



UITNODIGING AAN KUNS- EN KULTUURORGANISASIES EN KULTUURFEESTE IN DIE WES-KAAP OM AANSOEK TE DOEN OM PROJEKBEFONDSING

Die Departement van Kultuursake en Sport (DKES) nooi geregistreerde kuns- en kultuurorganisasies wat by die beeldende kunste, uitvoerende kunste (bv. musiek, dans en drama), woordkuns en handwerk betrokke is asook kultuurprogramme en kultuurfeeste om hul aansoeke om projekbefondsing vir die 2017/2018-boekjaar in te dien.

Aansoeke word ingewag vir befondsing van projekte wat kuns en kultuur in die Wes-Kaap sal bevorder, ontwikkel en bewaar, in die besonder projekte wat:

- Kapasiteit in die kunste sal opbou;
- Sigbaarheid van die kunste sal bevorder;
- Betekenisvolle veranderinge en intervensies in gemeenskappe sal bevorder;
- Elemente van ons kultuurerfenis sal verken; en
- Geleenthede deur die kunste sal skep.

Aansoeke moet op die voorgeskrewe aansoekvorm ingedien word, en van die nodige ondersteunende dokumentasie vergesel word.

Die aansoekvorms is beskikbaar by www.westerncape.gov.za/cas en navrae of versoeke vir aansoekvorms kan gerig word aan een van die onderstaande beamptes:

Kaapstad Hoofkantoor/Vredendal Streekskantoor

Fareedah Hunter
Tel.: 021 483 9724
Fareedah.Hunter@westerncape.gov.za

Oudtshoorn Streekskantoor

April Meiring
Tel.: 044 2791766
April.Meiring@westerncape.gov.za

Aansoeke kan gepos, per koerier gestuur of persoonlik afgelewer word. Gebruik asseblief die onderstaande adresse in hierdie verband:

Per pos
DKES Kuns en Kultuur
Privaatsak X9067
Kaapstad
8000

Per koerier/per hand
3de Vloer
Protea Assuransie-gebou
Groentemarkplein
Kaapstad
8001

Oudtshoorn Streekskantoor
Seppie Greeff-gebou 215
Oudtshoorn
6620

Vredendal Streekskantoor
Matzikamastraat 31
Vredendal
8160

Spertyd vir aansoeke: Vrydag 31 Maart 2017 om 16:00.

Geen aansoeke sal per faks of per e-pos aanvaar word nie.

Geen laat aansoeke sal aanvaar word nie.

Let asseblief daarop: Befondsing is beperk. Tydige indiening van 'n voltooide aansoekvorm waarborg nie befondsing nie.



IMPORTANT NOTICE

INVITATION TO ARTS AND CULTURE ORGANISATIONS AND CULTURAL FESTIVALS IN THE WESTERN CAPE TO APPLY FOR PROJECT FUNDING

The Department of Cultural Affairs and Sport (DCAS) invites registered arts and culture organisations active in visual arts, performing arts (e.g. music, dance and drama), literary arts and crafts; cultural programmes and cultural festivals to submit their applications for project funding in the 2017/2018 financial year.

Applications are invited for funding for projects that will promote, develop and preserve arts and culture in the Western Cape, especially projects that:

- Build capacity within arts;
- Promote the visibility of the arts;
- Promote meaningful changes and interventions within communities;
- Explore elements of our culture heritage; and
- Create opportunities through the arts.

Applications must be submitted on the prescribed application form, accompanied by the required supporting documentation.

The application forms are available on www.westerncape.gov.za/cas and enquiries or requests for application forms may be directed to one of the following officials:

Cape Town Head Office/Vredendal Regional Office	Oudtshoorn Regional Office
Fareedah Hunter Tel: 021 483 9724 Fareedah.Hunter@westerncape.gov.za	April Meiring Tel: 044 2791766 April.Meiring@westerncape.gov.za

Applications can be posted, couriered or hand-delivered to the following:

DCAS Arts and Culture Private Bag X9067 Cape Town 8000	DCAS Arts and Culture 3rd Floor Protea Assurance Building Greenmarket Square Cape Town 8001
Oudtshoorn Regional Office 215 Seppie Greef Building Oudtshoorn 6620	Vredendal Regional Office 31 Matzikama Street Vredendal 8160

Deadline for applications: 16:00 on Friday 31st of March 2017.

No faxed or emailed applications will be accepted.

No late applications will be accepted.

Please note: Funding is limited. Timeous submission of a completed application form does not guarantee funding.



**URhulumente
weNtshona Koloni**

UPhuhliso loLuntu

UBAMBISWANO NGAMANDLA

ISAZISO ESIBALULEKILEYO

ISIMEMO ESIYA KWIMIBUTHO YOBUGCISA NENKCUBEKO KUNYE NEMINYHADALA YENKCUBEKO ENTSHONA KOLONI SOKUBA IFAKE IZICELO ZONCEDO-MALI LWEETPROJEKTHI

ISebe leMicimbi yeNkcubeko neMidlalo limema imibutho yobugcisa nenkcubeko ebhalisiweyo nesebenza kwezougisa obubonakalayo, ubugcisa baseqongeni (umz. umculo, umdaniso nemidlalo yeqonga), ubugcisa boncwadi nemisebenzi yobugcisa; iinkqubo zenkcubeko neefestivali zenkcubeko, ukuba ifake izicelo zoncendo-mali lweeprojekthi kunyaka-mali ka-2017/2018.

Izicelo zoncendo-mali mayibe zezeeprojekthi eziza kukhuthaza, ziphuhlise ze zilondoloze ezobugcisa nenkcubeko eNtshona Koloni, ingakumbi iiprojekthi eziza noku:

- ukuxhobisa ngezakhono kwezobugcisa;
- ukukhuthaza ukubonakalisa ezobugcisa;
- ukukhuthaza iinguqu ezinentsingiselo namangenelo kwiindawo esihlala kuzo;
- ukuqonda nokuphonononga amasolotya enkubeko elifa lethu lemveli; kunye
- nokuvula amathuba ngezobugcisa.

Izicelo mazenziwe ngokugcwalisa ifomu emiselweyo, ikhatshwa ngamaxwebhu axhasayo afanelekileyo.

Iifomu zezicelo ziyafumaneka kule webhusayithi www.westerncape.gov.za/cas ze imibuzo okanye izicelo zeefomu zezicelo zibhekiswe komnye wala magosa karhulumente alandelayo:

UNdlu-nkulu, eKapa/I-Ofisi yeNgingqi yaseVredendal

Fareedah Hunter

Umnxeba: 021 483 9724

Fareedah.Hunter@westerncape.gov.za

I-Ofisi yeNgingqi yase-Oudtshoorn

April Meiring

Umnxeba: 044 2791766

April.Meiring@westerncape.gov.za

Izicelo zingaposekwa, zithunyelwe okanye zisiwe ngesandla kwezi dilesi zilandelayo:

DCAS Arts and Culture
Private Bag X9067
Cape Town
8000

DCAS Arts and Culture
Umgangatho wesi-3
Isakhiwo iProtea Assurance
EGreenmarket Square
EKapa
8001

I-Ofisi yeNgingqi yase-Oudtshoorn
215 Seppie Greef Building
Oudtshoorn
6620

I-Ofisi yeNgingqi yaseVredendal
31 Matzikama Street
EVredendal
8160

Ukuvalwa kwezicelo: 16:00 ngoLwesihlanu, 31 kweyoKwindla 2017.

Izicelo ezifekisiweyo okanye ezi-imeyiliweyo azisayi kwamkelwa.

Izicelo ezifike emva kwexesha azisayi kwamkelwa.

Nceda uqaphele: Uncedo-mali lulinganiselwe. Ukufakwa kwangexesha kweefomu zezicelo ezigqityiweyo akusosiqinisekiso sokuba luyafumaneka uncendo-mali.



Naam van organisasie: _____

Projeknaam: _____

OSW-registrasienommer: _____

Voltooi een aansoek per dissipline:

Merk die dissipline wat die hoofokus van u organisasie se projek is:

☐ Musiek	☐ Drama
☐ Woordkuns	☐ Handwerk
☐ Dans	☐ Beeldende kunste
☐ Kultuur	☐ Feeste

Naam van die distrik waarin die projek onderneem sal word:

☐ Kaapse Wynland	☐ Eden
☐ Sentraal-Karoo	☐ Overberg
☐ Stad Kaapstad	☐ Weskus

Let wel: Aansoekvorms moet voor of op Vrydag, 31 Maart 2017 om 16:00 by die kantore van die Departement van Kultuursake en Sport ingedien word. Geen aansoeke sal per faks of per e-pos aanvaar word nie.

Die onderstaande beamptes kan om hulp genader word:

Kaapstad Hoofkantoor Fareedah Hunter tel.: 021 483 9699 e-pos: Fareedah.Hunter@westerncape.gov.za	Oudtshoorn Streekskantoor April Meiring tel.: 044 279 1766 e-pos: April.Meiring@westerncape.gov.za
--	---

❑ **KONTROLELYS VIR VOLDOENING AAN VEREISTES VIR NRO-BEFONDSING**

LET WEL: Maak asseblief seker dat al die afdelings van hierdie aansoekvorm voltooi en deur die betrokke persone onderteken is.

NO.	INHOUD	MERK MET 'N X
1.	U het al die vrae op 'n oorspronklike aansoekvorm beantwoord en die vorm is onderteken.	Ja ☐ Nee ☐
2.	U het die jongste finansiële state, geouditeerde finansiële state of bankstate aangeheg. *Nuwe organisasies moet asseblief 'n bankstaat, vergesel deur hul finansiële rekords, in die naam van die organisasie, indien indien geen finansiële state beskikbaar is nie.	Ja ☐ Nee ☐
3.	Die vorm is deur die organisasie se geregistreerde ouditeur, rekenmeester of boekhouer onderteken.	Ja ☐ Nee ☐
4.	Die sakeplan/voorstel van die organisasie is aangeheg.	Ja ☐ Nee ☐
5.	U het 'n ondertekende afskrif van die grondwet of stigtingsartikels van die organisasie aangeheg.	Ja ☐ Nee ☐
6.	U het 'n afskrif van die organisasie se OSW-registrasiesertifikaat aangeheg.	Ja ☐ Nee ☐
7.	U het 'n gewaarmerkte afskrif van die aansoeker se identiteitsdokument (ID) aangeheg.	Ja ☐ Nee ☐
8.	U het die vorm (Bas Entity Maintenance Bank Details) om die bankbesonderhede van u organisasie te verifieer voltooi en aangeheg, en die vorm is deur die bank gestempel.	Ja ☐ Nee ☐
9.	U het 'n stawende brief, op 'n briefhoof van die organisasie, aangeheg waarin bevestig word dat doeltreffende, doelmatige en deursigtige finansiële bestuur deur die organisasie beoefen word en dat interne beheerstelsels gereed is. (Dit word ingevolge artikel 38(j) van die Wet op Openbare Finansiële Bestuur [WOFB] vereis.)	Ja ☐ Nee ☐
10.	U het 'n ondertekende afskrif van die notule van die jongste Algemene Jaarvergadering aangeheg.	Ja ☐ Nee ☐
11.	U het 'n lys van huidige uitvoerende lede en hul identiteitsnommers aangeheg.	Ja ☐ Nee ☐

U AANSOEK SAL NIE OORWEEG WORD NIE TENSY U AAN AL DIE
VOORLEGGINGSVEREISTES VOLDOEN HET.

LET ASSEBLIEF DAAROP DAT BEFONDSING BEPERK IS, EN TYDIGE INDIENING VAN 'N
VOLTOOIDE AANSOEK NIE 'N WAARBORG IS DAT BEFONDSING VERSKAF SAL WORD NIE.

1. ORGANISATORIESE INLIGTING

NAAM VAN ORGANISASIE

FISIESE ADRES:

Poskode

POSADRES:

Poskode

1.1 TELEFOONNOMMER

FAKSNOMMER

1.2 E-POSADRES

1.3 KONTAKPERSOON EN KONTAKBESONDERHEDE

1.3.1 Titel Voornaam Van

1.3.2 ID-no. (heg gewaarmerkte afskrif van identiteitsdokument aan)

1.4 FISIESE ADRES

Poskode

1.5.1 Telefoonnommer (Kantoorure)

1.5.2 Telefoonnommer (Nauurs)

1.5.3 Selnommer**1.5.4 Faksnummer**

--	--

1.5.5 E-posadres

--

1.6.1 Noem die belangrikste mense wat by die projek betrokke sal wees

Naam	Posisie	Kontak

1.6.2 Het u al voorheen befondsing van die Departement van Kultuursake en Sport ontvang?

JA	NEE
----	-----

1.7 Indien u antwoord by 1.6.2 ja is, in watter boekjaar/boekjare het u 'n toelaag ontvang en wat was die bedrae wat u ontvang het?

JAAR	R
2012/13	
2013/14	
2014/15	
2015/16	
2016/17	

1.8 Wanneer eindig die organisasie se boekjaar? _____**1.9 Dui aan die datum van die organisasie se AJV/raadsvergadering/s. _____****1.10 INDIENSNEMINGSTATISTIEK VIR DIE ORGANISASIE**

Aantal vroulike werknemers	Aantal manlike werknemers	Aantal werknemers met gestremdhede

1.11 SOORT ORGANISASIE (Merk die nodige blokkie)

☐ Nieregeringsorganisasie	☐ Trust
☐ Vrywillige vereniging	☐ Organisasie sonder winsmotief
☐ Gemeenskapgebaseerde organisasie	☐ Ander (spesifiseer asseblief)

1.12 DATUM WAAROP ORGANISASIE TOT STAND GEKOM HET

***Heg asseblief 'n ondertekende en gedateerde afskrif van die grondwet of stigtingsartikels van u organisasie aan**

Maand

Jaar

--	--

1.13 FINANSIES

Naam van geregistreerde rekenmeester/ouditeur/boekhouer

Naam en van	
-------------	--

ID-no.	
--------	--

Geregistreerde praktyknommer	
------------------------------	--

Kontakadres	
Telefoon	

HANDTEKENING: GEREISTREERDE REKENMEESTER/ODITEUR/BOEKHOUEE



PROVINCIAL GOVERNMENT WESTERN CAPE

BAS ENTITY MAINTENANCE

BANK DETAILS

DEPARTMENT

OFFICE

System User Only

BAS Ref No. Captured By: Date Captured: Authorised By: Date Authorised:

Bank Details

DETAILS OF FIRM / INSTITUTION:

Name Address E-mail address Contact Person Tel. No.

I/We hereby request and authorise you to pay any amounts which any accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system know as the "ACB ELECTRONIC BANK TRANSFER SERVICE", and I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.(This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that a payment advice will be supplied by the Department in the normal way, and that it will indicate the date on which funds will be available in my/our account. This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

 Initials and Surname

 Authorised Signature

Date dd/mm/ccyy									

Name of Bank Name of Branch Branch Code Account Number Type of Account ☐ Current Account ☐ Other (specify)☐ Savings Account☐ Transmission Account

DATE STAMP OF BANK

BANK ACCOUNT PARTICULARS

CERTIFIED AS CORRECT

FOR OFFICE USE ONLY

APPROVED BY HEAD OF OFFICE

Print Name: Signature: Date:

2. SAKEPLAN

Heg asseblief 'n gedetailleerde sakeplan vir die projek waarvoor u aansoek doen, aan, en maak seker dat al die vrae hieronder duidelik beantwoord is. Heg ook 'n gedetailleerde begroting vir die projek waarvoor u aansoek doen, aan. Die lys is 'n gids en verdere besonderhede mag aangeheg word indien dit by die aansoek van belang is.

- Naam van projek
- Beskryf u projek kortliks
- Waar vind die projek plaas?
- Wie is die teikengroep, bv. jeug, mense met gestremdhede, vroue, ens.?
- Wat is die doelstellings/oogmerke van die projek?
- Watter ander belanghebbendes en vennote sal aan die projek deelneem?
- Wie sal baat by die projek? Beskryf die voordele.
- Wat is die tydraamwerke vir die projek? Sluit die begindatum en einddatum van die projek in, die beplande duur van aktiwiteite, projekmylpale en enige ander belangrike inligting.
- Wat is die aksieplan vir die projek? Sluit die belangrikste doelstellings van die projek, beplande datums vir aktiwiteite, waar aktiwiteite sal plaasvind, en die verwagte uitkomst van hierdie aktiwiteite in.
- Met watter organisasie/s beoog u om saam te werk/te koppel?
- Word enige opleidingsintervensies beplan? Noem dit.
- Is die opleidingskursus geakkrediteer?
- Hoeveel persone in totaal sal gedurende hierdie projek opgelei word?
- Hoeveel deelnemers sal vroulik wees en hoeveel manlik?
- Wat is die projek se gedetailleerde begroting? Lys die begroting as 'n reeks lynitems met 'n prys vir elke item.

2.1 TOTALE BEGROTINGSVERSOEK:

R

3. HANDTEKENING

Voltooi deur:

Titel

Voornaam

Van

Posisie in organisasie

ID-nommer

Onderteken

--	--	--	--	--	--	--	--

D D M M J J J J



**Western Cape
Government**

Cultural Affairs and Sport

APPLICATION FOR FUNDING 2017/18 FINANCIAL YEAR

Name of Organisation: _____

Project Name: _____

NPO registration number: _____

Complete one application per discipline:

Tick the discipline that is the main focus of your organisation's project:

☐ Music	☐ Drama
☐ Literary arts	☐ Crafts
☐ Dance	☐ Visual arts
☐ Culture	☐ Festival

Name of the district in which the project will be executed:

☐ Cape Winelands	☐ Eden
☐ Central Karoo	☐ Overberg
☐ City of Cape Town	☐ West Coast

Please note: Application forms must be handed in at the offices of the Department of Cultural Affairs and Sport on or before 16:00 on Friday, 31 March 2017. No faxed or emailed applications will be accepted.

Assistance is available from the following officials:

Cape Town Head Office Fareedah Hunter tel.: 021 483 9699 email: Fareedah.Hunter@westerncape.gov.za	Oudtshoorn Regional Office April Meiring tel.: 044 279 1766 email: April.Meiring@westerncape.gov.za
---	--

CHECKLIST FOR COMPLIANCE WITH REQUIREMENTS FOR NGO FUNDING

PLEASE NOTE: Please ensure that all the sections of this application form is completed and signed by the appropriate persons.

NO.	CONTENT	MARK WITH AN X
1.	Answered all questions on an original application form and the form is signed.	Yes ☐ No ☐
2.	Attached the most recent financial statements, audited financial statements or bank statements. *New organisations are requested to submit a bank statement together with their financial records, in the name of the organisation, should no financial statements be available.	Yes ☐ No ☐
3.	The form has been signed by the organisation's registered auditor, accountant or bookkeeper.	Yes ☐ No ☐
4.	Organisation's business plan/ proposal is attached.	Yes ☐ No ☐
5.	Attached a signed copy of the constitution or founding articles of the organisation.	Yes ☐ No ☐
6.	Attached a copy of the organisation's NPO registration certificate.	Yes ☐ No ☐
7.	Attached a certified copy of the applicant's identity document (ID).	Yes ☐ No ☐
8.	Completed and attached the form (Bas Entity Maintenance Bank Details) to verify the banking details of your organisation and the form has been stamped by the bank.	Yes ☐ No ☐
9.	Attached a verification letter, on an organisational letterhead, confirming that effective, efficient and transparent financial management is practised by the organisation and that internal control systems are in place. (This is required by section 38(j) of the Public Finance Management Act (PFMA).	Yes ☐ No ☐
10.	Attached a signed copy of the latest Annual General Meeting minutes.	Yes ☐ No ☐
11.	Attached a list of current executive members and their identity numbers.	Yes ☐ No ☐

YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS YOU HAVE MET ALL OF THE SUBMISSION REQUIREMENTS.

PLEASE NOTE THAT FUNDING IS LIMITED AND TIMEOUS SUBMISSION OF A COMPLETED APPLICATION DOES NOT GUARANTEE FUNDING.

1. ORGANISATIONAL INFORMATION

NAME OF ORGANISATION

--

PHYSICAL ADDRESS:

Postal code

POSTAL ADDRESS:

Postal code

1.1 TELEPHONE NUMBER

FAX NUMBER

--	--

1.2 EMAIL ADDRESS

--

1.3 CONTACT PERSON AND CONTACT DETAILS

1.3.1 Title First Name Surname

--	--	--

1.3.2 ID No. (attach certified copy of identity document)

--

1.4 PHYSICAL ADDRESS

Postal code

1.5.1 Telephone number (Office hours) **1.5.2 Telephone number (After hours)**

--	--

1.5.3 Cell number

1.5.4 Fax number

--	--

1.5.5 Email address

--

1.6.1 List the key people who will be involved in the project

Name	Capacity	Contact

1.6.2 Have you previously received funding from the Department of Cultural Affairs and Sport ?

YES	NO
------------	-----------

1.7 If your answer to 1.6.2 is yes, in which financial year/s did you receive a grant and what were the amounts you received?

YEAR	R
2012/13	
2013/14	
2014/15	
2015/16	
2016/17	

1.8 Indicate the financial year of the organisation? _____

1.9 Indicate the date of the AGM/Board meeting/s. _____

1.10 EMPLOYMENT STATISTICS FOR THE ORGANISATION

Number of female employees	Number of male employees	Number of disabled employees

1.11 TYPE OF ORGANISATION (Tick the relevant box)

☐ Non-governmental organisation	☐ Trust
☐ Voluntary association	☐ Non-profit organisation
☐ Community-based organisation	Other (please specify)

1.12 DATE ORGANISATION WAS ESTABLISHED

**Please attach a signed and dated copy of the constitution or founding articles of your organisation*

Month

Year

--	--

1.13 FINANCE

Name of registered accountant / auditor/ bookkeeper

Name and surname	
------------------	--

ID no.	
--------	--

Registered practice number	
----------------------------	--

Contact address	
Telephone	

SIGNATURE: REGISTERED ACCOUNTANT/ AUDITOR/ BOOKKEEPER

1.14 BANKING DETAILS



PROVINCIAL GOVERNMENT WESTERN CAPE

BAS ENTITY MAINTENANCE BANK DETAILS

DEPARTMENT

OFFICE

System User Only

BAS Ref No. _____

Captured By: _____

Date Captured: _____

Authorised By: _____

Date Authorised: _____

Bank Details

DETAILS OF FIRM / INSTITUTION:

Name

Address

E-mail address

Contact Person

Tel. No.

I/We hereby request and authorise you to pay any amounts which any accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system know as the "ACB ELECTRONIC BANK TRANSFER SERVICE", and I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.(This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that a payment advice will be supplied by the Department in the normal way, and that it will indicate the date on which funds will be available in my/our account.This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Initials and Surname

Authorised Signature

Date dd/mm/ccyy							

Name of Bank

Name of Branch

Branch Code

Account Number

Type of Account

☐ Current Account ☐ Other (specify)

☐ Savings Account

☐ Transmission Account

DATE STAMP OF BANK

BANK ACCOUNT PARTICULARS

CERTIFIED AS CORRECT

--

FOR OFFICE USE ONLY

APPROVED BY HEAD OF OFFICE

Print Name:

Signature:

Date:



**URhulumente
weNtshona Koloni**
ImiCimbi yeNkcubeko
nezemiDlalo

ISICELO SONCEDO-MALI SONYAKA-MALI WAMA-2017/18

Igama loMbutho: _____

Igama leProjekthi: _____

Inombolo yobhaliso lweNPO: _____

Gcwalisa isicelo esinye ngohlobo ngalunye:

Khetha uhlobo lweprojekthi ephambili yombutho wakho:

☐ Umculo	☐ Umdlalo weqonga
☐ Ubugcisa boncwadi	☐ Imisebenzi yobugcisa
☐ Umdaniso	☐ Ubugcisa obubonakalayo
☐ Inkubeko	☐ Umnyhadala

Igama lesithili apho izokwenziwa khona iprojekthi:

☐ Cape Winelands	☐ Eden
☐ UMbindi weKaroo	☐ Overberg
☐ ISixeko seKapa	☐ UNxweme ☐ lweNtshona

Qaphela: lifomu zezicelo kufuneka zingeniswe kwii-ofisi zeSebe leMicimbi yeNkcubeko neMidlalo ngentsimbi ye-16:00 ngoLwesihlanu okanye ngaphambi kwayo ngowama-30 kweyoKwindla 2017. Izicelo ezifeksiwe okanye ezi-imeyiliweyo azisayi kwamkelwa.

Uncedo lufumaneka kula magosa alandelayo:

UNdlu-nkulu eKapa Fareedah Hunter Umnxeba.: 021 483 9699 I-imeyile: Fareedah.Hunter@westerncape.gov.za	Oudtshoorn Regional Office April Meiring Umnxeba.: 044 279 1766 I-imeyile: April.Meiring@westerncape.gov.za
---	--

❑ **ULUHLU LOKUJONGA UKUTHOBELANA NEEMFUNO ZONCEDO-MALI LWE-NGO**

NCEDA UQAPHELE: Nceda uqinisekise ukuba wonke amacandelo ale fomu yesicelo agcwalisiwe aze atyikitywa ngabantu abafanelekileyo.

NO.	ISIQULATHO	PHAWULA NGO X
1.	Yonke imibuzo iphenduliwe; iscelo sifakiwe kwifom eyiyo nelungiselelwe oko kwaye ityikityiwe.	Ewe ☐ Hayi ☐
2.	Iingxelo zemali zakutsha nje okanye iingxelo zemali eziphicothiweyo, ziqhotyoshelwe. *Imibutho emitsha iyacelwa ukuba ifake ingxelo yebhanki kunye neerekhodi zayo zezimali, ezikwigama lombutho, ukuba iingxelo zemali azikho.	Ewe ☐ Hayi ☐
3.	Ifomu ityikityiwe ngumphicothi obhalisiweyo, umcwangcisi-mali okanye umgcini-ncwadi zemali.	Ewe ☐ Hayi ☐
4.	Isicwangciso sokusebenza sombutho / isiphakamiso siqhotyoshelwe.	Ewe ☐ Hayi ☐
5.	Uqhobeshela ikopi etyikityiweyo yomgaqo-siseko okanye amanqaku angokusekwa kombutho.	Ewe ☐ Hayi ☐
6.	Ikopi yesiqinisekiso sobhaliso lwe-NPO siqhotyoshelwe.	Ewe ☐ Hayi ☐
7.	Ikopi eqinisekisiweyo yeSazisi (ID) somfaki-sicelo iqhotyoshelwe).	Ewe ☐ Hayi ☐
8.	Uyigcwalisile waze waqhuboshela ifomu enesitampu sebhanki ukuqiniseka iinkcukacha zebhanki zombutho wakho .	Ewe ☐ Hayi ☐
9.	Iqhotyoshelwe incwadi yesiqinisekiso ekwisihloko esishicilelweyo sombutho eqinisekisa ukuba imali isetyenziswa ze ilawulwe ngendlela efanelekileyo, esulungekileyo nangokungafihlisiyo ngumbutho ngokokwazi ukuphendula nokucacisa ngezemali kwimiqathango emiselweyo. (Oku kufunwa licandelo 38(j) loMthetho we-Public Finance Management Act (PFMA).	Ewe ☐ Hayi ☐
10.	Iqhotyoshelwe ikopi etyikityiweyo yemizuzu yakutsha nje yeNtlanganiso yoNyaka eVulelekileyo.	Ewe ☐ Hayi ☐
11.	Uluhlu oluneenkukacha zamalungu esigqeba esilawulayo neenombolo zabao zezazisi luqhotyoshelwe.	Ewe ☐ Hayi ☐

ESI SICELO ASISAYI KUQWALASELWA NGAPHANDLE KOKUBA ZONKE IIMFUNO ZOKUFAKWA KWESICELO KUKHAWULELWENE NAZO.

NCEDA UQAPHELE UKUBA ASINGUYE WONKE UMFAKI-SICELO OZA KUFUMANA UNCEDO, KWAYE UKUFAKA ISICELO KWANGEXESHA AYISOSIQINISEKISO SOKUBA SIZA KUBA YIMPUMELELO.

1. IINKCUKACHA ZOMBUTHO

IGAMA LOMBUTHO

IDILESI YESITALATO:

Ikhawudi

IDILESI YEPOSI:

Ikhawudi

1.1 INOMBOLO YOMNKEBA

INOMBOLO YEFEKSI

1.2 IDILESI YE-IMEYILE

1.3 UMNTU EKUNOKUQHAGAMSHELANA NAYE NEENKCUKACHA ZAKHE

1.3.1 Itayitile

Igama lokuqala

Ifani

1.3.2 Inombolo ye-ID. (qhoboshela ikopi eqisekisiweyo yesazisi)

1.4 IDILESI YESITALATO

Ikhawudi

1.5.1 Inombolo yomnxeba (Ngexesha lomsebenzi) **1.5.2 Inombolo yomnxeba** (Emva komsebenzi)

--	--

1.5.3 Inombolo yeselula

1.5.4 Inombolo yefekisi

--	--

1.5.5 Idilesi ye-imeyile

--

1.6.1 Bhala abantu ababalulekileyo abaza kuba yinxalenye yale projekthi

Igama	Isikhundla	Inkcukacha

1.6.2 Ingaba wakhe walufumana uncedo-mali kwiSebe leMicimbi yeNkcubeko neMidlalo ngaphambili?

EWE	HAYI
------------	-------------

1.7 Ukuba impendulo yakho ngu-ewe ku 1.6.2 ngawuphi unyaka-mali nesixa-mali owasifumanayo?

UNYAKA	R
2012/13	
2013/14	
2014/15	
2015/16	
2016/17	

1.8 Bonisa unyaka-mali wombutho? _____

1.9 Bonisa umhla wentlanganiso yonyaka kawonke wonke/ intlanganiso zebhodi.

1.10 IINKCUKACHA-MANANI ENGQESHO KUMBUTHO

Inani labasebenzi abangamabhinqa	Inani labasebenzi abangamadoda	Inani labantu ababandezeleke ngokwamalungu omzimba

1.11 UHLOBO LOMBUTHO (Phawula ibhokisi efanelekileyo)

☐ ☐ Umbutho ongekho phantsi	☐ Itrasti
☐ Umbutho wamavolontiya	☐ Umbutho ongenzi ngeniso-mali
☐ Umbutho wasekuhlaleni	Olunye (nceda uchaze)

1.12 UMHLA OWASUNGULWA NGAWO UMBUTHO WAKHO

* Nceda uqhoboshele umgaqo-siseko onomhla notyikityiweyo okanye amanqaku okumiselwa kombutho wakho

Inyanga

Unyaka

--	--

1.13 EZEZIMALI

Igama lomcwangcisi-mali /umphicothi-zincwadi/umgcini-zincwadi obhalisiweyo

Igama nefani	
--------------	--

Inombolo ye-ID	
----------------	--

Inombolo yokusebenza ebhalisiweyo	
-----------------------------------	--

Idilesi yoqhagamshelwano	
Umnxeba	

UTYIKITYO: UMCWANGISI-MALI / UMPHICOTHI-ZINCWADI / UMGICINI-ZINCWADI OBHALISIWEYO



PROVINCIAL GOVERNMENT WESTERN CAPE

BAS ENTITY MAINTENANCE

BANK DETAILS

DEPARTMENT

OFFICE

System User Only

BAS Ref No. _____

Captured By: _____

Date Captured: _____

Authorised By: _____

Date Authorised: _____

Bank Details

DETAILS OF FIRM / INSTITUTION:

Name _____

Address _____

E-mail address _____

Contact Person _____

Tel. No. _____

I/We hereby request and authorise you to pay any amounts which any accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system know as the "ACB ELECTRONIC BANK TRANSFER SERVICE", and I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that a payment advice will be supplied by the Department in the normal way, and that it will indicate the date on which funds will be available in my/our account. This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

 Initials and Surname

 Authorised Signature

Date dd/mm/ccyy									

Name of Bank _____

Name of Branch _____

Branch Code _____

Account Number _____

 Type of Account ☐ Current Account ☐ Other (specify)
☐ Savings Account☐ Transmission Account

DATE STAMP OF BANK

BANK ACCOUNT PARTICULARS

CERTIFIED AS CORRECT

FOR OFFICE USE ONLY

APPROVED BY HEAD OF OFFICE

Print Name: _____

Signature: _____

Date: _____

2. ISICWANGCISO SOKUSEBENZA

Nceda uqhoboshele isicwangciso sokusebenza esicacileyo seprojekthi oyenzela isicelo soncedo-mali, uqinisekise ukuba yonke imibuzo elapha ngezantsi iphendulwe ngokucacileyo. Qhoboshela uhlahlo lwabiwo-mali olucacileyo lweprojekthi oyenzela isicelo. Olu luhlu lusisikhokhelo kwaye ukhululekile ukongeza ezinye iinkcukacha lungaqaqhotyeshelwa ukuba zinxulumene nesicelo.

- Igama leprojekthi
- Yithi gqaba-gqaba ngeprojekthi yakho
- Iza kwenzelwa phi iprojekthi?
- Leliphi iqela ojolise kulo, umzekelo ulutsha; ababandezeleke ngokwamalungu omzimba; amabhinqa njl njl?
- Yintoni iinjongo zeprojekthi?
- Ngawaphi amanye amahlakani entsebenziswano / kunye nabalingane abaza kuthatha inxaxheba kwiprojekthi?
- Ngubani oza kuxhamla kwiprojekthi? Zicacise izinto eziyinzuzo
- Isikelwe ixesha elingakanani iprojekthi? Kuquka umhla wokuqala nokuphela kweprojekthi; ixesha elicwangcisiweyo lemisebenzi yeprojekthi; izinto eziphambili zeprojekthi eziphunyeziweyo kunye nazo naziphi na iinkcukacha.
- Sithini isicwangciso somsebenzi weprojekthi? Kuquka ezona njongo ziphambili; imihla ecwangcisiweyo yemisebenzi yeprojekthi; apho ezi zinto ziza kwenziwa khona, kunye neziphumo ezilindelekileyo zale misebenzi yeprojekthi.
- Ngomphi umbutho/ imibutho ocinga ukusebenzisana nayo/ ukuzimanya nawo?
- Ingaba kukho uqeqesho olucwangcisiweyo? Dwelisa iintlobo zoqeqesho.
- Ingaba uqeqesho luvunyiwe na?
- Bangaphi bebonke abantu abaza kuqeqeshwa kule projekthi?
- Bangaphi abathathi-nxaxheba abangamabhinqa bebangaphi abangamadoda?
- Luthini uhlahlo lwabiwo-mali oluphangaleleyo lweprojekthi? Dwelisa izinto ekufuneka zabelwe imali ngokweendleko zento nganye.

2.1 IYONKE IMALI EYENZELWA ISICELO:

R

3. UTYIKITYO

Igcwaliswe ngulo ungezantsi:

Itayitile

Igama

Ifani

Isikhundla embuthweni

Inombolo ye-ID

Ityikitywe

--	--	--	--	--	--	--	--

D D M M Y Y Y Y