



**BREED VALLEY**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

VERKRYGINGSBESTURSEENHEID SUPPLY CHAIN MANAGEMENT UNIT Baringstraat 51B Baring Street, Worcester	
Meld asb. in u antwoord: In your reply, please quote:	
Verwysing / Reference:	GRANT IN AID 2023/2024
Navrae / Enquiries: E-pos / E-mail: Faks / Fax: Tel:	M. Potgieter <a href="mailto:mpotgieter@bvm.gov.za">mpotgieter@bvm.gov.za</a> +27 23 348 3950/2950

## **APPLICATION: GRANT IN AID**

**2023 / 2024**

### **CLOSING DATE / TIME**

**Monday, 13 November 2023,  
At 11:00 am**

## **APPLICATION FOR A GRANT-IN-AID IN TERMS OF THE MUNICIPALITY'S GRANTS POLICY: 2023/2024**

### **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) Organization Registration forms for profit and non-profit organizations. Details required: The date of establishment, details of the applicant's members, founding documents and certificates of registration (noncompliance will lead to automatic disqualification);
- (d) A contact name, full street address, telephone number and e-mail address;
- (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 (at least signed/certified by the Head of Organisation).
- (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.
- k) Completion (signature and initial of each page) of GRANT 'N AID application form with submission of application (failure to comply will lead to automatic disqualification – refer to ANNEXURE A).
- l) Completion of the following documents with submission of the application:
  - Completion of the bank form of BVM,
  - A Bank certified letter confirming the active bank account in the name of the organization (Date stamp, account verification)
- m) For the application to be considered, the scope of expenditure must be in line with the objective of the policy.
- n) All applications should be completed and submitted by the organization. Involvement or participation of municipal staff will not be allowed and may lead to disqualification.
- o) Breede Valley Municipality reserves the right not to do grant allocations, considering other alternative objective criteria.
- p) The non-compulsory clarification meeting allows the applicant to clarify any administrative requirements. This mechanism of clarification is to ensure that compliance by applicant is improved.

## 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 <b>purpose</b> is the amount required? (Attach Project Business Plan - Separate sheet if insufficient space)	
14.	<b>Signature of Head of Organisation/Body (Compulsory)</b>	

### IMPORTANT REQUIREMENTS:

The following supporting 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. The agreement, annexed hereto as ANNEXURE A, **must be signed**. Preferable no amounts must be inserted as the allocation may vary from the amount requested. **Each page must be initialled (compulsory)**;
6. The **closing date and time**, as indicated in the advert and attached hereto as ANNEXURE B, **MUST** be adhered to, failure will lead to non-responsiveness.
7. **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.
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. Completion (signature and initial of each page) of GRANT 'N AID application form with submission of application (failure to comply will lead to automatic disqualification – refer to ANNEXURE A).
10. Completion of the following documents with submission of the application:
  - Completion of the bank form of BVM (ANNEXURE E),
  - A Bank certified letter confirming the active bank account in the name of the organization (Date stamp, account verification)

**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 \_\_\_\_\_ 2023\_\_

\_\_\_\_\_  
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.
8. The organisations 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.

On behalf of the beneficiary:

**SIGNED AT ..... ON THIS ..... DAY OF ..... 2023\_\_**

.....  
**WITNESS**

.....  
**BENEFICIARY**

On behalf of the Municipality:

**SIGNED AT ..... ON THIS ..... DAY OF ..... 2023\_\_**

.....  
**WITNESS**

.....  
**MUNICIPAL MANAGER**

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

## ADDENDUM TO AGREEMENT (ANNEXURE A)

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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 ..... 2023\_**

.....  
**WITNESS**

.....  
**CHAIRPERSON  
GRANT ADJUDICATION COMMITTEE**



## ADVERTISEMENT: Annexure B

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

GRANT-IN-AID (2023-2024)

The Council of the Breede Valley Municipality adopted a grant policy with a view to establishing a framework to provide relief grants to organisations serving those in need or used by government as an agent to serve those in need, as provided for in Section 67 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).

Eligible organisations are hereby invited to apply for an aid award in accordance with the conditions set out in the application documents. The said documents will be available free of charge and can be obtained as follows:

- Breede Valley Municipality, Supply Chain Unit, 51B Baring Street, Worcester
- any of the municipal pay/administrative offices at the front desk,
- municipal offices 30 Baring Street, Worcester.
- by email application to [rjoseph@bvm.gov.za](mailto:rjoseph@bvm.gov.za)
- from the municipal webpage at [www.bvm.gov.za](http://www.bvm.gov.za).

Applications must be made on the prescribed official application documents and handed in as indicated below.

Sealed applications, the envelope clearly marked on the outside "APPLICATION: FINANCIAL AID GRANT/GRANT- IN-AID: (2023-2024)" must be placed in the tender container at the Breede Valley Municipality, 53 Baring Street, Worcester no later than 11:00 on Monday 13 November 2023, after which the applications will be opened. An envelope that does not comply with this requirement will not be opened and therefore not considered. Non-compliance with any of the conditions may result in the application being rejected.

On Monday and Tuesday, 23 & 24 October 2023, there will be a non-mandatory clarification meeting vir those who are unsure of the requirements for the completion of the above documents. The dates and venues are set out as follows:

- 23 October 2023: 09:00 – 10:00 (Touws River: Municipal Office)
- 23 October 2023: 12:00 – 13:00 (De Doorns: Library)
- 23 October 2023: 15:00 – 16:00 (Rawsonville: Municipal Office)
- 24 October 2023: 09:00 – 10:00 (Zwelethemba: Thusong center)
- 24 October 2023: 12:00 – 13:00 (Worcester: 51B Baring Street – Supply Chain Committee Room)

Late applications will not be considered, and the municipality is not obliged to accept any application. Awards will be made exclusively in accordance with the conditions set out in the Municipal Donation Policy (attached to the application form) and as determined by the Aid Grant Awards Committee. Successful organisations must take up their funds within proposed deadline, as will be determined by Breede Valley Municipality.

Further information is available during office hours from the senior manager of the supply chain unit at 51 Baring Street, Worcester or on telephone number 023 348 2950/3950.

The full policy document is also available on the website of the municipality ([www.bvm.gov.za](http://www.bvm.gov.za)) under the link "Policies" on the home page.

D. McThomas, MUNICIPAL MANAGER

## (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 \_\_\_\_\_ 2023 .

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Initials and Last Name  
Head of Organisation/Body

Witness: (1)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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**

<b>Adopted:</b>	<b>26 September 2006</b>
<b>1<sup>st</sup> Amendment:</b>	<b>28 November 2017</b>
<b>2<sup>nd</sup> Amendment:</b>	<b>30 September 2019</b>

# **CONTENTS**

- 1. AIMS AND OBJECTIVES**
- 2. LEGAL FRAMEWORK**
- 3. RESTRICTIONS**
- 4. PUBLIC ADVERTISEMENTS**
- 5. APPLICATION PROCEDURE**
- 6. OBLIGATIONS OF THE APPLICANT**
- 7. RIGHTS OF THE MUNICIPALITY**
- 8. CONTRACTS**
- 9. ADJUDICATION COMMITTEE**
- 10. COMMENCEMENT**

# 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 67<sup>1</sup> 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.*

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### <sup>1</sup> 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.



**BREED VALLEY**  
MUNICIPALITY · MUNISIPALITEIT · UMASIPALA

**CONFIRMING OF ADDRESS AND BANKING DETAILS**

**ADDRESS:**

Name of Enterprise:.....

Postal Address:

Physical Address:

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

Telephone number:.....  
number:.....

Cell

Fax number:.....  
address:.....

E-mail

**BANKING DETAILS:**

*Complete this section and attach to this page a date stamped account confirmation letter or similar document not older than three (3) months.*

Name of Bank:.....

Bank Branch:.....

Branch Code:.....

Type of Account:.....

Account Number:.....

Duly authorised to sign on behalf of:.....  
(Name of enterprise)

Print full name:.....

Signature:.....

Identity number:.....

Date:.....