



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

VERKRYGINGSBESTUURSEENHEID SUPPLY CHAIN MANAGEMENT UNIT Baringstraat 53 Baring Street, Worcester	
Meld asb. in u antwoord: In your reply, please quote:	
Verwysing / Reference:	GRANT IN AID 2021/2022
Navrae / Enquiries: E-pos / E-mail: Faks / Fax: Tel:	M. Potgieter mpotgieter@bvm.gov.za +27 23 348 2950

APPLICATION: GRANT-IN-AID

2021 / 2022

CLOSING DATE / TIME

**Thursday, 11 November 2021,
At 11:00 am**

**APPLICATION FOR A GRANT-IN-AID IN TERMS OF
THE MUNICIPALITY'S GRANTS POLICY: 2021/2022**

The following must please be noted:

Application must be made on the official application form and must be accompanied by a letterhead of the organisation or body, signed by the head of that organisation or body and must include the following information:

- (a) The applicant's legal name and a brief description of the applicant organisation's or body's business;
- (b) If the applicant is a Non-Profit Organisation, a separate legal entity or government organisation the registration number;
- (c) The date of establishment, details of the applicant's members, founding documents and certificates of registration;
- (d) A contact name, full street address, telephone number and e-mail address (if available);
- (e) If funding is required for a specific project, a brief description of the project and what it aims to achieve as well as the budget for and duration of the project;
- (f) If the request is for general support then the organisation's or body's overall budget must be included;
- (g) References, independent of the applicant and its executive;
- (h) Most recent audited financial statements (if available);
- (i) A summary of past achievements; and
- (j) A declaration by the head of the applicant to the satisfaction of the Accounting Officer of the Municipality, that the organisation or body 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.

DETAILS OF APPLICANT

Please complete as comprehensive as possible. **Incorrect or omitted information may lead to the disqualification of this application.**

1.	Legal/Registered Name	
2.	Type of Organisation	
3.	Registration number	
4.	Date of establishment	
5.	Details of the members: Name and ID number (add list if insufficient space)	
6.	A contact name	
7.	Full street address of institution	
8.	Cell/Telephone number	
9.	Fax number and e-mail address	
10.	Two (2) references, independent of the applicant and its executive	
11.	Beneficiaries	
12.	Amount Required	
13.	For what purpose is the amount required? (attach separate sheet if insufficient space)	
14.	Signature of Head of Organisation/Body	

IMPORTANT REQUIREMENTS: The following documentation **must** be submitted with the application. The non-submission will lead to the application being disregarded:

1. Certified founding documents and certificates of incorporation;
2. A brief description of the organisation's or body's business;
3. Most recent audited financial statements; if such statements are not available the latest statements certified by the Head of Organisation;
4. If funding is required for a specific project, a brief description of the project and what it aims to achieve as well as the budget for and duration of the project (Project Business Plan);
5. If the request is for general support then the organisation's or body's overall budget must be included;
6. The agreement, annexed hereto as ANNEXURE A, must be signed. **No amounts must be inserted** as the allocation may vary from the amount requested. Each page must be initialled;
7. The **closing date and time**, as indicated in the advert and attached hereto as ANNEXURE B, MUST be adhered to;
8. Non-compliance to these requirements and the conditions as stated in the Policy as ANNEXURE D, may lead to the application being regarded as non-responsive and disqualification;
9. **Please also note:** A declaration, in addition to the declaration here-under, (see ANNEXURE C) by the head of the applicant to the satisfaction of the Accounting Officer of the Municipality, on the letterhead of the organisation or body, signed by the head of the organisation or body, that the organisation or body 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.

DECLARATION

I, _____, the undersigned, head of _____, duly authorised to sign this declaration, declare that all the information supplied and attached in this application is correct and that, should a grant be allocated, such grant will be utilised solely for the purposes and the beneficiaries as indicated.

Signed at _____ on this _____ day of _____ 20__

Head of Organisation

Witnesses: (1) _____
(2) _____

AGREEMENT

by and between

BREEDE VALLEY MUNICIPALITY

herein represented by Mr. D McThomas in his capacity as Municipal Manager
(hereinafter referred to as “the Municipality”)

AND

(name of organisation: hereinafter referred to as “the Beneficiary”)

herein represented by _____

in her/his capacity as _____

WHEREAS

The Municipality has agreed to grant the Beneficiary an amount as agreed to by the Grant Adjudication Committee (as per attached annexure) in terms of the Grant-in-Aid Policy of the Municipality and in terms of the proposal received from the Beneficiary; and

WHEREAS

It is required in terms of paragraph 8 of the Grant-in-Aid policy that a contract must be concluded by the Accounting Officer of the Municipality with the Beneficiary to protect the interest of the Municipality before any funds are transferred to the Beneficiary; and

WHEREAS

The Beneficiary is willing and able to enter into this contract with the Municipality.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. The Municipality hereby grants and the Beneficiary hereby accepts the grant as agreed to by the Grant Adjudication Committee (as per addendum);
2. The Beneficiary agree to accept the Grant without declaring any dispute, appeal or objection.
3. The Beneficiary will implement effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement of the grant;
4. The Beneficiary will allow the Municipality access to information regarding the appropriation of the grant made by die Municipality to the Beneficiary;
5. The Beneficiary will allow the Municipality access to its premises to evaluate the appropriation of the grant made by Municipality to the Beneficiary;
6. The Municipality and the Beneficiary will, as far as possible, give publicity to the grant made by die Municipality and the appropriation thereof, in the local press; and/or the municipal web page.
7. If there is a failure by the Beneficiary to comply with the requirements as set out in this contract in respect of a grant, the Municipality may disqualify the Beneficiary for any future grants.

On behalf of the beneficiary:

SIGNED AT ON THIS DAY OF 20__

.....
WITNESS

.....
BENEFICIARY

On behalf of the Municipality:

SIGNED AT ON THIS DAY OF 20__

.....
WITNESS

.....
MUNICIPAL MANAGER

(Do not complete, for use by Grant Adjudication Committee)

ADDENDUM TO AGREEMENT (ANNEXURE A)

1. In terms of paragraph 1 of the agreement the Municipality hereby grants and the Beneficiary hereby accepts the grant as agreed to, as per paragraph 2 of the addendum by the Grant Adjudication Committee.
2. The Grant Adjudication Committee met on _____ and resolved that a Grant-in-Aid, to the amount of R _____, be awarded to the beneficiary as referred to on the first page of the agreement.

SIGNED AT **ON THIS** **DAY OF** **20**__

.....
WITNESS

.....
CHAIRPERSON
GRANT ADJUDICATION COMMITTEE



BREED VALLEY
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Munisipale Kennisgewing / Isaziso sakwa Masipala / Municipal Notice

GRANT-IN-AID



(2021 - GIA) Oktober 2021

Breedevally Municipaliteit - Breed Valley Municipality

www.bvm.gov.za

023 348 2600

INVITATION TO ALL ORGANISATIONS AND BODIES SERVING THE POOR TO APPLY FOR A GRANT-IN-AID IN TERMS OF THE MUNICIPALITY'S GRANTS POLICY.

The Council of the Breed Valley Municipality has adopted a Grants Policy which aims to provide a framework for grants to organisations and bodies serving the poor or used by government as an agency to serve the poor, as envisaged by Section 67 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)

Qualifying organisations or bodies are hereby invited to apply for a grant in accordance with the conditions as contained in the application documents. Said documents will be available, free of charge, as follows:

- at Breed Valley Municipality, Supply Chain Management Unit, 51A Baring Street, Worcester
- at any of the municipal account payment/administrative offices at the reception desk, Municipal Offices, 30 Baring Street, Worcester (Mr. Ambrall / Ms. October)
- by e-mail request to rjoseph@bvm.gov.za
- downloaded from the municipal website at www.bvm.gov.za.

Applications must be made on the official application documents which must be submitted as indicated below. Sealed applications, in envelopes clearly marked on the outside "APPLICATION: GRANT-IN-AID: 2021/22", must be placed in either of the following tender boxes:

- Any time in the tender box outside the building of BVM's Supply Chain Management offices in 53 Baring Street, or
- during office hours in the tender box inside the office at 51B Baring Street.

by not later than **11:00 am on THURSDAY 11 NOVEMBER 2021**, after which the applications will be opened. An envelope that does not comply with this requirement will not be opened and therefore not be considered. Non-compliance with any of the requirements may lead to the application being rejected.

Late applications will not be considered and the Municipality is not obliged to approve any application. Awards will be made strictly in accordance with the conditions as set out in the Municipal Grants Policy (attached to application form) and as determined by the Grant Adjudication Committee.

More information is available from the Senior Manager: Supply Chain Management during office hours at 53 Baring Street, Worcester or phone number 023 348 2950. The full policy document is also available on the website (www.bvm.gov.za) of the Municipality under the link "Policies" on the home page.

D. McThomas, MUNICIPAL MANAGER
Ald. Antoinette Steyn: EXECUTIVE MAYOR

SIMEMO ESILISWE KUYO YONKE IMIBUTHO NEZIQU EZINIKI INKONZO KWABO BANGATHATHINTWENI UKUBA BENZE ISICELO SONCEDISO-MALI NGOKOMTHETHO KA MASIPALA OMALUNGA NEZIBONELELO.

iBhunga lo Masipala wase Breed Valley lamkele uMgaqonkqubo wezibonelelo onenjongo yokubonelela ngenkqubo yezibonelelo ezenziwe imibutho okanye iziqu ezinika inkonzo kwabo bangathathi-ntweni okanye esetyenziswa ngurhulumente njengoko arhente ezinika inkonzo abo bangathathi-ntweni, njengoko kugqitywe ngokwe Candelo 67 lo Rhulumente wase Khaya: uMthetho wokulawula kwezemali zakwa Masipala, 2003 (uMthetho Nombolo 56 ka 2003).

Imibutho ekufanelelo kwaneziqo zimanywa ukuba zenze isicelo sesibonelelo ngokwe mimiselo equlathwe kumqulu wokwenziwa kwesicelo. Le miqulu yokwenza isicelo ifumaneka tele-tele kwaye ifumaneka ngoluhlobo lulandelayo:

- kwa Masipala wase Breed Valley, Supply Chain Management Unit, 51A Baring Street, Worcester
- Kuyo nayiphi na i-ofisi yakwa Masipala yokuhlulwa kwamatyala okanye
- Kwindesika yokwamkela indwendwe kwii-ofisi zika Masipala, 30 Baring Street, Worcester (Mnu. Ambrall / Nks. October)
- ngesicelo se email ku rjoseph@bvm.gov.za
- okanye uyifumane kwi webhusayithi yethu ethi www.bvm.gov.za.

Izicelo kufuneka zenziwe ngokugowalisa ifomu yokwenza isicelo egunyazisiweyo ekufuneka ifakwe njengoko kutshiwo. Izicelo ezivaliweyo, nezibhalwe ngokucacileyo ngaphandle "APPLICATION: GRANT-IN-AID: 2021/22" kufuneka zifakwe kwenye yeebhokisi yethenda:

- Nangalo naliphi na ixesha Breed Valley Municipal Supply Chain Management Offices, 53 Baring Street, Worcester okanye
- Ngamaxesha onsebenzi kwibhokisi ekwindawo yokwamkela amandwendwe ese 51B Baring Street
- phambi ko okanye ngo **11:00 emini NGOLWESINE, 11 NOVEMBER 2021** emveni koko zizakulwa izicelo. Imvulophu engahambelani nale ndlela ikhankanyiweyo ayizukulwa kwaye ayizuthathelwa ngalelo. Ukungenziwa kwezimtuno zikhankanyiweyo kuzakubangela ukuba isicelo singasiziwa so singamkeleki.

Izicelo ezifakwe emva kwesha azizukusiwa-so kwaye uMasipala akanyanzelekanga ukuba aphumeze nasiphi na isicelo. Izibonelelo zizakukhutshwa ngokwemimiselo equlathwe ngu Mthetho ka Masipala omalunga nezibonelelo (oqulathwe kwifomu yokwenza isicelo) nangokwe sigqibo sekomiti eqgiba ngezibonelelo.

Iinkqubo ezithe vethe zifumaneka ngamaxesha onsebenzi kumlawuli oyintloko kwicandelo lelayhanga lojiko-zinkonzo e53 Baring Street, Worcester okanye kwimfundo-mifundo ethi 023 348 2950. Imvulophu oqulathweyo womgaqonkqubo uyafumaneka kwi webhusayithi ka masipala (www.bvm.gov.za) kwishloko esithi "Policies" okwi webhusayithi yalapha ekhaya.

D. McThomas: UMPHATHI KA MASIPALA
Ald. Antoinette Steyn: USODOLOPHU OGUNYAZISIWEYO

UITNODIGING AAN ALLE ORGANISASIES WAT BEHOEFDIGES BEDIEN OM AANSOEK TE DOEN VIR 'N FINANSIELE HULPTOELAAG IN TERME VAN DIE MUNISIPALITEIT SE HULPTOEKENNINGSBELEID.

Die Raad van die Breedvallei munisipaliteit het 'n hulptoeKENNINGSBELEID aanvaar met die oog daarop om 'n raamwerk daar te stel om hulptoele te skenk aan organisasies wat behoefdiges bedien of wat deur die regering gebruik word as agent om behoefdiges te bedien, soos voorsien in Artikel 67 van die Plaaslike Regering: Munisipale Finansiële Bestuurs- wet, 2003 (Wet 56 van 2003).

Kwalifiserende organisasies word hiermee uitgenooi om aansoek te doen vir 'n hulptoeKENning in ooreenstemming met die voorwaardes soos uiteengesit in die aansoekdokumente. Gemelde dokumente sal gratis beskikbaar wees en kan as volg bekom word:

- Breedvallei munisipaliteit, Voorzieningskanaal-eenheid, Baringstraat 51A, Worcester
- enige van die munisipale betaal-/administratiewe kantore by die ontvangstoorbank, munisipale kantore Baringstraat 30, Worcester (mnr. Ambrall / me. October)
- per e-pos aansoek aan rjoseph@bvm.gov.za
- vanaf die munisipale webblad by www.bvm.gov.za.

Aansoek moet op die voorgeskrewe amptelike dokumente gedoen en ingehandig word soos hieronder aangehoort.

Verseëde aansoek, die koervert duidelik op die buitekant gemerk "AAN-SOEK: FINANSIELE HULPTOELAAG: 2021/2022" moet nie later nie as **11:00 op Donderdag, 11 November 2021**, in een van die volgende tenderhoers gelaas word:

- Enige tyd in die tenderhouer buite die gebou van die Breedvallei munisipaliteit se voorsieningskanaal kantore te Baringstraat 53, Worcester, of
- gedurende kantoorure in die tenderhouer by ontvangs, Baringstraat 51B.

Hierdie vereiste nie, sal nie oopgemaak en daarom nie oorweeg word nie. Nie-voldoening aan enige van die voorwaardes kan daartoe lei dat die aansoek verwerp word.

Laat aansoek sal nie oorweeg word nie en die munisipaliteit is nie verplig om enige aansoek goed te keur nie. Toekennings sal uitsluitlik gemaak word volgens die voorwaardes soos uiteengesit in die Munisipale Skenkingsbeleid by die aansoekvorm (geheg) en soos bepaal deur die Hulptoeleag toekenningskomitee.

Verdere inligting is tydens kantoor-ure beskikbaar by die senior bestuurder: voorsieningskanaalbestuur te Baringstraat 53, Worcester of by telefoonnummer 023 348 2950. Die volledige beleidsdokument is ook beskikbaar op die webblad van die munisipaliteit (www.bvm.gov.za) onder die skakel "Policies" op die tuisblad.

D. McThomas, MUNISIPALE BESTUURDER
Rdh. Antoinette Steyn: UITVOERENDE BURGEMEESTER

(Re-type on your Organisation's Letter Head)

To: **Municipal Manager**
Breede Valley Municipality

DECLARATION

I, _____, the undersigned, head of

_____, duly authorised to sign this declaration, declare that the organisation (or body) 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.

Signed at _____ on the ____ day of _____ 20__.

Signature

Witness: (1)

Signature

Initials and Last Name
Head of Organisation/Body

Initials and Last Name

Witness: (2)

Signature

Initials and Last Name

**GRANTS POLICY IN TERMS OF SECTION 67 OF
THE LOCAL GOVERNMENT: MUNICIPAL
FINANCE MANAGEMENT ACT, 2003
(ACT 56 OF 2003) / GRANTS IN AID**

Adopted:	26 September 2006
1st Amendment:	28 November 2017
2nd Amendment:	30 September 2019

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GRANTS POLICY

(As adopted on 26 September 2006)

(Amended 28 November 2017)

(Amended 30 September 2019)

1. AIMS AND OBJECTIVES

This policy aims to provide a framework for grants to organisations and bodies and organisations and bodies serving the poor or used by government as an agency to serve the poor, as envisaged by Section 67¹ of the *Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA)*.

Grants offered as donations to needy organisation or groups in terms of section 67(4) of the MFMA are dealt with in a separate policy.

2. LEGAL FRAMEWORK

All transfers of funds in terms of this policy, shall comply with the-

- *Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) as amended (Constitution);*
- *Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended (MSA);*
- *Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA); and*
- *Any other applicable legislation, regulations and policies.*

¹ Section 67: Funds transferred to organisations and bodies outside government

- (1) Before transferring funds of the municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, the accounting officer must be satisfied that the organisation or body—
 - (a) has the capacity and has agreed—
 - (i) to comply with any agreement with the municipality;
 - (ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;
 - (iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and
 - (iv) to submit its audited financial statements for its financial year to the accounting officer promptly;
 - (b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and
 - (c) has in respect of previous similar transfers complied with all the requirements of this section.
- (2) If there has been a failure by an organisation or body to comply with the requirements of subsection (1) in respect of a previous transfer, the municipality may despite subsection (1) (c) make a further transfer to that organisation or body provided that—
 - (a) Subsection (1) (a) and (b) is complied with; and
 - (b) The relevant provincial treasury has approved the transfer.
- (3) The accounting officer must through contractual and other appropriate mechanisms enforce compliance with subsection (1).
- (4) Subsection (1) (a) does not apply to an organisation or body serving the poor or used by government as an agency to serve the poor, provided—
 - (a) that the transfer does not exceed a prescribed limit; and
 - (b) that the accounting officer—
 - (i) takes all reasonable steps to ensure that the targeted beneficiaries receive the benefit of the transferred funds; and
 - (ii) certifies to the Auditor-General that compliance by that organisation or body with subsection (1) (a) is uneconomical or unreasonable.

3. RESTRICTIONS

- 3.1 The total expenditure on grants may not exceed 1% of the total assessment rate income of the Municipality levied, less assessment rate rebates, during the previous financial year.
- 3.3 Transfers shall be restricted to organisations and bodies serving the poor or used by government as agencies to serve the poor: Provided that such organisations or bodies—
- (a) operate as a separate legal entity, a none profit organisation or a none governmental organisation and is recognised as such by South African Legislation;
 - (b) are located and serve communities and individuals who are most in need within the jurisdiction of the Municipality.
- 3.4 No funds may be transferred to any political, church or sectarian organisations or bodies.
- 3.5 No funds may be transferred to organisations for
- a) food, year-end functions or any parties;
 - b) fund catering expenses for meetings, conferences, workshops, courses, forums or any other engagements less than five hours;
 - c) fund any alcoholic beverages;
 - d) fund organisations corporate branded items including clothing but excluding sports apparel.
 - e) fund any farewell functions;
 - f) fund any social events as defined in the Cost Containment Policy;
 - g) to fund elaborate and expensive office furniture, equipment or tools; and
 - h) events prohibited in terms of the Municipal Cost Containment Regulations.
- 3.6 No funds may be transferred to organisations or bodies in cases where a member employed by an organ of state receives any financial or other gain.
- 3.7 Funds may only be transferred in terms of this policy to an organisation or body if provision has been made for the expenditure for grants, in accordance with this policy, in the budget.
- 3.8 Funds may not be transferred to individuals.
- 3.9 An organisation or body is only entitled to one transfer per financial year.
- 3.10 Funds may be awarded to organisations or bodies serving the poor through either the process set out in paragraphs 4, 5 and 9 or the process set out in paragraph 10 below.

4. PUBLIC ADVERTISEMENT

- 4.1 The Accounting Officer must, within six months after the approval of the annual budget or within three months after the adoption of the policy, place a public advert calling for proposals from organisations and bodies serving the poor.

- 4.2 Any invitation calling for proposals from organisations and bodies serving the poor must be by means of a public advertisement in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways.
- 4.3 The information contained in a public advertisement, must include the closure date for the submission of proposals, which may not be less than 28 days, from the date on which the advertisement is placed in a newspaper.
- 4.4 Proposals submitted must be sealed and clearly marked “Proposal: Grant-in-aid”, and handed in at the place and before the time as stipulated in the advertisement.
- 4.5 Proposals-
- must be opened only in public;
 - must be opened at the same time and as soon as possible after the period for the submission of proposals has expired; and
 - received after the closing time may not be considered and must be returned unopened immediately.
- 4.6 The Accounting Officer must-
- record in a register all proposals received in time;
 - make the register available for public inspection; and
 - publish the entries in the register and the adjudication results on the website.
- 4.7 Funds may not be transferred to any organisation or body that has not submitted a proposal in response to a public advertisement.

5. APPLICATION PROCEDURE

- 5.1 The proposal must be on the letterhead of the organisation or body, signed by the head of the organisation or body and must include the following information -
- (a) The applicant’s registered name and a brief description of the applicant organisation’s or body’s business;
 - (b) If the applicant is a separate legal entity, registered Non-Profit Organisation or registered governmental organisation, the registration number;
 - (c) The date of establishment, details of the applicant’s members, founding documents and certificates of registration;
 - (d) A contact name, full street address, telephone number and e-mail address (if available);
 - (e) If funding is required for a specific project, a brief description of the project and what it aims to achieve as well as the budget for and duration of the project;
 - (f) If the request is for general support, then the organisation’s or bodies overall

budget must be included;

- (g) References, independent of the applicant and its executive;
- (h) Most recent audited financial statements (if available);
- (i) A summary of past achievements;
- (j) A declaration by the head of the applicant to the satisfaction of the Accounting Officer of the Municipality, that the organisation or body 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.

5.2 The Accounting Officer may require interested organisations or bodies to obtain an official grant-in-aid application form or any other form or documentation required to assist the adjudication committee. Such requirement must be contained in the public advert.

5.3 A copy of the envisaged agreement must also be obtained, completed and submitted together with the proposal by the interested organisations or bodies.

6. OBLIGATIONS OF THE APPLICANT (BENEFICIARY)

- 6.1 The head of the organisation or body must certify to the Accounting Officer of the Municipality, or his delegated representative, that the money was received in its bank account and that the amount is/will be utilised to the benefit and in accordance with the role of the organisation or body in society.
- 6.2 The organisation or body shall regularly report, if and when required, to the Accounting Officer of the Municipality regarding the activities conducted, the ward within which activities are conducted as well as the number of people benefiting from the activities.

7. RIGHTS OF THE MUNICIPALITY

- 7.1 The Municipality shall be entitled, from time-to-time, to verify and inspect the existence and activities of the organisation or body.
- 7.2 The Municipality shall manage contracts entered into with organisations or bodies by receiving reports and doing the necessary site visits and inspections to ensure that this policy and contract is complied with

8. CONTRACTS

Before any funds are transferred to an organisation or body that serves the poor, an agreement must be concluded by the Accounting Officer of the Municipality with the beneficiary to protect the interest of the Municipality.

9. ADJUDICATION COMMITTEE

9.1 The adjudication committee will consist of the Accounting Officer, the Chief Financial Officer and any other director appointed, in writing, by the Accounting Officer;

9.2 The adjudication committee will evaluate all proposals received in time;

9.3 The adjudication committee will have the power to make final awards;
The adjudication committee must submit a report, to the council of the municipality, containing particulars of each final award made, including –

- (a) the amount of each award;
- (b) the name of the organisation or body to whom the award was made; and
- (c) the short motivation why the award was made to that organisation or body.

10. DEVIATION FROM PROCESS SETOUT IN PARAGRAPHS 4, 5 and 9

The Accounting Officer is authorised to deviate from the processes set out in paragraphs 4, 5 and 9 above to transfer funds to bodies or organisation serving the poor when transfers are made to fund ward committee projects, or specific constitutional functions of local government. Such transfers must still comply with the provision of paragraph 3, 6, 7 and 8 of this policy.

COMMENCEMENT

This policy takes effect on the date approved by council.