**VERIFICATION: COMMUNITY SUPPORT PROGRAMME**

1. **Contact Detail**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Organisation/School/Club:** | | | | | |
| **Physical Address** | **Postal Address** | | | | |
| **Name of Contact Person Name** |  | | | | |
| **Contact Number** |  | | | | |
| **Tel no:** | **Fax No:** | | | | |
| **Email: NPO Registration number:** | | | | | |
| **Total number of members in the group/organisation** | | | | | |
| **Has you or your organisation received CWDM grant funding before?** | | Yes |  | No |  |
| **Was your application successful?** | | Yes |  | No |  |

**2. Purpose of Funding Grant**

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| --- |
| **2.1 State what this grant is for? How do you intend on using the funds?**  **…………………………………………………………………………………………………………**  **…………………………………………………………………………………………………………**  **…………………………………………………………………………………………………………**  **…………………………………………………………………………………………………………**  **…………………………………………………………………………………………………………** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions** | **Yes** | **No** | **Comments** |
| **When was the organisation/business established?** |  |  |  |
| **If an organisation have a governing body / structure/ executive?** |  |  |  |
| **If an organisation have monitoring and evaluation reporting measures?** |  |  |  |
| **If an organisation have an active bank account?** |  |  |  |

**Is your CWDM declaration of interest form attached to this application? YES/NO**

The undersigned persons acknowledge that the information provided is correct

Please write the names in print.

Name: …………………………………………………………………………………………..

Signature:………………………………………………………………………………………

Date:…………………………………………………………………………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| **CWDM OFFICIAL USE** | | | |
| **Name of official** | **Recommendation** | | **Comment** |
| **Yes** | **No** |
|  |  |  | ………………………………………………………………………………………..  ………………………………………………………………………………………..  …………………………………………………………………………………………  …………………………………………………………………………………………  ………………………………………………………………………………………..  …………………………………………………………………………………………. |

**Small Farmers/Cooperatives** need to submit a **Business Plan/Proposal**.

The content of the proposal should be as follows:

* Project contact details
* Project description
* Project location (B municipality, ward, etc.)
* Project aim and objectives
* Project activities
* Project outputs and outcomes
* Number of jobs created (temporary and permanent)
* Budget
* Management structure Viability of business/projects
* Clearance of cash flows and financial projections
* Access to appropriate land and water resources ( proof of ownership or lease agreement and water rights)
* Secure access to markets and/or sound knowledge of the market
* Knowledge of suppliers
* Identification of key partners in terms of technical input, training, mentoring and market access
* Orientation towards gender, disability and youth

**Accompanying Documentation**

* Constitution/Certificates of Incorporation
* NPO registration number
* Tax Clearance Certificate
* Business Banking details
* Signatories to bank account
* Auditing details
* Latest financial statements and audit reports (if available).
* Applicant must complete a declaration of interest form.

All applications will be subjected to an evaluation process.

**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 Friday, 15 November 2019 at

14:00.

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

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.

*Should no feedback be received by 30 June 2020 applicants may assume that their*

*applications have been unsuccessful.*

**DIRECT ENQUIRIES**

Please direct any enquires to Prudence January at

prudence@capewinelands.gov.za or

Nozuko Bhobhi at nozuko@capewinelands.gov.za or tel: 086 126 5263.