

BREEDER VALLEY

Municipality Munisipaliteit U Masipala wase



WORCESTER ▾ RAWSONVILLE ▾ DE DOORNS ▾ TOUWS RIVER

Draft Donations Policy

APPROVED DATE	

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1. PREAMBLE

- 1.1 WHEREAS the Municipality on a regular basis receives requests for donations from a variety of organizations, and
- 1.2 WHEREAS circumstances occur which may justify financial support to bodies or organizations outside the normal grants-in-aid process; and
- 1.3 WHEREAS the Municipal Council on an annual basis appropriate funding in dedicated budget votes to be utilized for such purposes by the Executive Mayor, and
- 1.4 WHEREAS it is appropriate to lay down rules and guidelines for the consideration and allocation of applications or requests for donations, now
- 1.5 THEREFORE Breede Valley Municipality adopts the policy as set out below.

2. LEGAL FRAMEWORK

All donations made in terms of this policy must comply with:-

- 2.1 The Constitution of the Republic of South Africa;
- 2.2 The Local Government Municipal Systems Act 2000 (Act 32 of 2000) as
- 2.3 Local Government Municipal Finance Management Act 2003 (Act 56 of 2003) as amended.
- 2.4 Any other applicable legislation or regulations that may govern the transfer of Municipal Funds.

3. DEFINITIONS

- 3.1 In this document, the following words shall have the following meanings:

“**Donation**” refers to an amount of money or an in kind award, other than amounts granted to organizations in terms of the Grants-In-Aid Policy, donated to an organization or body for the purposes of financial support, event, project, activity or special merit cases as provided for in Section 67(4) of the Municipal Finance Management Act 2003 (Act 56 of 2003) as amended,

4. BUDGET

- 4.1 The Municipality may appropriate funding in its annual budget for the purposes of donations to be considered and approved by Council. Special expenditure votes may be created for this purpose.

5. CONSIDERATION OF APPLICATIONS FOR DONATIONS.

- 5.1 The Municipality may consider applications for donations to organisations and bodies complying with the following guidelines:-

- 5.1.1 The functions of the applying organisation or body as well as the purpose of the donation must align with the strategic goals and

objectives of the Municipality as contained in the most recent Integrated Development Plan (IDP);

- 5.1.2 The organisation or body operating as a legal entity according to their constitution must be based in Breede Valley or at least have a local office; and
- 5.1.3 Non-profit organisations, educational organisations, sports organisations, culture organisations, social clubs, community based organizations, special needs organisations, charitable organisations serving the poor may be considered for donations.
- 5.1.4 To organisation for the exclusive benefit of a specific individual(s) if the donation is intended to benefit a specific individual within the organisation.

5.2 Donations may not be granted for the following:-

- 5.2.1 Government institutions (except schools and government institutions requiring the free use of municipal facilities);
- 5.2.2 Political parties or party political related activities or projects,
- 5.2.3 Organisations and corporations for gain and/or not serving the poor,
- 5.2.4 Donations must not be granted to organisations for food, end of year or any other parties.
- 5.2.5 Organisations or activities/projects that infringe on the Bill of Rights or any other legislation of any sphere of government.

6 LIMITATIONS

- 6.1 An application for a donation must be submitted by completion of the application form attached hereto;
- 6.2 Donations to any organisations or bodies may not be approved more than two times during a cycle of 12 months.
- 6.3 The amount of any one donation approved may not exceed the amount of R5 000 save for special merit cases which must be duly motivated and recorded.
- 6.4 The donation amount may not be deposited into any personal bank account.
- 6.5 The special budget votes may not be supplemented by way of virements.

7 ADMINISTRATION

- 7.1 The offices of the Executive Mayor must keep record of all applications received, applications granted, date granted, the amount allocated as well as applications not approved.
- 7.2 Documents to process payment of donations must be approved by the Municipal Manager or Director Strategic Support Services after indicating the granting of a request by the Executive Mayor.

BREEDE VALLEY MUNICIPALITY : APPLICATION FOR A DONATION

Legal Name of the Organisation (If applicable)	
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Contact Details:					
Name:		Title/Position			
Physical Address:			Postal Address:		
Postal Code		Postal Code:			
Tel No:		Fax No:		Email:	

Indicate how the organization is registered, (NPO, etc.)	
Please provide the Organizations registration no and copy of registration	
Does this organisation serve the poor	Yes No
If yes, please explain	

Focus of the project / event / activity for which funding support is being applied for

Event/activity/project date

Explain who will benefit from the project, for what purpose the proceeds will be utilized and what impact it will have on the larger community

Has the organization received a donation from the Municipality before?	Yes	No
If yes, state the amount and date it was received.		
Does your organization have the ability to implement	Yes	No
the project / event / activity successfully?		
Organisation bank account number		
Account holder name		

Donation, if approved, are subject to the following conditions:-

1. Donations must be exclusively utilised for the purpose defined herein;
2. The organisation must ensure that the targeted beneficiaries receive the benefit of the transferred funds.

Undertaking:

I/We hereby confirm that:-

1. The information provided in this application is true and correct and that the conditions applicable to the allocation of a donation as set out above have been read, understood and will be complied with.
2. 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. (Delete if not applicable)

Thus done and signed at _____ on this _____ day of _____ 20 _____.

APPLICANT NAME

DATE

APPLICANT SIGNATURE

Comment by Office Bearer

Application Approved	Not Approved	Donation approved R.....
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Name of office Bearer

Designation

Signature and date

In special merit cases (grants exceeding R5000) please furnish additional motivation:

Comment by Municipal Manager / Executive Manager Corporate Services

I hereby certify that compliance with section 67 (1) (a) of Act 56 of 2003 by the organization/body is uneconomical/unreasonable due to the limited amount donated.

Name

Designation

Signature and date.

DRAFT