

GRANT-IN-AID APPLICATION FORM

Name of Organisation: _____

INSTRUCTIONS:

Please indicate (mark with an "X") if your application for funding is in terms of:

<input type="checkbox"/>	Health Projects and Programmes	<input type="checkbox"/>	Social Development Projects and Programmes
<input type="checkbox"/>	Environmental Projects and Programmes	<input type="checkbox"/>	Sports and recreation Projects and Programmes
<input type="checkbox"/>	Solid Waste (cleansing) Projects and Programmes	<input type="checkbox"/>	Other (Specify):

(Refer to Annexure A for category details)

NB: All the questions must be answered and if not applicable, be marked as such. Each page of the application must be initialled, and the last page must be signed by the applicant. If there is not enough space for answers, please use and attach further sheets of pages which must also be initialled by the applicant.

Applicants desiring assistance with regards to the completion of this form must contact the Corporate Services Manager, Civic Centre, in Van den Berg Street, Riversdale. Incomplete applications will not be forwarded for consideration.

CHECKLIST FOR DOCUMENTATION NEEDED

Please make sure that the following documents are attached to this application form (Tick with an "X" where applicable):

Copy of Organisation's Registration Certificate	<input type="checkbox"/>
Organisations Constitution, Articles of Association or Trust Deed	<input type="checkbox"/>
Detailed Budget with Motivation	<input type="checkbox"/>
Business and Implementation Plan	<input type="checkbox"/>
Detailed Budget - Income and Expenditure for coming financial year	<input type="checkbox"/>
Signed, audited financial statements of the most recent financial statements	<input type="checkbox"/>

DECLARATION

I, _____

(ID Number) _____ hereby declare under oath, on behalf of

_____ (name of organisation)

as _____ (position in organisation)

that I am authorised to sign this declaration, and that to the best of my knowledge all answers to questions on and attachments to this application form are accurate. In the event that the application is successful, this organisation will use the grant only for the purposes specified in this application and will comply with all the terms and conditions as set out in the Grant-in-Aid Policy. I confirm that the organisation has the power to accept the grant subject to conditions and to repay the grant if the conditions are not met. I also confirm that any funds not utilised for the purpose it was granted, must be reimbursed to the Hessequa Municipality as well as any unspent funds.

Date: _____

Signature: _____

SECTION A: DETAILS OF ORGANISATION

A1 Postal address: _____

Postal code: _____

A2 Street address: _____

A3 Telephone Number: _____ Fax Number: _____

A4 E-mail address: _____

A5 When was the organisation formed (date)? _____

A6 Is the organisation registered? _____

A7 If yes, what type of registration? (E.g. NPO, Section 21 Company, Trust etc.) _____

A8 Date of Registration: _____

A9 Registration Number: _____

(please attach copy of registration certificate)

A10 Details of main contact person at organisation:

Name: _____

Position: _____

South African ID number: _____

Office number: _____

Cell number: _____

A11 Details of second contact person at organisation:

Name: _____

Position: _____

South African ID number: _____

Office number: _____

Cell number: _____

A12 Names and Positions of three Members of the Management Committee:

1 Name: _____

Position: _____

South African ID number: _____

2 Name: _____

Position: _____

South African ID number: _____

3 Name: _____

Position: _____

South African ID number: _____

A13 Is the organisation affiliated to another organisation? If Yes, name them: _____

A14 Is the organisation an umbrella body? _____

If Yes, what organisations are affiliated to you? (attach a list if necessary) _____

A15 Describe the main purpose of the organisation: _____

A16 Describe the types of services that the organisation provides and the people who will benefit from the services: _____

A17 Number of staff and voluntary workers presently employed in your organisation:

PAID STAFF		VOLUNTEERS	
Number of full time staff	Number of part-time staff	Number of full-time volunteers	Number of part-time volunteers

SECTION B: DETAILS OF FUNDING APPLIED FOR

B1 What amount of money is the organisation requesting? _____

B2 Explain how you will utilize this money, if granted. Please attach a detailed budget with a motivation.

B3 Indicate which groups of people will benefit from the funding, if granted and how many?

Children		Unemployed individuals	
Children with disabilities		Homeless people	
Women		The chronically ill	
Youth		Disabled people	
Senior Citizens		Substance abusers	
People living with HIV/AIDS		Other	

B4 Indicate the specific area where the people who will benefit from the funds live, if granted:

B5 Please attach a Business and Implementation plan for this specific application.

B6 Was the organisation previously funded by the Hessequa Municipality? _____

If Yes, please complete the table below:

Project name and/or number	Year	Amount	Progress reports submitted (yes/no)

SECTION C: FINANCIAL INFORMATION

C1 Bank Details

Name in which account is held: _____

Name of Bank: _____

Account Type: _____

Account Number: _____

Branch:- _____

Branch code: _____

C2 Please provide and attach a detailed budget for the organisation's income and expenditure for the current financial year.

C3 Please provide and attach the organisation's most recent audited financial statements.

SECTION D: CONTACTABLE REFERENCES

Please provide the details of three credible referees from the community in support of your application e.g. Commissioner of Oaths, Police Commissioner, Religious leader, magistrate etc.

Referees must be independent and may not be employees, committee members or volunteers.

Name: _____

Occupation: _____

Telephone: _____

Cell number: _____

Name: _____

Occupation: _____

Telephone: _____

Cell number: _____

Name: _____

Occupation: _____

Telephone: _____

Cell number: _____

ANNEXURE A – CATEGORIES

The following categories currently apply, but are not regarded as exhaustive and may be amended from time to time:

Health projects and programmes, including but not limited to:

- (i) Public health interventions inclusive of TB, STDs and HIV/Aids.
- (ii) Preventable lifestyle diseases e.g. drugs, alcohol abuse, tobacco related illnesses, etc.
- (iii) Promotive and preventative services to infants, children and women.

Environmental projects and programmes, including but not limited to:

- (i) Voluntary rescue organisations.
- (ii) Environmental organisations or groups.
- (iii) Organisations promoting community involvement as a means of sustaining leisure, aesthetic or environmental projects.
- (iv) Projects which further the Council's aims and the strategies related to:
 - (a) Riverine corridors;
 - (b) Biodiversity;
 - (c) Natural and built environment;
 - (d) Heritage resources;
 - (e) Quality urban spaces;
 - (f) Ecological conservation areas;
 - (g) Urban agricultural complexes;
 - (h) Bio-regional planning;
 - (i) Nature area management;
 - (j) Wetlands;
 - (k) Local agenda 21 projects;
 - (l) Animal welfare organisations;
 - (m) Tourism; and
 - (n) Eco-tourism, e.g. bird watching.

Solid waste (cleansing) projects and programmes, including but not limited to:

- (i) Waste reduction and awareness;
- (ii) Educational programmes or projects addressing litter and waste handling;
- (iii) Waste minimisation solutions; and
- (iv) Promotion or recycling endeavours.

Social development projects and programmes, including but not limited to:

- (i) Poverty alleviation;
- (ii) Urban renewal;
- (iii) Capacity building of communities;
- (iv) Youth development;
- (v) Women and gender development;
- (vi) Support to the aged;
- (vii) Early childhood development;
- (viii) Street people programmes;
- (ix) Facilitation of public participation processes; and
- (x) Arts and culture programmes.

Sports and recreation projects and programmes, including but not limited to:

- (i) Local sport and recreation clubs;
- (ii) School sports teams or athletes;
- (iii) Local sport and recreation councils, associations or informal groups; and
- (iv) Civic, community and non-governmental organisations.