



# ANNEXURE "A1"

## CITY OF CAPE TOWN (the City) GRANTS-IN-AID APPLICATION FORM

Financial Year: 1 July 2023 to 30 June 2024

SECTION	DETAILS AND REQUIREMENTS
<p>1.</p>	<p><b>FOR OFFICIAL USE ONLY: DETAILS OF LINE DEPARTMENT</b></p> <p>Please submit your application via email to: <a href="mailto:artsandculture.gia@capetown.gov.za">artsandculture.gia@capetown.gov.za</a></p> <p>You can also deliver it to:  <b>Arts and Culture Branch</b>            Social Development and Early Childhood Development            5th Floor, Honda Building, 73 Herzog Boulevard, Cape Town</p> <p><b>Closing date: 28 October 2022 at 17h00</b></p> <p>For queries email <a href="mailto:artsandculture.gia@capetown.gov.za">artsandculture.gia@capetown.gov.za</a>            or phone Rhyno Jansen: 021 417 4104</p>
<p>2.</p>	<p><b>DETAILS OF APPLICANT</b>  <i>(To be completed by Applicant)</i></p> <p><b>2.1 General Details</b></p> <p><b>2.1.1 Name of organisation or body</b>            (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):</p> <p>.....            .....</p> <p><b>2.1.2 Date established:</b> .....</p> <p><b>2.1.3 Financial year of Organisation:</b></p> <p>From (ddmmyy)..... to(ddmmyy).....</p> <p><b>2.1.4 Address:</b></p> <p>Physical: .....</p> <p>..... Code: .....</p> <p>Postal: .....</p> <p>..... Code: .....</p>

**2.1.5 Details of Committee Members / Responsible Officials / Management / Trustee**

Are any of the members listed below employees or Councillors of the City of Cape Town?

NO	NAME	POSITION IN ORGANISATION	EMPLOYED BY CCT OR COUNCILLOR YES/NO
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Date of last Annual General Meeting .....

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

**2.1.6 Contact Details**

Duly authorised person:

Full name: .....

Position in organisation: .....

Contact person:

Full name: .....

Position in organisation: .....

Telephone Number: ..... Fax Number: .....

Cell phone Number: .....

E-mail Address: .....

Please note the contact person will be the only person that the Arts and Culture Branch will notify regarding the outcome of your application.

## 2.2 Type of Organisation

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

	<b>ORGANISATION TYPE</b>	<b>X</b>	<b>REGISTRATION NUMBER</b>
1	PBO registered in terms of Section 30 of the Income Tax Act, 58 of 1962:		
2	NPO registered in terms of Section 13 of the NPO Act, 71 of 1997		
3	NPC incorporated in terms of the Companies Act, 71 of 2008		
4	Religious Institution registered as a PBO in terms of section 30 of the Income Tax Act, 58 of 1962		
5	Old Age Home registered in terms of the older Persons Act, 13 of 2006		
6	ECD / Crèche / Child Care Facility Registered in terms of the Children's Amendment Act, 41 of 2007		
7	Senior Citizen group, association or recreational club registered as a PBO or NPO in terms of the relevant Act as referred to above		
8	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		
9	Non-professional Sports clubs or association registered as PBO or NPO in terms of the relevant Act as referred to above		
10	Lifesaving Club affiliated to Lifesaving Western Province and registered as a PBO in terms of the Income Tax Act, 58 of 1962		
11	Arts and Culture association registered as a NPO or PBO in terms of the relevant Act as referred to above		
12	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 Register as a Supplier

### 2.3.1 Central Supplier Database

Before you register as a supplier on the City of Cape Town's database you are required to have a National Treasury - Central Suppliers Database (CSD) number. This is not your City of Cape Town supplier number.

MAAA
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If you do not yet have a CSD number you can register here:

<https://secure.csd.gov.za/Account/Register>.

### 2.3.2 City of Cape Town Supply Chain Management (SCM) Database

Is your organisation registered as a supplier on the City's SCM supplier database?	YES		NO	
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If **YES**, what is the SCM supplier registration number?

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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 considered.

**Please register as a supplier via the e-Service portal, by following the steps outlined on the City's webpage:**

<https://www.capetown.gov.za/City-Connect/Register/Business-and-trade/Register-as-a-supplier>

Please confirm that you have submitted your vendor registration application to Supply Chain Management. Your grant-funding application will not be considered if you have not submitted your application. Please allow a minimum of two weeks to complete this process.

Yes	
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### 2.3.3 VAT Vendor - SARS

Is the organisation a registered VAT vendor with SARS?	YES		NO	
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If yes, what is the VAT registration number?	
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**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	
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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:	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	
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If yes, what year: .....

Reason(s) given by the City for not allocating Grants-in-Aid:

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**3. ATTACHMENTS REQUIRED – THESE DOCUMENTS MUST ACCOMPANY THIS APPLICATION IN ORDER FOR IT TO BE CONSIDERED**

- 3.1 A fully and properly completed and signed Business and Project Plan for the proposed project on **Annexure “A2”**.
- 3.2 A copy of the latest, **audited Annual Financial Statements** of the organisation where the Grants-in-Aid amount applied for exceeds R50 000.

Where the amount of the Grants-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 or other relevant official or member of the organisation.

	<p>3.3 A copy of the latest signed Annual General Meeting minutes not older than 18 months.</p> <p>3.4 A copy of the organisation's Constitution/Articles of Incorporation.</p> <p>3.5 Certified documentary proof (e.g. NPO or PBO certificate) of registration must be provided. Registered details are mandatory and have to be provided for all organisations or bodies.</p> <p>3.6 A copy of the organisation's latest paid-up municipal account for rates and services (if applicable) rendered by the City. Amounts owing must either be settled in full or proper payment arrangements must be made with the City's Revenue Department to settle the arrears. The Revenue Department can be contacted on 086 010 3089 in order to obtain further information regarding the status of the account and how to make arrangements to settle it over a period of time.</p> <p>If a lease agreement is in place, the property owner's paid-up municipal account must be provided, as well as a copy of the lease agreement.</p> <p>3.7 A valid (not expired) tax compliance status – i.e. in 'good standing'.</p> <p>3.8 A zero-rated VAT invoice if confirmed to be registered as a VAT vendor under section 2.3.1 above. The invoice must be made out to: City of Cape Town, Private Bag X6, Bellville, 7350 Vat No: 4500193497</p> <p>3.9 Certified copy(ies) of the bar-coded RSA Identity Document of the person(s) identified under item 2.1.5 above.</p> <p>3.10 Proof of Banking details: Please include an account confirmation letter issued by your bank (can be accessed online).</p> <p>3.11 Certificate of Acceptability if the organisation will be handling food.</p>
<p><b>4.</b></p>	<p><b>THE FOLLOWING CONDITIONS SHALL APPLY</b></p> <p>4.1 This application must be properly and fully completed, initialled on each page and signed and accompanied by a fully completed and signed Business and Project Plan (Annexure <b>"A2"</b>) and all the other relevant documents referred to in 3 above.</p> <p>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 <b>"A2"</b>. The minimum amount of Grants-in-Aid funding that may be applied for is R 15 000 (Fifteen Thousand Rand).</p> <p>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 <b>Annexure "A2"</b> and should be sufficient to cover the proposed expenditure on the project or programme, as detailed in <b>Annexure "A2"</b>, in order to confirm</p>

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 Sub-council / Project manager by no later than the close of business on the closing date of the advert, 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 Project manager provided above under Section 1 or submitted electronically by e-mail. 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/programme per organisation in any financial year of the City.
- 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 5.2 of **Annexure "A2"**, for that particular project.
- 4.11 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.
- 4.12 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.

- 4.13 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.
- 4.14 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.
- 4.15 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.
- 4.16 Successful applicants will only be informed, in writing, by the Subcouncil or Project Manager, of Council's decision, after Council has approved the Grants-in-Aid.
- 4.17 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.
- 4.18 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 which, *inter alia*, provide that the organisation or body has to:
- 4.18.1 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) attached as Annexure **"B"**.
- 4.18.2 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. in those cases where organisations are not required to submit audited financial statements (referred to in 3.1 above) to the relevant Subcouncil or Project manager.
- 4.19 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.



<b>5.</b>	<p><b>Undertaking to be signed by duly authorised official(s) of the Organisation</b></p> <p>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.</p> <p>Thus done and signed at ..... on this ..... day of ..... 20.....</p> <p><b>Full Name:</b> .....</p> <p><b>Signature:</b> .....</p> <p><b>Position held in organisation or body</b> .....</p> <p><b>Full Name:</b> .....</p> <p><b>Signature:</b> .....</p> <p><b>Position held in organisation or body</b> .....</p> <p>.....</p>
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*(To be completed by the Project manager when they receive the completed applications from the applicants)*

Line Department: Arts and Culture Branch - Social Development and Early Childhood Development

Area Name: Central

Project Manager: Rhyno Jansen

File/Project Ref No: .....

Date Received: .....

Project Manager Signature:  
.....

Date stamp of Subcouncil /  
Line Department