



	<p><b>3.2 Location/area:</b> Where will this project be carried out? I.e. What is/are the target area/s?  .....  .....  .....  .....</p> <p><b>3.3 Beneficiaries:</b> Which community (target community/s or group/s) will benefit from this project?  .....  .....  .....  .....</p> <p><b>3.4 Target Number:</b> What is the number of beneficiaries who will be targeted?  .....  .....  .....  .....</p>
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<b>4.</b>	<p><b>STRATEGIC OBJECTIVES</b></p> <p>How will the proposed project or programme benefit the target community in terms of its cultural, social, economic, environment/place, civic and quality objectives?</p> <p><b>4.1 Cultural Objectives:</b> e.g. creative stimulation and enrichment, knowledge, ideas and insight gained, appreciation of diversity, sense of belonging to shared cultural heritage.  .....  .....  .....  .....  .....  .....  .....</p> <p><b>4.2 Social Objectives:</b> e.g. improved mental and physical wellbeing, social differences bridged, social recognition enhanced, greater sense of value, safety and security.  .....  .....  .....  .....  .....  .....  .....</p>
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**4.3 Economic Objectives:** e.g. professional practice capabilities, employment-enhancing skills, individual economic benefit, local economy supported, sector development, increased reach.

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**4.4 Environmental/Place Objectives:** positive sense of place and local character, understanding of ecological issues, natural world valued, motivation for environmental stewardship.

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**4.5 Civic Objectives:** e.g. collaboration, citizenship, membership, participation, access to beneficial networks, agency and voice enabled, sense of civic pride and civic trust enhanced.

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**4.6 Quality Objectives:** e.g. rigor, risk, presentation, excellence, level of organisation, responsiveness to participants.

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**5.**

**REPORTING**

**You will need to reflect on the impact of the above objectives in your final report.** In addition to the above objectives:

**5.1 How will you evaluate the success or impact of your project/programme?**

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**5.2 How does your organisation inform your beneficiary community how it can benefit from the project? How are they involved with the project or programme and what say do they have in respect of the project?**

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**5.3 What are the targeted outputs of the project?**

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**5.4 How can this information be verified?**

What records will be kept in order to ensure equity, accountability, accuracy and transparency; confirm that the targeted beneficiaries are included; that the programme objectives are met effectively and efficiently; and confirm that the project or programme is carried out in a professional manner.

Reporting material may include visual evidence (photographs, and videos), marketing collateral (invitations, media releases, posters, programmes), registers for workshops, training, seminars (with name and date of activity, and signatures of participants – POPIA compliant), publications (training manuals, workbooks, workshop programmes, exhibition catalogues), interviews and questionnaires (online or in person);

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6.

**BUDGET**

**6.1 Expenditure Budget**

What is the anticipated expenditure to be incurred on this specific project or programme and what will the money be spent on?

- Grant-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 Grant-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 Grant-in-Aid which will not happen if any funds are misused or are used to fund the types of expenditure mentioned.
- Your organisation must fund your own normal operating costs and any structures and other improvements made to your property and / or buildings.
- Your organisation must be properly registered, established and viable and provide the City with copies of your audited Annual Financial Statements/Income and Expenditure statement as per 7.2.3 below.

No	Details (What will be done or how will the income reflected in 6.2 below be utilised?) Provide a detailed expense breakdown.	Amount (R)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	<b>TOTAL BUDGET</b> <b>(Expenditure MUST EQUAL income total in 6.2)</b>	

**6.2 Income Budget:**

What are the anticipated income sources for the specific project or programme in order to fund the expenditure in 6.1?

No	Sources	Amount (R)
1	Grant-in-Aid requested from city for this project / programme (Minimum amount that may be applied for is R15 000 – (Fifteen Thousand Rand)	
2	Own fund raising by your organisation	
3	Other sources (specify below) Please provide details and identify the source of the funds e.g. National Government, the Provincial Government: Western Cape, Private Donors and donor organisations etc. and including other sources of funding that your organisation may receive from the City	
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	<b>TOTAL BUDGET (Income MUST EQUAL expenditure total in 6.1)</b>	

**7.**

**ADMINISTRATION**

**7.1 Banking Details of Organisation:**

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 as per Annexure A1, 2.3.2. The SCM department can be contacted using the contact details provided in the Grant-in-Aid application form.

Bank: .....  
 Branch: .....  
 Branch Code: .....  
 Account Number: .....  
 Name of Account Holder:  
 .....  
 .....

**7.2 Income and Expenditure records:**

7.2.1 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.

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7.2.2 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.

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7.2.3 A copy of your organisation's **Income and Expenditure Statement** must be attached to this application if the Grant-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.

Alternatively, your organisation's latest **Audited Annual Financial Statements** must be attached to this application for a Grant-in-Aid in terms of the MOA where the Grant-in-Aid amount applied for **exceeds R50 000**.

Please confirm that this has been done and ensure that the statement is attached hereto.

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**7.3 Management and Control**

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?

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**7.4 Your Organisation's Constitution**

7.4.1 What is the sole or principal objective of your organisation as set out in its Constitution?

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7.4.2 What does your organisation's Constitution provide regarding the distribution or disposal of assets upon dissolution?

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**7.5 Property and operational requirements**

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

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7.5.2 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?

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7.5.3 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.

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

YES		NO	
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7.5.4.1 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.



**7.5.4.2** 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:**

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Please ensure that a copy of the latest account is attached hereto.

**7.5.5** Confirm that the land use of the property to be utilised for the project is correctly zoned in terms of the applicable zoning scheme.

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**7.5.6** 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?

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**7.5.7** What furniture and equipment will your organisation need to carry out the project? Can you confirm whether these items of equipment are available?

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**7.5.8** If your Organisation does not own the required equipment referred to in 8.5, how will it acquire the necessary items? Confirm whether or not the Grant-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 Grant-in-Aid funding and you will be advised accordingly.

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**Duly authorised person of the organisation:**

Full Name: .....

Position .....

Signature .....

**Please Note:** Copies of the City's Grant-in-Aid Policy are available on request from the Subcouncil or Project Manager's office at the address indicated in the Application Form under section 1 above or from the City's website.

**For Official Use Only**

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

Line Department: Arts and Culture - SDECD

Project Manager: Rhyno Jansen

Ref No: - .....

Date Application Received: - .....

Signature: - .....

(Subcouncil or Project Manager)

Date stamp of  
Subcouncil / Line  
Department