



CALL FOR PROPOSALS:
NGOs TO SUBMIT PROPOSALS ON UTILISING HUMANITARIAN RELIEF FUNDING TO MITIGATE THE
SPREAD OF COVID-19 IN LANGEBERG MUNICIPAL AREAS

Registered non- governmental organisations (NGO's), operating in the Langeberg Municipal area, must submit all relevant information as stipulated within the Humanitarian Relief Application Form.

Completed applications can be submitted to Ms M. van Schalkwyk at mvanschalkwyk@langeberg.gov.za or by enclosed envelope, clearly marked "Humanitarian Relief Funding Application" and placed in the dedicated box, at the Municipal Offices, 52 Church Street, Robertson not later than 12:00 on Friday the 12th of February 2021.

Submission after the closing date will not be considered.

Any enquiries regarding the application document can be directed to Mr N. Mdluli at 023 615 8911 or nmdluli@langeberg.gov.za.

AWJ Everson
ACT. MUNICIPAL MANAGER



APPLICATION FOR HUMANITARIAN RELIEF

1. DATE AND YEAR IN WHICH THE ORGANISATION WAS FOUNDED INCLUDE BRIEF DESCRIPTION OF BUSINESS OR ACTIVITIES OF ORGANISATION:

2. ADDRESS:

Physical Address

Postal Address

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3. CONTACT DETAILS:

Name: _____ Title/Position held: _____

Tel : _____ Fax: _____ E-mail: _____

4. THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

- A copy of NGO Registration
- Declaration of "In the Service of the state"
- A copy of the latest Municipal Account of the registered address
- Written project/programme description and/or a business plan of no longer, than two pages, to propose how the funds will be utilised to mitigate the spread of COVID-19 in the Langeberg Municipal area, targeting previously disadvantaged groupings. The breakdown of the cost and the number of people who will benefit.
- A summary of past achievements/initiatives to help reduce the spread of COVID-19

5. PROCEDURES AND CONDITIONS OF ALLOCATION:

- Only registered NGOs operating in Langeberg municipal area are considered.
- NGOs that already participated in efforts to reduce spread of COVID-19 are strongly recommended.
- Interested NGOs are invited to submit proposals targeting communities of previously disadvantaged groupings.
- An amount of not more than R30 000 to be allocated per successful NGO.
- A successful applicant will enter into a written agreement with the Municipality and provide proof of evidence after completion of the project. (Details containing particulars of beneficiaries and any other initiative).

6. UNDERTAKING:

I/We hereby verify that the information provided in this application is true and correct and the conditions applicable to the allocation of humanitarian relief as set out above have been read, understood and will be compiled with.

I/We also declare that the organisation implements effective 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 this _____ day of _____ 2021.

NAME AND SURNAME

SIGNATURE

DATE

NAME OF SUPPLIER / BUSINESS:

1. DECLARATION OF “IN THE SERVICE OF THE STATE”

1. 1 If a spouse, child or parent of the owner, director, manager, shareholder or stakeholder of the entity is in the service of the state, or has been in the service of the state in the previous twelve months, the following information must be completed:
(Please indicate if not applicable)

The name of the person in the employment of the state:

.....

The capacity in which that person is in service of the state:

.....

Is that person an owner, director, manager, shareholder or connected to the business:
Yes or No? (If yes please specify)

.....

The relationship to the owner, director, manager, shareholder or stakeholder of the entity:

	Spouse	Child	Parent
Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shareholder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

“in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder