



**CITY OF CAPE TOWN (the City)**

**GRANT-IN-AID POLICY (the Policy)**

**APPLICATION FORM FOR THE HUMANITARIAN RELIEF PROGRAMME  
2020/21**

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

SECTION	DETAILS AND REQUIREMENTS																														
1.	<p style="text-align: center;"><b>DETAILS OF APPLICANT</b> <i>(To be completed by Applicant)</i></p> <p><b>1.1 General Details</b></p> <p>Name of organisation or body (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>Date established: - .....</p> <p>Financial year of Organisation: - From (dd/mm/yy) ..... to (dd/mm/yy) .....</p> <p>ADDRESS:- Physical: - ..... Code:..... Postal: - ..... Code: .....</p> <p>Committee Members / Responsible Officials / Management / Trustee Details:- Are any of the members listed below employees or Councillors of the City of Cape Town?</p> <table border="1" data-bbox="300 1563 1481 1989"> <thead> <tr> <th>NO</th> <th>NAME</th> <th>IDENTITY NUMBER (Attach copy of bar-coded RSA Identity Document)</th> <th>POSITION IN ORGANISATION</th> <th>EMPLOYED BY CCT OR COUNCILLOR YES/NO</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Date of last Annual General Meeting .....</p> <p><b>Note:</b> - Complete as N/A if this is a newly established organisation</p>	NO	NAME	IDENTITY NUMBER (Attach copy of bar-coded RSA Identity Document)	POSITION IN ORGANISATION	EMPLOYED BY CCT OR COUNCILLOR YES/NO	1					2					3					4					5				
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2																															
3																															
4																															
5																															

**Contact Details: -**

Duly authorised person: - Full name - .....  
 RSA ID number - .....  
 Position in organisation - .....

Contact Person: Full name: - .....  
 RSA ID number - .....  
 Position in organisation - .....

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

Cell phone Number:..... .....

E-mail Address: - .....

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

**1.2 Type of Organisation**

ORGANISATION TYPE	X	REGISTRATION NUMBER
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(i) PBO registered in terms of Section 30 of the Income Tax Act, 58 of 1962:-

<input type="checkbox"/>	
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(ii) NPO registered in terms of Section 13 of the NPO Act, 71 of 1977:-

<input type="checkbox"/>	
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(iii) NPC incorporated in terms of the Companies Act, 71 of 2008:-

<input type="checkbox"/>	
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(iv) Religious Institution registered as a PBO in terms of section 30 of the Income Tax Act, 58 of 1962:-

<input type="checkbox"/>	
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(v) Old Age Home registered in terms of the older Persons Act, 13 of 2006:-

<input type="checkbox"/>	
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(vi) ECD / Crèche / Child Care Facility Registered in terms of the Children's Amendment Act, 41 of 2007:-

<input type="checkbox"/>	
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(vii) Senior Citizen group, association or recreational club registered as a PBO or NPO in terms of the relevant Act as referred to above:-

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(viii) 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:-

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(ix) Non-professional Sports clubs or association registered as PBO or NPO in terms of the relevant Act as referred to above: -

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(x) Lifesaving Club affiliated to Lifesaving Western Province and registered as a PBO in terms of the Income Tax Act, 58 of 1962:-

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(xi) Arts and Culture association registered as a NPO or PBO in terms of the relevant Act as referred to above:-

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(xii) 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:-

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**1.3 Vendor Registration**

**1.3.1 VAT Vendor - SARS**

Is the organisation a registered VAT vendor with SARS?

YES		NO	
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If yes, what is VAT registration number?

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**1.3.2 Vendor on the City's Supply Chain Management (SCM) Database**

Is your organisation registered as a supplier on the City's SCM vendor database?

YES		NO	
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If **YES**, what is the registration number?  
Centralised Supplier Database number

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**Please Note: -**

If **NO**, then your organisation must apply to be registered as a supplier with the SCM Department in order for this Grant-in-Aid application to be processed and be considered. The SCM Department – (Supplier Management) can be contacted on 021-400-9242/9245/9243/9247/9244/9250 for information with regard to supplier registration or the Sub-council / Project Manager can download the SCM vendor registration application, assist your organisation in completing it and deliver it to the SCM Department at the Civic Centre.

**To be considered for registration as a vendor on the City’s SCM vendor database will require completion of the relevant SCM vendor application form and the submission of all relevant documentation including the original of the latest unexpired income tax clearance certificate issued in respect of the organisation by SARS.**

**1.4 Grant-in-Aid Funding received from the City in prior years**

Has your organisation received any Grant-in-Aid funding from the City in any prior financial year?

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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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:- .....**

**Project: - The Grant-in-Aid funds were used to:-**

.....  
 .....

**1.5 Grant-in-Aid applications in prior years not approved by the City**

Has the City previously turned down a Grant-in-Aid application from your organisation?

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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If yes: - What year:- .....

Reason(s) given by City for not allocating Grant-in-Aid: - .....

.....  
 .....

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

2.1 A copy of the latest, audited annual financial statements of the organisation where the Grant-in-Aid amount applied for exceeds R50 000. Where the amount of the Grant-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

	<p>the chairperson or other relevant official or member of the organisation together with a copy of the minutes of the relevant AGM.</p> <p>2.2 A duly signed copy of the organization's Constitution initialed on each page.</p> <p>2.3 Proof of organization's bank account details (not older than 3 (three) Months from 1 August 2020 and stamped by the bank).</p> <p>2.4 List of the organization's bank account signatories issued by the bank.</p> <p>2.5 Documentary proof (certificate) of NPO/PBO registration must be provided. Registered details are mandatory and have to be provided for all organisations or bodies.</p> <p>2.6 A fully and properly completed and signed Business and Project Plan for the proposed project. Details to be completed on Annexure "A2" attached.</p> <p>2.7 A copy of the organisation's latest municipal account for rates and services (if applicable) rendered by the City. The municipal account must be up to date. 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 there is a lease agreement in place, the owner (Lessor) of the property's municipal account must be up to date, from which the organization is leasing.</p> <p>2.8 A valid tax clearance certificate/ SARS issued TAX PIN.</p> <p>2.9 A zero rated VAT invoice if confirmed to be registered as a VAT vendor under section 2.3.1 above.</p> <p>2.10 Certified copies of board members' / management committee / board of directors Identity Documents OR Certified copies of IDs of the Chairperson and Treasurer of the organization.</p> <p>2.11 Copy of the Organization's registration on National Treasury's Supplier Database e.g. MAAA0524789 (<a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a>)</p> <p>2.12 Copy of the Organization Certificate of Acceptability for food handling issued by the City of Cape Town's City Health Department. Please follow this link for more information: <a href="https://bit.ly/CCT-FoodCertificate">bit.ly/CCT-FoodCertificate</a></p> <p>2.13 Past Track Record: Please include details of your past experience (minimum 3 months) in the direct Preparation and Distribution of Cooked Meals to vulnerable beneficiary groups and/or in the Distribution of bulk supplies <b>and</b> in the Supervision of the preparation and distribution cooked meals to vulnerable beneficiary groups:</p>
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	Name and Description of Past Initiative	Beneficiary Group/ Community	Location: Suburb	Year and Duration of Initiative	Reference: Name and Contact Number
3	<p><b>THE FOLLOWING CONDITIONS SHALL APPLY</b></p> <p>3.1 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 “A2”) and all the other relevant documents referred to in 3 above.</p> <p>3.2 The amount of Grant-in-Aid funding requested from the City must be indicated and the details of the proposed budgeted expenditure must be provided in Annexure “A2”. The minimum amount of Grant-in-Aid funding that may be applied for is R 15 000 (Fifteen Thousand Rand).</p> <p>3.2.1 The total anticipated income (if applicable) to be either raised by the organisation or be provided from its own funds must also be detailed in Annexure “A2” and should be sufficient to cover the proposed expenditure on the project or programme, as detailed in Annexure “A2”, in order to confirm the viability of a project or programme from a cost and budget point of view.</p> <p>3.3 All properly completed and signed applications, using this application form must be mailed to <a href="mailto:admin.hrp@capetown.gov.za">admin.hrp@capetown.gov.za</a> before 16h00 on the closing date of 3 September 2020, published in the local press, calling for Grant-in-Aid applications. Any application that does not comply with these requirements will not be considered or processed.</p> <p>3.4 Any Grant-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 Grant-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 Grant-in-Aid was utilised.</p> <p>3.5 Applicants must, in Annexure “A2”, satisfy the City that they are viable and possess the ability to execute the project or programme successfully. This includes the direct handling of raw goods and or the supervision of the food preparation and distribution processes to beneficiary groups.</p> <p>3.6 Funding will be considered for only one project per organisation in any financial year of the City.</p> <p>3.7 Any Grant-in-Aid recommended to Council for consideration will be dependent upon whether an organisation or body and its proposed project qualifies for a Grant-in-Aid funding in terms of the requirements of the Policy. The Grant-in-Aid amount that may be allocated will be dependent upon the availability of</p>				

Grant-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.

- 3.8 Applications submitted by Political Parties or associated Affiliates, Organisations or Groupings will not be accepted.
- 3.9 The City reserves its right not to consider an application for a Grant-in-Aid if an organisation has received or will receive sufficient funds from other sources, as reflected in paragraph 3.7 of **Annexure "A2"**, for the particular project.
- 3.10 No funding will be considered where only an individual will benefit. This project will provide cooked food to individuals and excludes the distribution of food parcels. Grant-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.
- 3.11 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.
- 3.12 Grant-in-Aids 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.
- 3.13 A Grant-in-Aid shall only be paid over to an organisation after the Council has approved the Grant-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 Grant-in-Aid will be paid into its bank account.
- 3.14 Requests from applicants to cover overspending on projects will not be considered and Grant-in-Aid funding will not be made available retrospectively to fund expenditure already incurred on a project.
- 3.15 Successful applicants will only be informed, in writing, by the Subcouncil or Project Manager, of Council's decision, after the Council has approved the Grant-in-Aid.
- 3.16 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) why.
- 3.17 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: -
- 3.17.1 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"**.

	<p>3.17.2 Report monthly on the actual expenditure incurred on the approved project and using the Grant-in-Aid funds received from the City to fund such expenditure or part thereof. The Expenditure Report template is attached as 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 4.5 above) to the relevant Subcouncil or Project manager.</p> <p>3.17.3 Report monthly on the implementation/execution of the programme providing details of the food preparation and distribution aspects and details of beneficiation (geographic spread and details of targeted communities, number of meals distributed and beneficiaries reached, frequency of distribution, etc.).</p> <p>3.18 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 Grant-in-Aid funds on a project otherwise than set out on the last page in Annexure “A2”, the amount of the Grant-in-Aid, together with any interest earned thereon (where applicable), must, in terms of the MOA and Grant-in-Aid recovery process (Annexure “E” to the Policy), be repaid to the City by means of a deposit into its bank account being:</p> <p><b>Account Holder:</b> City Of Cape Town  <b>Bank:</b> ABSA  <b>Branch Code:</b> 632005  <b>Account Number:</b> 4056584470  <b>Reference:</b> (Refund of Grant-in-Aids Ref A001/ City SCM Vendor Number and Name of Vendor)</p>
<p>4.</p>	<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 Grant-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>RSA ID Number</b> .....</p> <p><b>Signature</b> .....</p> <p><b>Position held in organisation or body</b> .....</p> <p>.....</p> <p><b>Full Name</b> .....</p> <p><b>RSA ID Number</b> .....</p>



	<p><b>Signature</b> .....</p> <p><b>Position held in organisation or body</b> .....</p> <p>.....</p>
<p><b>5.</b></p>	<p><b>CLOSING DATE</b></p> <p>All duly completed and signed Application Forms, Business Plans and supporting documents must be emailed to <a href="mailto:admin.hrp@capetown.gov.za">admin.hrp@capetown.gov.za</a> by no later than 16h00 on 3 September 2020.</p>

**Please Note:** Copies of the City’s Grant-in-Aid Policy are available on request from the Sub-council / Project Managers’ office at the addresses indicated above or can be accessed on the City’s Web site

<p><b>For Official Use Only</b>  <i>(To be completed by the Project Administrator when applications from the applicants electronically)</i></p>	
<p>File/Project/Tracking Ref No: - .....</p>	
<p>Date and time of electronic receipt: -                  .....                  .....</p>	
<p>Application processed by:</p>	
<p>Name: .....</p>	
<p>Signature: .....</p>	<p>Date: .....</p>
<p>re: - .....</p>	
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Date stamp of Subcouncil / Line Department</p> </div>	