

A	<p>DATE AND YEAR IN WHICH THE ORGANISATION WAS FOUNDED, INCLUDE BRIEF DESCRIPTION OF BUSINESS OR ACTIVITIES OF ORGANISATION:</p> <p>.....</p> <p>.....</p> <p>.....</p>								
B	<p>ADRESS</p> <table border="0"> <tr> <td data-bbox="259 896 891 930">(i) Physical</td> <td data-bbox="904 896 1396 930">(ii) Postal</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table> <p>Contact details:</p> <p>Name: Title/Position held :</p> <p>Tel : Fax: E-mail:.....</p>	(i) Physical	(ii) Postal
(i) Physical	(ii) Postal								
.....								
.....								
.....								
C	<p>INDICATE IN WHICH WARD THE ORGANISATION IS ACTIVE: Ward</p> <p>Is the organisation a non-profit organisation? <input data-bbox="937 1354 1010 1407" type="checkbox"/> <input data-bbox="1104 1354 1177 1407" type="checkbox"/></p> <p>If no, registration number :</p> <p>Is funding required for a specific project? :</p> <p>If yes, attach details separately</p> <p>Budget amount for projects :</p> <p>Duration of project..... <input data-bbox="937 1709 1010 1764" type="checkbox"/> <input data-bbox="1104 1709 1190 1764" type="checkbox"/></p> <p>If no, is funding required for general support?</p> <p>If yes, attach a copy of the organisation's overall budget</p>								

D	<p>CATEGORY:</p> <p>Please indicate in which of the following categories your application falls:</p> <p>Health <input data-bbox="691 300 764 348" type="checkbox"/></p> <p>Environment <input data-bbox="691 380 764 428" type="checkbox"/></p> <p>Solid Waste (cleaning) <input data-bbox="691 474 764 522" type="checkbox"/></p> <p>Social Development <input data-bbox="691 569 764 617" type="checkbox"/></p> <p>Sport and Recreation <input data-bbox="691 663 764 711" type="checkbox"/></p>
	<p>Note: for more detail, see attached Grants-in-Aid Policy (general guidelines and categories)</p> <p>Please indicate the specific type of project/programme, as per the Grants-in-Aid Policy:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
E	<p>THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:</p> <ul style="list-style-type: none"> • A copy of the latest, audited financial statements. • A copy of the Organisation's Constitution. • A copy of a project/programme description and/or a business plan for the ensuing financial year. • Full details of the proposal or project including its objectives, the number of people who will benefit and how the project will contribute or enhance the strategic objectives of Langeberg Municipality. • Commencement and completion dates of the project. • Information of the total cost of the project budget, including a breakdown of costs and of an outline of any contribution by fundraising and/or own contribution. • A list of all other sources of funding together with the assessments. • A summary of past achievements. • References independent of the applicant and its executive. <p>(A copy of council's Grant-in-Aid Policy is available from any Municipal Office for easy reference)</p>

F THE FOLLOWING SHALL APPLY:

1. The allocation of a grant-in-aid will only be considered if the application document has been completed and signed and is accompanied by the required and supporting document referred to therein.
2. An applicant who has been registered as “non-profit” organisation in terms of Section 13 of the Non-profit organisation Act, 1997 must submit the necessary proof there-of together with its application.
3. Applicants must in their submission clearly indicate / specify / and motivate what the funds will utilized for.
4. The grant-in-aid must be exclusive utilized for the purpose defined and the successful applicant must submit the necessary undertaking to this effect.
5. Applicants must in their submission satisfy the Council of their ability to execute the project successfully.
6. Organisations who have already received financial or other assistance from the Council during the previous financial year must specify this in their application.
7. No funding will be considered for political groupings, churches/ sectarian bodies or ratepayers organisations.
8. No funding will be considered where only an individual will benefit or where a member of council or an official of Langeberg Municipality will receive any financial or other gain.
9. Projects outside the boundaries of the Council will not be considered.
10. Expenditure that will **NOT** be funded includes: travel cost, subsistence, accommodation, food or entertainment expenses of any kind, staff salaries including bonuses, capital costs, bursaries and payments in lieu of rates or other municipal charges.
11. Subsequent request from applicants to cover overspending on projects will not be considered.
12. Successful applicants must at all times comply with the provisions of Section 67(1) of the Municipal Finance Management Act No. 56 of 2003 which *inter alia* stipulates that the organisation or body has to: -

- Enter into a comply with a Memorandum of Agreement with the Municipal as well as with all reporting, financial

management and auditing requirements as may be contained in such agreement. The Memorandum of agreement will be made available to successful applicants for completion.

- Reporting monthly on the actual expenditure of the amount allocated to it.

13. The Council reserves the right not to give a grant-in-aid to any or all organisations applying for grants. Having been awarded a grant previously does not give an applicant the right to receive a grant again.
14. Funding will not be considered where in Council's opinion, an organisation is already receiving funds from Council in terms of Council's functions. Applications are required to disclose other sources of funding, failing which such applicant will be disqualified.
15. Funding will not be considered where in Council's opinion, an organisation received sufficient funds from other sources to sustain its activities or the project applied for. For this purpose, organisations must submit financial statement and budget for the ensuing financial year.
16. Organisation having received funding from Langeberg Municipality during the previous financial year, are required to attach to any new application, a copy of the financial statements relating to the year in which the funding was received from Council, as required in terms of Section 17 of the Non-profit Organisation Act, 1997 and Section 67(1) of the Municipal Finance Management Act, 2003 (MFMA).
17. Funding will not be considered where expenses have already been incurred on a project by the Applicant.

(The Council's Grants-in-Aid Policy must be consulted for the sake of completeness)

G

UNDERTAKING:

I/We hereby verify that the information provided in this application is true and correct and the conditions applicable to the allocation of a grant-in-aid as set out above have been read, understood and will be complied 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.

This done and signed at Langeberg Municipality on this day of..... 20.....

_____ **Date:** _____

Chairperson/Authorised Representative

_____ **Date:** _____

Secretary / Duly Authorised Signatory