



**nelson mandela bay**  
M U N I C I P A L I T Y

**POLICY GOVERNING FINANCIAL ASSISTANCE TO  
EXTERNAL ORGANISATIONS VERSION 4  
(PREVIOUSLY GRANT-IN-AID POLICY)**

## POLICY HISTORY

<b>TITLE OF POLICY</b>		Policy Governing Financial Assistance to External Organisations (Grant-in-Aid) Version 4					
<b>POLICY OWNER</b>		Corporate Services					
<b>POLICY CHAMPION</b>		Director: Corporate Admin and Support Services Name: Mr S Javu Tel: 041 506 3276 E-mail: <a href="mailto:sjavu@mandelametro.gov.za">sjavu@mandelametro.gov.za</a>					
<b>DOCUMENT HISTORY:</b>							
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## ACRONYMS

MFMA	Local Government: Municipal Finance Management Act 56 of 2003
MSA	Local Government: Municipal Systems Act 32 of 2000
NpOA	Non-profit Organisations Act 71 of 1997

## DEFINITION OF TERMS

Unless the context indicates otherwise:

“*Constitution*” refers to the Constitution of the Republic of South Africa, Act 108 of 1996;

“*Council*” refers to the Council of the Nelson Mandela Bay Metropolitan Municipality;

“*Municipality*” means the Nelson Mandela Bay Metropolitan Municipality, a Category A Municipality established in terms of Part 2 of Schedule 1 of Notice 85 in the Eastern Cape Provincial Gazette No. 654 on 27 September 2000 promulgated in terms of Section 12(1) of the Local Government: Municipal Structures Act 117 of 1998, for the municipal area described in such Notice;

“*Policy*” refers to the Policy Governing Financial Assistance to External Organisations of the Nelson Mandela Metropolitan Municipality Version 4;

“*Vulnerable*” means groups within society that face higher risks of social exclusion and poverty, including but not limited to the disabled; children; women; the elderly; blacks (i.e. Africans, Coloureds and Asians); orphans; and the homeless.

## 1. INTRODUCTION

Local government is responsible for realising the developmental goals of society provided for in the South African Constitution. Ordinarily, grant-in-aid policies strive to give effect to the Constitutional imperatives, by endeavouring to improve the quality of life of communities and promoting their development by means of grants to deserving organisations. Similarly, the Nelson Mandela Bay Metropolitan Municipality's Grant-in-Aid Policy, adopted by *Council* on 19 October 2006, proposes to provide grants to non-profit institutions engaged in activities that support the strategic agenda of *Council*, in instances where *Council* itself is not actively or sufficiently engaged, and where it considers the recipient of the grant to be more capable of delivering an effective service. Key in these developmental objectives is value enhancement and empowerment, particularly of those communities who have historically been disadvantaged, thus ensuring the successful transformation of our society.

Changes in legislation, together with a desire among decision-makers to achieve a more effective approach by internal and external stakeholders, necessitated the revision of the Grant-in-Aid Policy of the *Municipality*. This document seeks to give effect to the aforementioned requirements and to achieve a comprehensive approach to the granting of financial assistance to organisations outside the *Municipality*

## 2. REGULATORY FRAMEWORK

The Municipal Ordinance 20 of 1974 traditionally informed the Grant-in-Aid Policy of the Municipality. A number of statutes enacted, impact on the decision-making powers of municipalities and the manner in which financial assistance is provided to external organisations have created a need to bring Grant-in-Aid Policy of the *Municipality* in line with statutory developments as well as existing policy within the *Municipality*. The *Policy* is therefore informed and guided by:

- 2.1 The Local Government: Municipal Finance Management Act 56 of 2003 (MFMA) – Section 67 governs the transfer of funds to organisations and non-governmental bodies and organisations for non-commercial/business purposes;

- 2.2 The Local Government: Municipal Systems Act 32 of 2000 (MSA) – Chapter 4 gives effect to the Constitutional mandate of participatory governance, while Chapter 7 provides for principles and practices that promote fair administration and financial management at local government level;
- 2.3 The Non-profit Organisations Act 71 of 1997 (NpOA) – This Act regulates the manner in which non-profit organisations conduct their affairs;
- 2.4 The Property Rates Policy of the *Municipality*– This *Policy* provides property rates relief to organisations other than those who qualify for rates relief.
- 2.5 The Supply Chain Management Policy of the *Municipality* – This *Policy* governs the procurement of goods and services and regulates municipal services in circumstances contemplated in the Municipal Systems Act 32 of 2000.

### **3. POLICY PRINCIPLES**

The *Policy* seeks to entrench and promote the following principles:

- 3.1 The improvement of the quality of life of the local community and the promotion of socio-economic development, particularly in communities that have been previously disadvantaged.
- 3.2 The support of *vulnerable* groups within the jurisdiction of the *Municipality*.
- 3.3 The fair, equitable and transparent distribution of funds by the *Municipality* to target beneficiaries.
- 3.4 The enhancement of opportunities for gaining access to financial support within the framework of the *Policy*.
- 3.5 The participation of the public in processes and decisions that affect them.
- 3.6 Good governance.

## **4. POLICY OBJECTIVES**

The key objectives of the *Policy* are to:

- 4.1 ensure compliance with the regulatory framework governing the transfer of funds to organisations or bodies, other than in compliance with a commercial or other business transaction;
- 4.2 provide a simple application and administration process;
- 4.3 ensure procedural regularity and good governance in the administration and allocation of funds;
- 4.4 avoid duplication in the allocation of funds;
- 4.5 ensure the fair and equitable distribution of resources;
- 4.6 make provision for the conditions under which funds may be administered and managed.

## **5. CONDITIONS GOVERNING ALLOCATION AND DISTRIBUTION OF FINANCIAL ASSISTANCE**

The following factors will be considered in decisions concerning who qualifies for financial assistance:

### **5.1 Eligibility criteria**

5.1.1 The applicant must –

- (i) be an organisation/body/institution engaged in activities that support the strategic objectives and priorities of the *Municipality*;
- (ii) be engaged in functions that fall within the jurisdiction of the *Municipality*;
- (iii) be deemed to be capable of highly effective service delivery with respect to item (ii) above;
- (iv) through its services contribute to the developmental and transformational agenda of government through socio-economic empowerment and value creation, particularly in communities that have historically been disadvantaged;

- (v) be actively involved in addressing the plight of *vulnerable* sectors of the population of Nelson Mandela Bay; and/or
- (vi) contribute to the alleviation and/or eradication of poverty.

5.1.2 The applicant must be registered as a non-profit organisation in terms of the Non-profit Organisations Act 71 of 1997.

5.1.3 The applicant must be able to contribute to meeting the needs of the local community.

5.1.4 The applicant's need for financial assistance: Priority for assistance may be influenced by the financial resources of the applicant, to the extent that organisations that have built up reserves for specific projects and that are self-sufficient will not be penalized. The availability of funds from other financial sources may also strongly influence decision-making.

5.1.5 The non-utilisation of assets by applicants, e.g. property, which could be sold - unless it forms a material source of annual income for the applicant.

5.1.6 Any future commitment that may be imposed on the *Council*.

5.1.7 Permissibility in terms of the provisions of the Local Government Municipal Finance Act 56 of 2003 or any other legislation that may be applicable at the time.

5.1.8 Where the applicant fails to comply with the necessary application conditions, the application may be referred elsewhere. In such an event, the applicant will be informed of any alternatives available.

5.1.9 The applicant organisation/body/institution must have undergone the stipulated application process for financial assistance as prescribed by the *Policy*.

5.1.10 Financial assistance may only be awarded to organisations/bodies/institutions that have applied for and qualified for assistance in respect of all the conditions and processes stipulated in the *Policy*.

5.1.11 Funds awarded to a beneficiary may NOT be used for purposes, other than specified in the application, and agreed to by *Council*.

## 5.2 **Categories of organisations/bodies/institutions that may apply**

5.2.1 **Arts and culture:** Libraries, museums, art galleries, agricultural societies, and art and culture organisations, particularly those organisations that promote the image and reputation of the Nelson Mandela Bay and contribute toward the restoration



and preservation of South African heritage. Preference may be given to groups that stage local shows and/or perform at *Council* functions.

- 5.2.2 **Education:** Early childhood development centres/institutions, schools catering for persons with disabilities and special learners, as well as universities, public colleges and educational institutions initiating programmes for the benefit of the communities of Nelson Mandela Bay. Educational outreach programmes and/or community upliftment/development projects presented by registered welfare organisations/Section 21 companies/other non-profit making organisations.
- 5.2.3 **Environment:** Organisations/Bodies/Institutions that actively seek to promote activities that generate a respect for the safety and preservation of life, and whose constitutions make provision for the conservation and protection of fauna, flora and marine life.
- 5.2.4 **Local Economic Development:** Only **registered** non-profit organisations engaged in economic development through job creation, small, medium, micro enterprises (SMME) development, inward investment, training, empowerment, community development and tourism may be considered.
- 5.2.5 **Sport:** Applications for development projects and/or the hosting of events, the support of amateur sport, and youth recreational activities related to sport may be considered. Applications by sporting institutions that are affiliated to provincial/national governing bodies must be channelled through the relevant governing body and reflect the manner in which a developmental and transformational agenda will be addressed in the application.
- 5.2.6 **Welfare:** Registered benevolent, welfare or charitable institutions that promote the interest of the *vulnerable* of society and work toward poverty alleviation, for example, animal welfare societies, organisations that contribute toward the empowerment of women, children, the aged, the disabled and those suffering of HIV and AIDS. Applications from member societies of the Community Chest must be considered in liaison with the Community Chest.

### 5.3 **Extent of financial assistance**

- 5.3.1 The extent of any financial assistance will be determined by virtue of an assessment of the information supplied on the prescribed application form (see Appendix 1) and

the application of the criteria provided for in the *Policy*. The final decision will be at the discretion of *Council*.

5.3.2 The annual provision in respect of financial assistance may be distributed amongst the various categories of applicants, as set out below:

- (a) Arts and culture -15%
- (b) Education - 15%
- (c) Environment – 5%
- (d) Local economic development - 20%
- (e) Sporting bodies - 20%
- (f) Welfare - 20%
- (g) Other – 5%

#### 5.4 **Types of assistance for consideration**

5.4.1 Property rates relief by way of exemption, rebate or reduction: organisations other than those that qualify to apply for rates relief in terms of the Property Rates Policy of the *Municipality* may apply for such relief.

5.4.2 Interest on loans in respect of permanent improvements to immovable property let by *Council* to the applicant or owned under an agreement containing a reversionary clause in favour of *Council*.

5.4.3 Rental due on municipal property.

5.4.4 Costs of hosting provincial/national/international events in the Nelson Mandela Bay area. Sporting bodies affiliated to a provincial or national body must apply through the relevant governing body as per paragraph 5.2.5.

5.4.5 Hire and/or utilisation of municipal facilities.

5.4.6 The use and/or lease of *Council* property by early childhood development institutions at a rate not necessarily equal to market value in terms of the Supply Chain Management Policy and, where feasible, assist with the operational costs of the property.

5.4.7 Financial assistance, even in instances where property rates relief has been applied for and granted in line with the Property Rates Policy, provided that the course for such assistance is not governed in terms of the said policy.

5.4.8 Any other assistance from which the Nelson Mandela Bay Metropolitan Municipality is to derive a benefit, and that is not in conflict with any legislation or with any policy of the *Municipality*.

## 5.5 **Types of assistance not to be considered**

5.5.1 Property rates relief in respect of bodies that qualify for a rates rebate in terms of the Property Rates Policy of the *Municipality*. Applicants must be advised to apply to the Budget and Treasury Directorate in terms of the aforementioned *Policy*.

5.5.2 Relief from municipal service charges in respect of land owned/leased by an applicant, with the exception of deserving early childhood development institutions.

5.5.3 Funds for capital projects.

5.5.4 Payment of salaries, allowances, honoraria or any form of remuneration.

5.5.5 Property rates assessment.

## 5.6 **Types of organisations that do not qualify for assistance**

5.6.1 Churches;

5.6.2 Residents'/Civic/Ratepayers' organisations;

5.6.3 Labour or employer organisations;

5.6.4 Organisations that further racial discrimination or practice unfair discriminatory policies;

5.6.5 Organisations operating on a 'for gain', i.e. profit-making, basis;

5.6.6 Organisations/Bodies/Institutions affiliated to the *Municipality* through an internal arrangement;

5.6.7 Political parties and organisations affiliated to political parties.

## **6. APPLICATION PROCEDURE**

### **6.1 Period of financial assistance**

6.1.1 The financial assistance arrangement will be valid for one year only.

6.1.2 Applicants must re-apply for assistance each year, irrespective of whether or not assistance was awarded to them previously.

6.1.3 Consideration will be given to the extension of financial assistance to projects over a three-year period in instances where a strategic relationship with organisations/bodies/institutions that stimulate programmes that promote socioeconomic development and the plight of the *vulnerable* within the jurisdiction area of the *Municipality* exist and the sustainability of such projects can be demonstrated.

### **6.2 Call for applications**

6.2.1 During January each year, eligible organisations/bodies will be invited in the local press, to apply for financial assistance.

6.2.2 Applications must be submitted to the Executive Director: Corporate Services before 31 March each year, for consideration in August of that year - subject to approval of the Operating Budget for the new financial year. Applications submitted after the aforementioned cut-off date will be considered during the next financial year.

### **6.3 Screening of applications**

6.3.1 Applications must be made on the prescribed application form and will be considered only when such form is received together with the required supporting documents.

6.3.2 All applications will be considered simultaneously, once a year, to enable the *Council* to apply equal and consistent measures, with due regard for relative priority.

- 6.3.3 Deviation from paragraph 6.3.1 will be subject to exceptional circumstances, where it can be proved that hardship may otherwise be suffered.
- 6.3.4 No application will be considered unless the following conditions have been met:
- (a) The application is made on the prescribed application form, obtainable from the Executive Director: Corporate Services.
  - (b) The application form is accompanied by the following applicable documentation:
    - (i) latest audited financial statements / financial statements reviewed by a registered accounting professional for applications requesting assistance to the value of R50 000,00 or less;
    - (ii) most recent annual report;
    - (iii) latest bank statement;
    - (iv) latest municipal account: an award will be subject to the payment of the municipal account. An arrangement for payment of accounts in arrears may be entered into at the discretion of *Council*;
    - (v) SARS Tax Clearance Certificate – for any award of R15 000 and above, as determined by the Supply Chain Management Policy of the *Municipality*
    - (vi) in the case of first-time applicants, a copy of its Constitution, and a Business Plan and budget estimates – in respect of newly established organisations/bodies/institutions.
    - (vii) proof of registration as a Non-Profit Organisation.
  - (c) The applicant's Constitution provides that in the event of the dissolution of the organisation, any assets remaining will be handed over to an organisation or society with similar objectives.
- 6.3.5 Corporate Services Directorate shall be responsible for the administration of the awards.
- 6.3.6 Once applications close, a record must be kept for at least three years of all applications received. The record should include:
- (a) a list of the names of all organisations that have submitted applications;
  - (b) whether or not the applicant qualifies in terms of the application criteria; and
  - (c) if an applicant does not meet such criteria, the reasons for not having to consider the application, in terms of the *Policy*, together with all the

applications, separated into bundles according to the category of application, must be submitted to the Technical Task Team for further evaluation.

- 6.3.7 The Technical Task Team comprising of two (2) members from each of the following Directorates shall be responsible for screening the applications in accordance with the *Policy* criteria before they are submitted to the Financial Assistance to External Organisations Sub-committee: Budget and Treasury; Office of the Chief Operating Officer, Corporate Services; Economic Development, Tourism and Agriculture; Public Health; and Sport, Recreation, Arts and Culture.
- 6.3.8 The Financial Assistance to External Organisations Sub-committee shall comprise of the following members: Portfolio Councillors for - Economic Development, Tourism and Agriculture; - Sports, Recreation, Arts and Culture; - Public Health; - Human Resources and Corporate Services; - Budget and Treasury or their nominees.
- 6.3.9 Officials from the Budget and Treasury and Corporate Services Directorates, will be responsible for the processing of all awards allocated to organisations/bodies/institutions.

#### 6.4 **Approval of applications**

- 6.4.1 All applications, together with supporting documentation, will be analysed and reported on in respect of good governance, legislative requirements and adherence to the *Policy* by the Chief Financial Officer of the *Municipality*.
- 6.4.2 The report, in respect of para 6.4.1, together with a recommendation in respect of which organisations/bodies/institutions should be awarded a grant, will be made to the Budget and Treasury Committee and the Executive Mayor for consideration and approval, respectively.
- 6.4.3 Discretion over which organisations/bodies/institutions will ultimately receive financial assistance resides with the Executive Mayor, in consultation with the Budget and Treasury Committee, and in line with *Council's* Delegation of Authority.

## **7. REPORTING BY BENEFICIARIES**

- 7.1 All recipients of a cash amount will be required to submit a report on the spending of the funds awarded, failing which future requests for assistance will not be considered.

## **8. POLICY IMPLEMENTATION**

- 8.1 This *Policy* will be implemented at the beginning of the new life cycle of the Grant in Aid Policy process, following its adoption by Council. It is, the revised adopted policy will be implemented at the time when a fresh call for applications is made.
- 8.2 The policy will be called 'Policy Governing Financial Assistance to External Organisations (Grant-in-Aid)' and will supersede any previous Policy Governing Financial Assistance to External Organisations (Grant-in-Aid) policies adopted by Council.

## **9. POLICY MONITORING AND EVALUATION**

- 9.1 It is incumbent upon those involved in the administration and management of the *Policy* to ensure adherence to the provisions of the *Policy*.
- 9.2 The *Municipality* will review and, if necessary, amend the *Policy* every three years, taking into account the comments and representations of political office bearers, municipal officials and the local community.

**Appendix 1:**

**Application Form for Financial Assistance to External Organisations**



## APPLICATION FOR FINANCIAL ASSISTANCE PROVIDED TO EXTERNAL ORGANISATIONS

### GENERAL CONDITIONS AND REQUIREMENTS

1. **The closing date for applications at noon 31 March each year.** Any grants made by the Council will be payable as from the month following the resolution of Council to pay such funds.
2. Grants are made for one year only. Organisations that require further financial assistance should therefore apply afresh each year. Any amount to be awarded is at the discretion of Council.
3. Applications for financial assistance will be considered **ONLY** if made on the prescribed application form **AND ONLY** if such application is accompanied by the following applicable documents:-
  - (i) a copy of the Organisation's constitution (only new applications, unless amended since previous submission)
  - (ii) the latest audited financial statements (if current year not reflected, statements for previous year should be submitted);
  - (iii) should the applicant be unable to provide financial statements as per (ii) above, a detailed **BUSINESS PLAN** must be submitted with respect to **newly established** organisations/groups/clubs only (**less than 3 months old**);
  - (iv) proof of registration as a Non-Profit Organisation (NPO);
  - (v) tax clearance certificate / proof of tax compliance status (obtainable from SA Revenue Service (SARS) applicable to organisations applying for R15 000,00 or more;
  - (vi) the latest annual report (previous year's annual report)
  - (vii) a copy of the applicant's latest detailed bank statement; and
  - (viii) a copy of the latest municipal account.
4. No application will be considered unless its Constitution contains a dissolution clause to the effect that in the event of dissolution of the organisation, any assets remaining shall be handed over to an organisation or society with similar objectives.
5. All applicants who have previously obtained assistance must report on how it was utilised.
6. The **completed application form**, together with all the required documentation as per paragraph 3 above, **must be forwarded to:-**

The Executive Director: Corporate Services  
P O Box 116  
GQEBERHA  
6000  
Attention: Ms V Heera

**OR**

11<sup>TH</sup> Floor, Lillian Diedericks Building  
191 Govan Mbeki Ave, GQEBERHA

7. **Queries only:** Tel: 041-506 3229 Fax: 041-506 3383 E-mail: [finassist@mandelametro.gov.za](mailto:finassist@mandelametro.gov.za)

ALL DECISIONS OF THE COUNCIL ARE FINAL AND NO FURTHER CORRESPONDENCE IN RESPECT OF THE OUTCOME OF AN APPLICATION WILL BE ENTERED INTO.

**INSTRUCTIONS FOR THE COMPLETION OF THE APPLICATION FORM:**

- ✓ ALL sections must be completed meticulously.
- ✓ Incomplete and inaccurate applications (or forms submitted without the required supporting documents) will be disqualified and will NOT be processed any further for consideration by the Council.
- ✓ If it is found that incorrect or false information has been supplied in the past in order to qualify for a grant, the funds allocated to that applicant will be recovered by means of legal action. Future applications will not be considered.

**SECTION A: ORGANISATIONAL INFORMATION**

1. Name of your organisation/body/institution.

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2. Indicate with an X the applicable funding category within which your organisation/body/institution falls.

FUNDING CATEGORY		X
a	Welfare	
b	Education	
c	Arts & Culture	
d	Sport	
e	Local Economic Development	
f	Environment	
g	Other (please specify):	

3. Welfare / Non-profit Organisation registration number: \_\_\_\_\_  
(Kindly attach proof of registration).

4. Your organisation/institution's **physical/street** address

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Postal Code: \_\_\_\_\_ Ward No: \_\_\_\_\_

5. Your organisation/institution's **postal** address (if different to physical/street address):

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Postal Code: \_\_\_\_\_

6. Your e-mail address and/or any other e-mail address. Please ensure legibility.

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7. Telephone number(s):

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8. Fax number(s):

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**SECTION B: SCOPE OF ACTIVITY OF YOUR ORGANISATION**

9. Clearly specify the objectives/goals of your organisation

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10. Briefly outline your organisation's infrastructure requirements and/or operational strategies aimed at achieving its objectives/goals.

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**SECTION C: PROJECT ACTIVITIES AND TARGET GROUP**

11. Name of the project you are applying for:

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12. Describe the aims and objectives of your project.

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13. Describe the desired **outputs** and expected **impact** of your project.

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14. Who will benefit from your project and in what way?

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Black		Children	
Coloured		Elderly	
White		Women	
Indian		Homeless	
Other:		Physically disabled	
		People living with HIV/AIDS	

15. Where do most of the people in your target group live?

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16. Briefly, describe your organisation's achievements and/or successes over the past two years.

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**SECTION D: MEMBERSHIP/AFFILIATION**

17. Is your organisation a member of/or affiliated to a major association under its category? Yes/No

If "yes", please provide the following information for the affiliated organisation:

(i) Name of organisation:

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(ii) Accreditation / Registration No:

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(iii) Name of contact person:

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(iv) (Contact details: (t)

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(f)

(v) E-mail address:

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**SECTION E: ORGANISATIONAL COMPOSITION**

18. Does your organisation accept members from all different racial groups? Yes/No

If "yes", please provide a demographic breakdown of your membership:

<b>RACIAL DISTRIBUTION</b>	<b>%</b>
Black	
Coloured	
Indian	
White	
Other:	
Other:	
<b>GENDER DISTRIBUTION</b>	
Male	
Female	

19. Number of registered members: \_\_\_\_\_ Membership fee: \_\_\_\_\_

**SECTION F: FINANCIAL INFORMATION**

20. Name of the auditor/ audit firm/ registered accountant that audits the financial records of your organisation:

\_\_\_\_\_  
\_\_\_\_\_

21. Explain your organisation's major sources of finance and associated funding strategies. (Please specify amount of funding from each source)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Kindly provide the banking details of your organisation and **attach a copy of your organisation's latest detailed bank statement:**

Account Name:

\_\_\_\_\_

Banking/Financial Institution:

\_\_\_\_\_

Branch Name / Code:

\_\_\_\_\_

Account no.:

\_\_\_\_\_

23. Provide estimated cost for each priority item.

Item	Estimated Amount

24. Total amount applying for:

R \_\_\_\_\_

25. Amount of assistance received from the *Municipality* by your organisation in previous years

Amount	Year	1 <sup>st</sup> time applicant (Y/N)

26. Explain how the previous grants was/were utilised. **Attach explanatory report and all necessary documentation relating to the utilisation of the funds.**

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**SECTION G: MUNICIPAL ACCOUNT**

27. Kindly supply the municipal account number(s) of your organisation and **attach a copy of the latest municipal account(s)**

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28. Does your organisation have any arrear municipal account(s)? Yes/No

29. If “yes”, have arrangements been made with the Treasury Department on how to settle the arrears account(s)?  
Yes / No

30. If “yes”, please **attach signed copies of arrangements made with the Budget & Treasury Department**

31. If “no”, state the reason(s) for the failure to make arrangements with Budget & Treasury.

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**SECTION H: CHECKLIST MUST BE COMPLETED BY APPLICANT**

Kindly ensure that you have attached the following documents. Incomplete applications will not be considered.

Document		Mark <b>X</b> if copy attached; <b>N/A</b> where document not required
<i>e.g.</i>	<i>arrangements made with the Treasury Department i.t.o. arrears</i>	<i>N/A</i>
1	Proof of registration as a Non-Profit Organisation	
2	SARS Tax Clearance Certificate / proof of tax compliance (applications for R15 000 or more)	
3	Latest detailed bank statement	
4	(a) copy of the latest municipal account(s)	
	(b) arrangements made with the Treasury i.t.o. arrears	
5	a) latest audited financial statements / financial statements reviewed by a registered accounting professional for applications requesting assistance to the value of R50 000,00 or less; (if current year not reflected, statements for previous year); or	
	(b) business plan (new establishments i.e. less than 3 months old only. Older than 3 months to submit financial statements)	
6	Annual report – previous financial year (report presented to Annual General Meeting)	
7	Organisation’s constitution (first time applications, unless amended since previous submission)	
8	Report on previous assistance received and all necessary documentation relating to the utilisation of previous funds granted	



**DECLARATION**

I, \_\_\_\_\_  
(print name in full)

ID No \_\_\_\_\_

in my **capacity as** \_\_\_\_\_

of \_\_\_\_\_,  
(organisation name)

declare that the information rendered in this application is correct, in every respect.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR NMBM OFFICE USE ONLY**

**CHECKLIST:**

Documents attached		Yes /No	N/A
1	Proof of registration as a Non-Profit Organisation		
2	Tax clearance certificate		
3	Latest detailed bank statement		
4	(a) copy of the latest municipal account(s)		
	(b) arrangements made with the Treasury Department i.t.o. arrear account(s)		
5	a) latest audited financial statements / financial statements reviewed by a registered accounting professional for applications requesting assistance to the value of R50 000,00 or less; (if latest year not reflected, statements for previous year); or		
	(b) business plan (new establishments i.e. less than 3 months old only. Older than 3 months to submit financial statements)		
6	Annual report of previous financial year (report presented to Annual General Meeting)		
7	Organisation's constitution (only first time applications, unless amended since previous submission)		
8	Report on previous assistance received		
Application completed accurately			
All necessary documentation attached			
Application received on or before due date			

Financial year within which application submitted: \_\_\_\_\_

**VERIFICATION BY CFO:**

Is municipal account in Good Standing?      Yes/No

Additional comments:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

END