



## CAPE WINELANDS DISTRICT MUNICIPALITY

### ENTREPRENEURIAL SEED FUND PROGRAMME

#### APPLICATION FORM 2024/2025

##### **Overview**

Thank you for your interest in the Cape Winelands District Municipality's (CWDM) Entrepreneurial Seed Fund Programme.

The Entrepreneurial Seed Fund has been established by the CWDM in order to provide limited grant funding to SMMEs within the district that require seed capital in order to establish themselves and/or grow. The funding will mainly be allocated in the form of a grant in-kind, for example through the purchasing of equipment or supplies on behalf of the SMME by the district municipality. The CWDM does not transfer money directly to the SMME. Funding ranges between R10 000 and R30 000. **All applications will be subjected to an evaluation process.**

##### **General Eligibility Requirements for SMMEs**

To be eligible for the funding, SMMEs must complete the attached application form.

##### **General criteria for selecting SMMEs**

In determining which applicants among all those submitting applications will be considered for funding, the CWDM considers and weighs those SMMEs that submit evidence of the following criteria:

1. SMME is or will be a legally registered business;
2. SMME has clearly defined, measurable and achievable goals and objectives;
3. Application adequately describes the managerial, financial and technical capability of the SMME to be viable;
4. Supporting documents is attached to the application.
5. Each applicant **MUST** complete the attached Declaration of Interest form. If not completed, your application will not be considered.
6. Your application **MUST** have all legal compliance documents attached as per the business that you will operate.

## **SUBMISSION**

Duly completed Call for Proposals must be enclosed in a (separate) sealed envelope and endorsed with the relevant name and description on the envelope/s.

The sealed document must be placed in the official tender boxes of the District Municipality's offices as listed below on or before **14:00, Thursday, 26 October 2023**

Stellenbosch: 29 Du Toit Street

Paarl: 194 Main Street

Worcester: 51 Trappe Street

Ceres: 27 Munnik Street

Robertson: 46 Van Reenen Street

Montagu: 56 Bad Street

Online Applications:

Please note that no proposals will be accepted via email or post (internal or external) and the Cape Winelands takes no responsibility for proposals that are not submitted in the tender boxes in the prescribed manner and no correspondence would be entered into by any official on behalf of the Cape Winelands District Municipality regarding this.

Funding will only be available from after 1 July 2024.

*Should no feedback be received by 30 June 2024 applicants may assume that their applications have been unsuccessful.*

## **ADDITIONAL NOTES**

Foreigners applying must be in possession of a residents permit or green ID Document or have Refugee status and must be tax compliant. **Please submit originally certified documents as proof of South African resident status.**

## **DIRECT ENQUIRIES**

Please direct any enquires to Prudence January at [prudence@capewinelands.gov.za](mailto:prudence@capewinelands.gov.za) or Nozuko Bhobhi at [nozuko@capewinelands.gov.za](mailto:nozuko@capewinelands.gov.za) or tel: 086 126 5263.

**SECTION A: CONTACT INFORMATION**

1. Name of business: \_\_\_\_\_
2. Address:  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone:\_\_\_\_\_ Cell:\_\_\_\_\_ Fax:\_\_\_\_\_ Email Address:\_\_\_\_\_ Website Address:\_\_\_\_\_
4. Are you, your staff or business partner/s currently employed by Government?  
Yes/No:\_\_\_\_\_
5. Are you, your staff or business partner/s currently related to anyone employed at the Cape Winelands District Municipality?  
Yes/No:\_\_\_\_\_

**SECTION B: BACKGROUND INFORMATION ON BUSINESS**

1. When was your business established?  
\_\_\_\_\_
2. Is your business registered and as what is your business registered?  
Yes\_\_\_\_\_ No\_\_\_\_\_ In process\_\_\_\_\_ Type\_\_\_\_\_
3. If answer is yes, please attach a copy of the business registration document.  
If answer is in progress, when did you apply for registration?
4. Who started/established the business?  
\_\_\_\_\_
5. Who manages the business? List the manager's name, title and educational background.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. How many owners are there?  
Men\_\_\_ Age(s)\_\_\_\_\_ Women\_\_\_ Age(s)\_\_\_\_\_ Disabled \_\_\_  
How many full time employees are there?  
Men\_\_\_ Age(s)\_\_\_\_\_ Women\_\_\_ Age(s)\_\_\_\_\_ Disabled \_\_\_



















**SECTION D: PROJECT DESCRIPTION**

1. Why is the business needed? Please state the developmental problem(s) you plan to address as a community member with your business and the proposed business location and/or address.

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2. Have the business previously received funding from government? If yes, what type, under which programme, when and how much?

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3. List two references who can vouch for the integrity, reliability and usefulness of your business or business idea.

Reference (1)	Reference (2)
Name: _____	Name: _____
Contact Information	Contact Information

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**Is your completed certified CWDM Declaration of Interest Form attached to this application? YES/NO**

The Cape Winelands District Municipality adheres to the Protection of Personal Information Act, 2013 (Act No 4 of 2013) and regulations promulgated thereunder ("PoPI Act"). All personal information provided will be held and/or stored securely for the purpose for which it was collected. In order for the Cape Winelands District Municipality to pursue its objectives and strategies, your personal information needs to be collected and processed.

By submitting your application form to the District Municipality, you understand and agree to the following:

- All personal information that you provide to us will be held and/or stored securely and electronically in a database and will be used only for the purposes for which it is collected.
- You have no objection to the District Municipality retaining your personal information
- You understand that should you refuse to provide the District Municipality with your personal information which is required by the District Municipality to consider your application for funding, then the District Municipality will be unable to engage with you or enter into any agreement with you.
- A copy of the Cape Winelands District Municipality's policy on Protection of Personal Information can be viewed at **[www.capewinelands.gov.za](http://www.capewinelands.gov.za)**.

**SHOULD YOU HAVE ANY OBJECTION TO THE PROCESSING OF YOUR PERSONAL INFORMATION, YOU MUST NOTIFY THE CAPE WINELANDS DISTRICT MUNICIPALITY IMMEDIATELY IN WRITING, FAILING WHICH IT WILL BE DEEMED THAT YOU ACCEPT AND AGREE TO THE TERMS AND CONDITIONS**

The undersigned person acknowledge that the information provided is correct

Please write your name in print.

Name: .....

Signature:.....

Date:.....

**---END---**