distributed in the Overstrand Municipal Area, calling for requests.
- 8.2 Advertisements should clearly specify the categories for which requests are called, the closing date for applications, who they should be addressed to, and where and how to obtain the relevant documentation pertaining to such

applications, including the prescribed forms. Only applications made on the prescribed form (see Annexure B) may be considered. Advertisements should also 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 audited report on the projects or previous expenditure.

- 8.3 Should a body/organisation submit an application after the public advertisement process has been dealt with, such application will only be considered if there are unspent funds on the budget in respect of grants-in-aid.

9. GENERAL GUIDELINES AND CATEGORIES

9.1 GENERAL GUIDELINES

- (a) Funding of applications will primarily, be considered on an annual basis in response to the annual advertisement.
- (b) Funding will **not** be considered in the following instances:
- 1.1 (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;
 - 1.2 (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.
- (c) Subsequent requests from applicants to cover overspending on projects will not be considered.

9.2 CATEGORIES ELIGIBLE FOR GRANTS-IN-AID

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

9.2.1 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.

9.2.2. 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 Overstrand", to promote swimming skills and water safety.

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

- (i) Voluntary rescue organisations;
- (ii) Lifesaving clubs and swimming organisations;
- (iii) Environmental groups/organisations;
- (iv) Organisations promoting community involvement as a means of sustaining leisure, aesthetic or environmental projects.
- (v) Projects which further the Council's aims and the strategies of IMEP

(Integrated Municipal Environmental Policy) and including but not limited to the sustainable management of:

- Coastline within the boundaries of the Overstrand;
- Riverine corridors;
- Biodiversity;
- Natural and built environment;
- Heritage resources;
- Quality urban spaces;
- Ecological conservation areas;
- Urban agricultural complexes;
- Bio-regional planning;
- Nature area management;
- Wetlands;
- Local Agenda 21 projects;
- Animal welfare organisations; or
- Eco-tourism, eg bird watching.

9.2.3 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.
- (iv) Promotion of recycling endeavours.

9.2.4 SOCIAL DEVELOPMENT

Purpose: The promotion of projects/programmes which stimulates the Overstrand Municipality's Integrated Development Plan (IDP) focusing especially on the needs of the most marginalised sectors in the Overstrand Area.

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

- Poverty alleviation;
- Urban renewal;
- Capacity building of communities;
- Youth development;
- Women and gender development;
- Early childhood development;
- Street people programmes;
- Facilitation of public participation processes; and
- Arts and culture programmes.

9.2.5 SPORTS AND RECREATION

Purpose: To stimulate the development of sustainable Sport and Recreation infrastructure and programmes within the municipal area targeting, in particular,

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) Schools sport teams or individuals;
- (iii) Local sport and recreation councils, associations or informal groups;
- (v) Civic, community and non-governmental organisations.

10. APPLICATION PROCEDURE

Applications and proposals for grants-in-aid must be on the prescribed form stated in 8.2 above, a copy of which is attached hereto as Annexure A. 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:

- (a) The applicant's legal name and a brief description of the applicant organisation's or institution's business;
- (b) If the applicant claims to be a non-profit organisation, the registration number;
- (c) The date of establishment, details of the applicant's members, founding documents, including constitution and certificates of incorporation;
- (d) A contact name, full street address, telephone number and e-mail address of the applicant;
- (e) Details of sources of income and funding;
- (f) Banking details
- (g) If funding is required for a specific project, a brief description of the project and what it aims to achieve, as well as the detailed budget for and duration of the project;
- (h) If the request is for general support, the organisation's or body's overall budget must be included;
- (i) The most recent audited financial statements;
- (j) A summary of past achievements; and
- (k) A declaration by the head of the applicant 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.

11. OBLIGATIONS OF THE APPLICANT

- 11.1 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 should be used as outlined in the application form.
- 11.2 The organisation or body shall submit a report, to the Municipal Manager regarding the activities conducted, the ward within which activities are conducted, as well as the number of people benefiting from the activities. (Refer 67 (1)(a)(iii))
- 11.3 Where grants are made to organisations serving the poor in terms of section 67(4) of the MFMA, the responsible Line Department or Sub-Council must ensure that the targeted beneficiaries receive the benefit, by obtaining receipts of the actual expenditure incurred and any other appropriate evidence.

- 11.4 Where it is found that grants are being used in breach of the agreement, the provisions contained in the agreement must be invoked and the matter must be reported to the Accounting Officer.
- 11.5 Successful applicants are required to acknowledge the Municipality as the provider of funding in their funding record as well as any public record of grants/donations received.

12. RIGHTS OF THE MUNICIPALITY

- 12.1 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 for which the grant was made.
- 12.2 The Municipality shall manage and/or monitor 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.
- 12.3 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 give an applicant the right to receive a grant again. (Refer 7.5 above)
- 12.4 The Municipality has the right to allocate the grant-in-aid, in whole or in part, to the beneficiary's municipal account(s) in respect of rates and services instead of payment in cash.
- 12.5 The prioritisation of applications as well as the amount of the grant-in-aid may vary from year to year.

13. AGREEMENT

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

14. DONATION ADJUDICATION COMMITTEE

- 14.1 The Adjudication Committee will consist of, at least, the Executive Mayor or other Councillor as designated by the Mayor; the Municipal Manager, Chief Financial Officer as well as any other official the Committee may wish to include.
- 14.2 The Adjudication Committee will evaluate all proposals received and in the process obtain input from ward councillors and other roleplayers deemed necessary.
- 14.3 The Adjudication Committee will have the power to make final awards.
- 14.4. The Adjudication Committee must submit a report to the Council of the Municipality, containing particulars of each final award made, including:
 - (a) the amount of each award; and
 - (b) the name of the organisation or body to whom the award was made.

15. COMMENCEMENT AND SHORT TITLE

The policy is called the **Grant-In-Aid Policy** and takes effect on the date on which it is adopted by the Council of Overstrand Municipality.

POLICY SECTION:	INTERNAL AUDITOR
CURRENT UPDATE:	29 August 2012
PREVIOUS REVIEW:	31 August 2011
APPROVAL BY COUNCIL:	27 May 2009

ANNEXURE A: “156. POWERS AND FUNCTIONS OF MUNICIPALITIES”

1. A municipality has executive authority in respect of, and has the right to administer-
 - (a) the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5; and
 - (b) any other matter assigned to it by national or provincial legislation.
2. A municipality may make and administer by-laws for the effective administration of the matters which it has the right to administer.
3. A municipality has the right to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions.”

SCHEDULE 4

PART B

The following local government matters to the extent set out in section 155(6)(a) and (7):

- Air pollution
- Building regulations
- Child care facilities
- Electricity and gas reticulation
- Fire-fighting services
- Local tourism
- Municipal airports
- Municipal planning
- Municipal health services
- Municipal public transport
- Trading regulations
- Storm water management systems in built-up areas
- Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law
- Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto
- Water and sanitation services limited to potable water supply systems and domestic waste-water and sewage disposal systems

**SCHEDULE 5
PART B**

The following local government matters to the extent set out for provinces in section 155(6)(a) and (7):

- Beaches and amusement facilities
- Billboards and the display of advertisements in public places
- Cemeteries, funeral parlours and crematoria
- Cleansing
- Control of public nuisances
- Control of undertakings that sell liquor to the public
- Facilities for the accommodation, care and burial of animals
- Fencing and fences
- Licensing of dogs
- Licensing and control of undertakings that sell food to the public
- Local amenities
 - Local sport facilities
 - Markets
 - Municipal abattoirs
 - Municipal parks and recreation
 - Municipal roads
 - Noise pollution
 - Pounds
 - Public places
- Refuse removal, refuse dumps and solid waste disposal
- Street trading
- Street lighting
- Traffic and parking

ANNEXURE B – MEMORANDUM OF AGREEMENT

Entered into by and between

OVERSTRAND MUNICIPALITY

herein represented by

in his / her capacity as

he/she being duly authorized thereto
(hereinafter referred to as “the Municipality”)

and

herein represented by

in his/her capacity as

he/she being duly authorized thereto
(hereinafter referred to as “the Beneficiary”)

WHEREAS the Municipality has agreed to allocate the sum of R_____ ,
(_____) to the Beneficiary and the Beneficiary has
agreed to accept the money, subject to the conditions stipulated hereinafter;

WHEREAS the Beneficiary agrees to apply such allocated amount of money for the purposes of funding the programme as set out in the attached project/programme description or business plan and/or service delivery* agreement attached as Annexure __, which project/programme description, business plan or service delivery agreement forms part of this agreement.

* service delivery to the community, not to the Municipality

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

The Municipality shall effect payment of the sum of R _____ (_____)

to the Beneficiary in a lump sum and /or by instalments as follows:

and the Beneficiary accepts the money allocated, subject to the following terms and conditions.

1. The Beneficiary undertakes to provide the Municipality with the details of a separate bank account opened at any registered bank within the Republic of South Africa within 7 (seven) days of the date of signing of this agreement in order to allow the Municipality to deposit the funds directly into such bank account.
2. The Beneficiary herewith confirms that effective, efficient and transparent financial management and internal control systems are in place.
3. The Beneficiary will have provided the Municipality with a copy of its most recent audited financial statements or audit certificate, prior to the signing of this agreement, as part of the Municipality's assessment process.
4. The Beneficiary undertakes to prepare financial statements in respect of the financial years for which this agreement is or remains in force, and undertakes to have these financial statements audited.
5. The Beneficiary herewith confirms and acknowledges that the funds may only be utilized for the purpose for which it was approved.
6. The Beneficiary must ensure that the funds earn interest at competitive rates until they can be utilized for the purpose for which it was approved.
7. Interest earned must be credited to the account opened in terms of clause 2 and may only be utilized for the benefit of the approved project.
8. The parties agree that in the event of the project not commencing within 6 (six) months after the funds were deposited into the bank account of the Beneficiary, all funds paid by the Municipality in respect of this project/programme must immediately be refunded to the Municipality, with all interest accrued.
9. The Parties agree that, on completion of the project/programme, any unutilised funds and interest earned thereon will be paid back to the Municipality within one month or on a date as determined by the Municipality.
10. The Beneficiary undertakes to retain all expenditure vouchers, including cashed cheques, indicating the project number, etc. for audit purposes.
11. The Beneficiary undertakes to submit to the Municipality (Director: _____) reports reflecting expenditure incurred against the funds deposited. The Municipality retains the right to request more frequent expenditure reports if deemed necessary.
12. Audited financial statements, which disclose the total allocation of funds from the Municipality, total interest earned and total expenditure, must be forwarded to the Municipality (Director: _____) within three months of the end of the Beneficiary's financial year in respect of the financial years for which this agreement is or remains in force.
13. The Beneficiary, on completion of the project if sooner or at least annually, must submit a comprehensive report, prepared by its Director, Chief Executive Officer or other most senior member of its management team, as the case may be, pertaining to the project funds allocated and

which refers to:

- the functions and objectives of the Beneficiary organisation provided for by law or in terms of this agreement;
- the extent to which the Beneficiary achieved the objectives for which the funds have been provided; and
- any other appropriate performance information regarding the economical, effective, efficient and appropriate utilisation of the funds.

14. The Municipality has the right to withhold any funds payable to the Beneficiary in terms of this agreement, until all reports referred to in clause 12 have been received.

15. In the event of the Beneficiary not complying with any or all of the conditions as set out in this agreement, or conditions as set out in any project/programme description, business plan or service delivery agreement attached to this agreement as an annexure, the Municipality shall be entitled to, immediately and without notice, cancel this agreement and claim back all the funds allocated together with interest accrued, and to stop all future payment/s with regard to the project/programme of the Beneficiary, without detriment to any other remedy which may be available to it in law.

16. Each of the parties chooses its domicilium citandi et executandi for the purposes of the giving of any notice, the serving of any legal process and for any purposes arising from its Agreement at their respective addresses set forth hereunder:

The Beneficiary:

The Municipality:

Any notice to any party shall be addressed to it at its domicilium aforesaid and be sent either by pre-paid registered post or be delivered by hand. In the case of any notice:

- sent by pre-paid registered post, it shall be deemed to have been received, unless the contrary is proved, on the third business day after posting; and
- delivered by hand, it shall be deemed to have been received, unless the contrary is proved, on the date of delivery, provided such date is a business day or otherwise on the next following business day.

Any party shall be entitled by notice in writing to the other, to change its domicilium to any other address within the Republic of South Africa, provided that the change shall become effective only ten (10) business days after the service of the notice in question;

Any notice addressed to the Municipality shall be required to be addressed to the Municipal Manager, for the attention of _____ to be deemed to have been effectively delivered or served.

17. This agreement constitutes the entire agreement between the parties regarding the subject matter hereof. No agreements, guarantees of representations, whether verbal or in writing, have been concluded, issued or made, upon which either party is relying in concluding this Agreement, save to the extent set out herein.

18. No variation of, or addition or agreed cancellation to this Agreement shall be of any force or effect unless it is reduced to writing and signed by or on behalf of the parties.

19. If any of the clauses of this Agreement or Annexure thereto are found to be invalid or not binding on the parties, such finding will not affect the validity of this agreement and the parties

agree to be bound by the other provisions of the agreement.

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

AS WITNESSES:

- 1. _____

(Name in capital letters)

- _____
- For **THE BENEFICIARY**
Duly represented by:

- 2. _____

(Name in capital letters)

- _____
- (Name in capital letters)

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

AS WITNESSES:

- 1. _____

(Name in capital letters)

- _____
- For **THE MUNICIPALITY**
Duly represented by:

- 2. _____

(Name in capital letters)

- _____
- (Name in capital letters)

ANNEXURE C

ANNEXURE C: - APPLICATION FOR A GRANT-IN-AID

A	Legal Name of Company	
----------	------------------------------	--

B	Date and year in which the organisation was founded:	
	<i>(Give a brief description of business or activities of the organisation.)</i>	

C	Contact Details:			
	Name:		Title/Position:	
	Physical Address:	Postal Address:		
	Postal Code:		Postal Code:	

ANNEXURE C

	Tel. No:		Fax. No:		E-mail:	
--	----------	--	----------	--	---------	--

	In which ward is the organisation active?				
	Is the organisation a non-profit organisation?	YES	NO		
	If yes, registration number:				
	Is funding required for a specific project?	YES	NO		
	If yes, attach details separately				
D	Budget for projects:				
	Duration of project:				
	If no, is funding required for general support?	YES	NO		
	Has the organisation received a grant-in-aid from the Municipality before?	YES	NO		
	If yes, state the amount and date it was received.				

E	CATEGORY – Please indicate in which of the following categories your application falls. (Tick appropriate block.)					
	HEALTH		ENVIRONMEN T		SOCIAL DEVELOPMEN T	
	SOCIAL WORKS		SPORT AND RECREATION		OTHER	
	If “Other” , please specify:					
	Note: <i>For more detail see the section on general guidelines and categories in the attached Grant-in-Aid Policy.</i>					
Indicate specific type of project/program, as per the Grant-in-Aid Policy:						

APPLICATION FOR A GRANT-IN-AID (Continued)

F

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

- A copy of the latest, audited financial statements, if available
- A copy of the Organisation's Constitution / Articles / Memorandum.
- A copy of a project/programme description and/or a business plan for the ensuing financial year.
- Full details of the proposal or project including its objectives, the number of people who will benefit and how the project will contribute or enhance the strategic objectives of Overstrand Municipality.
- Commencement and completion dates of the project.
- Information on the total cost of the project budget, including a breakdown of costs and an outline of any contribution by fundraising and/or own contribution.
- A list of all other sources of funding together with the assessments.
- Details of the applicant and its executive.

ANNEXURE C

THE FOLLOWING SHALL APPLY:

G

1. The allocation of the grant-in-aid will only be considered if this document has been fully completed and signed and accompanied by the required and supporting documentation referred to therein.
2. An applicant who has been registered as a “non-profit” organisation in terms of Section 13 of the Non Profit Organisation Act, 1997 must submit the necessary proof thereof together with its application.
3. Applicants must clearly indicate / specify and motivate what the funds will be utilised for in their submission.
4. The grant-in-aid must be exclusively utilised for the purpose defined and the successful applicant must submit the necessary undertaking to this effect.
5. Applicants must satisfy the Municipality of their ability to execute the project successfully in their submission.
6. Organisations who have already received financial or other assistance from the Municipality during the previous financial year must specify same in their application.
7. No funding will be considered for political and ratepayers’ organisations / groupings.
8. No funding will be considered where only an individual will benefit.
9. Projects outside the boundaries of the Council will not be considered.
10. Subsequent requests from applicants to cover overspending on projects will not be considered.
11. **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* stipulated that the organisation or body has to:-
 - 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: (A copy of Memorandum of Agreement is attached)
 - Report on the actual expenditure of the amount allocated to it.
12. The Municipality reserves the right not to fund an organisation two years in succession.
13. Funding will not be considered where a project or organisation is already receiving funds from Municipality in terms of its functions. Applicants are required to disclose other sources of funding.
14. Funding will not be considered where, in Council’s opinion, an organisation received 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.
15. Organisations which received funding from the Overstrand Municipality during the previous financial year, are required to attached to any **new applications**, 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)

ANNEXURE C

APPLICATION FOR A GRANT-IN-AID (Continued)													
H	<p>UNDERTAKING:</p> <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 have been read, understood and will be complied with.</p> <p>I/We also declare that the organisation 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.</p> <p>Thus done and signed at _____ on this _____ day of _____ _____ 20____ .</p> <p>_____</p> <p>_____</p> <p>Chairperson / Authorised Representative Date</p> <p>_____</p> <p>(Name in block letters)</p> <p>_____</p> <p>_____</p> <p>Secretary / Duly Authorised Signatory Date</p> <p>_____</p> <p>(Name in block letters)</p>												
I	<p>PLEASE NOTE:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">1</td> <td style="width: 30%;">Completed application forms must be:</td> <td style="width: 60%;">Or :</td> </tr> <tr> <td></td> <td>(a) Posted to: The Municipal Manager Overstrand Municipality P O Box 20 Hermanus, 7200</td> <td>(b) Delivered by hand to the nearest municipal office in an envelope marked for: The Municipal Manager Overstrand Municipality Magnolia Street Hermanus 7200</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 5%; text-align: center;">2</td> <td style="width: 95%;">Closing date and time for submission of applications:</td> </tr> <tr> <td></td> <td style="text-align: center;">DATE: _____ TIME: _____</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 5%; text-align: center;">4</td> <td style="width: 95%;">No late applications will be considered.</td> </tr> </table>	1	Completed application forms must be:	Or :		(a) Posted to: The Municipal Manager Overstrand Municipality P O Box 20 Hermanus, 7200	(b) Delivered by hand to the nearest municipal office in an envelope marked for: The Municipal Manager Overstrand Municipality Magnolia Street Hermanus 7200	2	Closing date and time for submission of applications:		DATE: _____ TIME: _____	4	No late applications will be considered.
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POLICY SECTION:	OFFICE OF THE MAYOR/ COMMUNICATION
CURRENT UPDATE:	29 August 2012
PREVIOUS REVIEW:	31 August 2011
APPROVAL BY COUNCIL:	27 May 2009

