



**CALL FOR PROPOSALS:  
INVITATION TO SUBMIT PROPOSALS FOR COVID - 19 HUMANITARIAN RELIEF PROGRAMS**

Applicants are invited from non-governmental organisations (NGO), community based organisations (CBO) including church organisations for humanitarian relief funding to mitigate spread of corona virus in Langeberg areas.

The following conditions are applicable:

- Funds be strictly utilised for corona virus related relief programs.
- No funds be utilised for capital and or operational activities of the organisations including payment of staff.
- Organisation who have previously participated on corona mitigation measures are highly recommended.
- Humanitarian relief programs should focus on people and or children from disadvantaged communities.
- A written submission of no longer than 2-3 pages is required.
- An amount of not more than R30 000 to be allocated per successful applicant.
- Provide proof of evidence after completion of the program, before 30 June 2021.
- Memorandum of understanding (MOU) be signed with approved providers.

Completed applications can be submitted to Ms M. van Schalkwyk at [mvanschalkwyk@langeberg.gov.za](mailto: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 Wednesday the 5th of May 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](mailto:nmdluli@langeberg.gov.za).

**ASA De Klerk  
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:

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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