

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

# **SECTION A: CONTACT INFORMATION**

	Name of business:
	Address:
	Telephone: Cell:
	Fax:Email Address:
	Website Address:
	Are you, your staff or business partner/s currently employed by Government? Yes/No:
	Are you, your staff or business partner/s currently related to anyone employed a the Cape Winelands District Municipality?
	Yes/No:
C	CTION B: BACKGROUND INFORMATION ON BUSINESS
	When was your business established?
	Is your business registered and as what is your business registered? Yes No In process Type
	If answer is yes, please attach a copy of the business registration document. If answer is in progress, when did you apply for registration?
	Who started/established the business?
	Who manages the business? List the manager's name, title and educational background.
	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

			oloyees are th									
	Men Age(s)_		Wom	en Age(s)	Disabled							
7.	In chart below provide the requested information about your staff:											
	Name	Title	Full time	Part time	Educational Background							
8.	How long has yo	ur busin	ess been ope	erational?								
SECT	TION C: BUSINES	S PLAN	1									
EXEC	UTIVE SUMMARY											
A brie	of description of wh	nat the h	nusiness is w	vho the marke	t is, why the business is likely to							
	ooooorai, what the		0,		funding is required.							
					funding is required.							
					funding is required.							
					funding is required.							
	oocoordi, what the				funding is required.							
	oocoordi, what the				funding is required.							
	oocoordi, what the				funding is required.							
					funding is required.							
					funding is required.							
					funding is required.							
					funding is required.							

# 1. BUSINESS OPERATIONS

Longer description of the business, what it does, how, etc. Describe the concept an exactly how the business will work. If applicable, please list important suppliers (whore the concept and the content of the content
you buy from) and contracts (suppliers you supply to) that you have.
2. MARKET AND COMPETITION
2.1 Environment Analysis
Describe the overall context of the business. Why is this the right place, time, etc for thi business to be operating.

# 2.2 Target Market Analysis

services? Wh	clients. Who at is it they're	⊇ lookina fa	or'/			<i>y</i> <b>c a</b> .
Services: VVI			Ji :			
2.3 Competito	or Analysis					
				Dusiliess		
				 business	 	
				 Dusiness		
				Dusiness		
				 Dusiliess		
				 Du3111633		
				Dusi 1633		
				DUSI 1633		
				Dusiness		
				DUSII 1633		
				Dusiness		

# 3. MARKETING PLAN AND STRATEGIES

# 3.1 Strategies

What is the company going to do to break into the market? If a new and upcoming business, demonstrate simple strategies that your business plan to use to attract your first customers.
<del></del>
3.2 Timeline
A strategy is no use without a detailed layout of the objectives, tasks and length of time (or due dates) associated with each task. List these. List outstanding activities still to be achieved for your business to be fully operational.

ORGANISATION STRUCTURE AND HUMAN RESOURCES
3.3 Management and Support Personnel
Give a brief description of the role of each person working in your business.

## 4. FINANCE

Established SMMEs are required to provide financial statements which must be attached to this application form.

In case of start-ups (Use projected financial estimates under 5.3).

# **5.1 Owners Contribution**

Specify what the owner will contribute to the business.

Owner's equipment,	contribution cash)	(e.g.,	stock,	Estimated value in Rand
	Total ow	ner's cont	ribution:	

5.2 Total investment and funding requirements. Indicate business items you have obtained or will obtain from sources in table below.

Item	Value	Owners equity(how much you contributed)	of funding Bank Grant		Other creditors(for example retail store etc.)

**5.3 Monthly cash flow statements**Please project what the monthly movement of cash will be into and out of the business.

				Моі	nths		
Particulars	Pre- operating (what you have)	1.	2.	3.	4.	5.	6.
Cash Inflow (Income)	,						
Total Cash Inflow (Income)							
Cash outflows (Expenses)							
Total Cash Outflow (Expenses)							
Ending balance					_	_	_

6. Funding Requisions Specify exactly equipment assist	how	much busine	funding ss.	is	needed	for	your	equipment	and	how	will	the

# **SECTION D: PROJECT DESCRIPTION**

Have the business previously receive under which programme, when and	ved funding from government? If yes, wha how much?
	for the integrity, reliability and usefulness
business or business idea.	Deference (O)
Reference (1)	Reference (2)
Name:	Name:

# 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.

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: