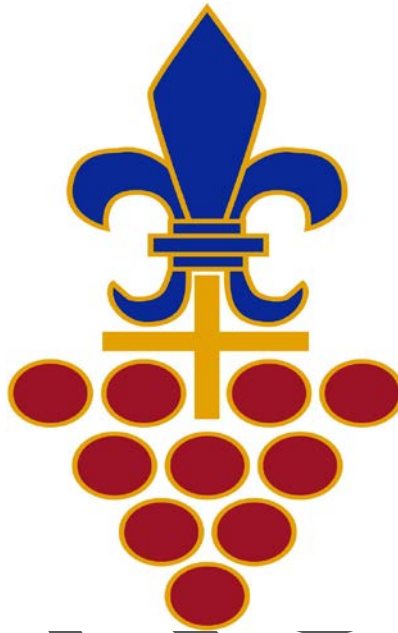


**STELLENBOSCH MUNICIPALITY**



**GRANTS-IN-AID POLICY**

**2017/2018**

**REVISED**



# STELLENBOSCH MUNICIPALITY

## GRANT-IN-AID POLICY

Formatted: Font: (Default) Arial, 18 pt, Bold, Font color: Black

### TABLE OF CONTENTS

**TABLE OF CONTENTS**

**PAGE**

Formatted: CLM TOC 0 Page Ref, Left

**PAGE NO**

1	DEFINITIONS	34
2	PURPOSE, AIMS AND OBJECTIVES	42
3	LEGAL FRAMEWORK	42
4	RESTRICTIONS	42
5	PUBLIC ADVERTISEMENTS	53
6	GENERAL GUIDELINES AND CATEGORIES	65
7	APPLICATION PROCEDURE	98
8	OBLIGATIONS OF THE APPLICANT	108
9	RIGHTS OF THE MUNICIPALITY	109
10	AGREEMENT	119
11	DEVIATION	119
12	COMMENCEMENT	119

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

Formatted: Space After: 0 pt

Formatted: Font: Bold

## 1. DEFINITIONS

“Appendix A” means the application for grants-in-aid, detailed more fully below, and provided for in clause 5.2.

“Appendix B” refers to the memorandum of agreement (MOA), detailed more fully below, and provided for in clause 10.

“Capacity building” Capacity building refers to a process which enables human beings to realize their potential, build self-confidence and lead lives of dignity and fulfillment. These Capacity Building programs have to align to the basket of services of the Directorate: Social Development and Early Childhood Development i.e. Early Childhood Development, Youth Development, Substance Abuse, Poverty Alleviation, Vulnerable Groups and Street People.

“Community Based Organization (CBO)” are nonprofit groups that work at a local level to improve life for residents. The focus is to build equality across society in all streams – health care, environment, quality of education, access to technology, access to spaces and information.

“Early Childhood Development (“ECD”) Facility” means any place, building or premises, including a private residence, maintained or used partly or exclusively, for the reception, protection and temporary or partial care of more than six children that shall be registered, managed and maintained in terms of the Children’s Amendment Act, 41 of 2007.

“Grants-in-aid” means a grants-in-aid or allocation, as referred to in Section 17 (3) (j) (iv) of the MFMA, made by the municipality to any organisation or body referred to in Section 67(1) and to be utilised to assist the municipality in fulfilling the Constitutional mandates including social developmental and arts and culture programmes as set out therein.

“Local Agenda 21” means the international program, adopted by South Africa to put sustainable development into practice.

“Memorandum of agreement (MOA)” means the agreement entered into between the municipality and any organisation or body which receives a grants in- aid in terms of this Policy and Appendix A.

“Non-governmental organisation (NGO)” means a non-governmental organisation (NGO) that is a legally constituted non-profit organisation that operates independently from any form of government.

“Non-profit company (NPC)” means a company whose Memorandum of Incorporation must set out at least one object of the company and each such object must be either a public benefit object or object relating to one or more cultural or social activities, or communal or group interests as required by Item 1(1) of Schedule 1 of the Companies Act, 71 of 2008.

“Non-profit organisation (NPO)” means a non-profit organisation registered in terms of Section 13 of the NPO Act, 71 of 1997, established for public purpose and which income and property thereof is not distributable to its members or office-bearers, except as reasonable compensation for services rendered.

“Stellenbosch Environmental Management Framework (SEMF)” means legal and moral obligations of Stellenbosch Municipality as it relates to the environment, and provides a dynamic vision, goals and objectives, and spatial and strategic directives towards giving effect to such obligations.

## 2. PURPOSE, AIMS AND OBJECTIVES

2.1 2.1 This policy aims to provide a framework for grants-in-aid to non-governmental organisations (NGOs), community-based organisations (CBOs), ~~or~~ non-profit organisations (NPOs) or non-profit companies (NPC) and bodies that are used by government as an agency ~~to~~ serve the poor, marginalised or otherwise vulnerable as envisaged by Sections 12 and 67 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).

**Formatted:** Font: (Default) Arial  
**Formatted:** List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

2.2 2.2 The purpose of the Grants-in-Aid Policy is **to complement the goals, objectives, programmes and actions of the Stellenbosch Municipality's Integrated Development Plan- (IDP)**, in order to create a sustainable, ~~C~~credible and caring municipality by empowering and building communities and ~~E~~enhancing growth and sharing through partnerships. Priority ward needs as Identified through Council's IDP MUST be the guiding factor in developing these partnerships.

**Formatted:** List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

2.3 2.3 Grants-in-Aid should not duplicate ~~services~~operations already provided for ~~in~~by Council or which falls within the geographical jurisdiction in which Council operates of Council, being WC024.

**Formatted:** List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

2.4 2.4 Grants-in-Aid should improve the opportunity for Council to elicit the support of ~~E~~external organisations to deliver those services to communities which fall within the Council's area of responsibility in a way that allows the Stellenbosch community and town to create an enabling environment for community development.

**Formatted:** List Paragraph, Indent: Left: 1 cm, First line: 0 cm  
**Formatted:** List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: Not at 0.75 cm

## 3. LEGAL FRAMEWORK

All transfers of funds in terms of this policy shall comply with the: Constitution of the Republic of South Africa, 1996 as amended (Constitution); Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended (MSA); Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA); and any other applicable legislation, regulations and policies that may govern the transfer of municipal funds and that are not in contradiction to the above.

Formatted: Indent: Left: 0.5 cm

#### 4. RESTRICTIONS

~~4.1~~ ~~4.1~~—The Policy applies to all transfers of grants made by the Municipality towards support of services for the poor, marginalized or otherwise vulnerable people. Individuals may not apply for Grant-in-Aid and no payment may be made under this policy to individuals. Council may however set aside a specific amount from which the Municipal Manager, after consultation with the Executive Mayor, may, at his/her discretion, make donations to support individual, meritorious cases in order to assist and/or recognise individual excellence in whichever field. Bursaries to individuals are treated according to the Council's Bursary Policy.

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

~~4.2~~ ~~4.2~~—The total expenditure on grants may not exceed 1% of the operational budget of the Municipality.

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

~~4.3~~ ~~4.3~~ Grants will only be made for services rendered in the WCO24.

~~4.4~~ ~~4.4~~—Transfers made to ~~C~~categories A and B

Formatted: List Paragraph, Indent: Left: 1 cm, First line: 0 cm

4.4.1 Transfers provided for those listed in Category A below may be made to a maximum of R40 000-00 per organisation or body per annum.

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

4.4.2 Transfers in Category B Council may however exceed this amount, but only in a case where the proposal where funding relates to night shelters or addresses specific ward priorities identified and specified in the IDP and upon proper motivation contained in a businesspotential plan to address said issue. Consideration for grants larger than R 40 000, 00 requires audited financial statements, schedule of estimated annual costs and a business plan as provided for in 6 below. The decision to grant an amount more than R 40 000 is solely at the discretion of council and subject to available funds.

Formatted: List Paragraph, Indent: Left: 1 cm, First line: 0 cm

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

~~4.5~~ ~~4.5~~—Grants-in-Aid transfers/payments shall be restricted to deserving organisation and bodies serving, especially those working with the poor/aged/youth/disabled/women, as per the eligible —categories in 6.2, ~~P~~provided that such organisations or bodies:

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

- (i) Operate as a separate legal entity and are recognised as such by South African legislation;
- (ii) ~~A~~are governed by their constitutions, have regular meetings with their membership and subscribe to sound accounting practices; and
- (iii) ~~A~~are located and serve communities and individuals who are most in need within the jurisdiction of the Municipality.

~~4.6~~ ~~4.6~~—No Grants-in-Aid may be made to any political body, rate payers association or for any religious purposes.

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Right: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

~~4.7~~—No grants will be allocated, under this policy, to organisations or bodies in cases where a member of Council, an official of Stellenbosch Municipality or close relatives of said individuals receive any financial or other gain.

~~4.7~~

~~3.7 Individuals may not apply for Grants-in-Aid and no payments may be made under this policy to individuals. Council may however set aside a specific amount from which the Municipal Manager, after consultation with the Executive Mayor, may, at his/her discretion, make donations to support individual, meritorious cases in order to assist and/or recognise individual excellence in whichever field. Bursaries to individuals are treated according to the Council's Bursary Policy.~~

~~4.8~~

~~4.8 Funds may only be transferred to an organisation or body if provision has been made for the expenditure on the budget or appropriations budget.~~

~~4.9~~

~~4.9 An organisation or body is only entitled to one allocation per financial year, but disbursements can be made more often.~~

## 5. PUBLIC ADVERTISEMENT

~~5.1~~

~~5.1 The advertisements must meet the following requirements:~~

~~5.1.1~~

~~The Municipal Manager must, place a public advert in local newspapers distributed in the Stellenbosch Municipal area, calling for proposals.~~

~~5.1.2~~

~~This advert must be placed in time to complete all relevant processes prior to the approval of the annual draft budget or any adjustment budget in order to invite public comment on the proposed donations prior to the approval of the final or adjustment budget.~~

~~5.1.3~~

~~Advertisements should clearly specify the categories for which proposals are called, the closing date for applications, whioeh the proposal should be addressed to, and where and how to obtain the relevant documentation pertaining to such applications/proposals, including the prescribed forms.~~

~~5.1.4~~

~~Advertisements should also clearly reflect the Municipality's right not to make an award, as well as the fact that awards will not be made to organisations that have received funds in the previous year but have not submitted a final report on the projects or previous expenditure.~~

~~5.1.5~~

~~The advertisement should also clearly state that final approval is reliant on the approval of the budget and that **no late submissions will be considered.**~~

~~5.2~~

~~5.2 Only applications made on the prescribed forms, being Appendix A, may be considered.~~

~~5.3~~

~~Funds may not be transferred to any organisation or body that has not submitted a proposal in response to a public advertisement and after the attendance of a compulsory briefing session and that have not signed a Memorandum of Agreement with the Municipality.~~

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 1 cm

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Right: -0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

## 6. GENERAL GUIDELINES AND CATEGORIES

## 6.1 ~~6.1~~ General Guidelines

Funding of applications shall proceed on the basis listed below in response to an advertisement issued after the expiry of the relevant period associated with the specific category and after a compulsory workshop explaining the policy, application process and the required documentation has been attended by the applicants. Subject to the MOA provided for in clause 10, all funding is unrequited, provided there is compliance with said MOA. Funding of application in -

6.1.1 Category A will primarily be considered on an annual basis in response to the annual advertisement and after a compulsory workshop explaining the policy, application process and required documentation has been attended by the applicants. Council reserves the right not to fund an organisation two years in succession; and

6.1.2 Category B shall be considered on a three year basis subject to a monthly review at the discretion of the Municipality which may result in early termination for unsatisfactory and reckless expenditure.

Council in 6.1.1 and 6.1.2 reserve the right not to fund an organisation for two periods in succession and to cancel said funding in accordance with the MOA concluded.

6.1.3 Funding however will not be considered in the following instances:

- (i) Where a project or organisation is already receiving funds from Council in terms of Council's functions. Applicants are required to disclose other sources of funding;
- (ii) ~~W~~where in Council's opinion, an organisation receives sufficient funds from other sources to sustain its activities or the project applied for. For this purpose, organisations must submit financial statements and a budget for the ensuing financial year;
- (iii) ~~W~~where only an individual will benefit;
- (iv) ~~F~~for political or ratepayers organisations/groupings;
- (v) ~~P~~rojects outside the boundaries of the Municipality;
- (vi) ~~W~~where expenses have already been incurred, and
- (vii) ~~W~~where applications were received after the due date and time for submissions.

6.1.4 Funding of projects and to organisations shall exclude travel costs, subsistence, accommodation, food or entertainment expenses of any kind, staff salaries, ~~capital costs~~, bursaries, payments in lieu of rates or other municipal charges except for where the transport is intended for beneficiaries/participants in the projects in question. The Municipality may also exercise their discretion to allow funding to extend to the above costs on a needs basis for the organisation or body clearly motivated for in the application.

6.1.5 Subsequent requests from applicants to cover overspending on projects will not be considered.

## 6.2 ~~6.2~~ Categories Eligible for Grants-in-Aid

**Formatted:** Font: (Default) Arial

**Formatted:** List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

**Formatted:** Font: Bold

**Formatted:** List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

The following categories currently apply. Cognisance should be taken that these categories are not exhaustive. Other than the general guidelines and conditions set out above, categories now indicated may require specific criteria applicable to its projects/programmes:

## Category A

### 6.2.1 Health

Projects/programmes include the following but are not limited to:

- (i) Public Health interventions inclusive of TB, STDs and HIV/Aids;
- (ii) Preventable lifestyle diseases e.g. drug/alcohol abuse, tobacco related illnesses; and
- (iii) Promotive and preventative services to infants, children and women.

### 6.2.2 Environment

**Purpose:** To stimulate the development of sustainable leisure, aesthetic and environmental projects within the municipal area; to increase the awareness of the environment by promoting "Greening of the City"; to promote swimming skills and water safety.

Projects/programmes include the following but are not limited to:

- (i) Voluntary rescue organisations;
- (ii) Lifesaving clubs and swimming organisations;
- (iii) Environmental groups/organisations; and
- (iv) Organisations promoting community involvement as a means of sustaining leisure, aesthetic or environmental projects.
- (v) Projects which further the Council's aims and the strategies of SEMF (Strategic Environmental Management Framework) and including but not limited to the sustainable management of:
  - o Riverine corridors;
  - o Biodiversity;
  - o Natural and built environment;
  - o Heritage resources;
  - o Quality urban spaces;
  - o Ecological conservation areas;
  - o Urban agricultural complexes;
  - o Bioregional planning;
  - o Nature area management;
  - o Wetlands;
  - o Local Agenda 21 projects;

### 6.2.3 Solid Waste (Cleansing)

**Purpose:** Waste Reduction and awareness.

Projects/programmes include the following but are not limited to:

- (i) Waste reduction and awareness;
- (ii) Educational programmes/projects addressing litter and waste handling; and
- (iii) Waste minimisation solutions.

### 6.2.4 Social Development



**Purpose:** The promotion of projects/programmes which stimulates the Stellenbosch Municipality's Integrated Development Plan (IDP) focusing especially on the needs of the most marginalised sectors in the greater Stellenbosch as identified in the ward priorities.

Projects/programmes include the following but are not limited to:

- (i) Poverty alleviation;
- (ii) Urban renewal;
- (iii) Capacity building of communities;
- (iv) Youth development;
- (v) Women and gender development;
- (vi) Early childhood development;
- (vii) Street people programmes;
- (viii) Arts and culture programmes
- (ix) Facilitation of public participation processes; arts and culture programmes
- (x) Development of disabled persons, and
- (xi) Development of elderly people

Formatted: Indent: Left: 0 cm

#### 6.2.5 Sports and Recreation

**Purpose:** To stimulate the development of sustainable Sport and Recreation infrastructure and programmes within the municipal area especially targeting disadvantaged communities; encourage creativity and self-reliance on the part of grassroots sport and recreation bodies or groups; to increase participation in sport and recreation programmes and activities.

Projects/programmes include the following but are not limited to:

- (i) Local sport and recreation clubs;
- (ii) School sport teams
- (iii) Local sport and recreation councils or associations
- (iv) Informal sport and recreation groups; and
- (v) Community and non-government organisations.

### Category B

#### 6.2.6 Night Shelters

**Purpose:** Provision of shelter for vulnerable individuals living on the street, without homes, in the need of shelter at night. Shelter is provided on a temporary basis and is residency should not be provided for on a permanent basis nor should it be construed as the provision of emergency housing. The Municipality aims to reduce the number of people living on the streets of Stellenbosch and as such the organisation or body's goals should align with this vision. Further the Municipality aims to reduce the socio-economic effects of poverty on the community of Stellenbosch. The organisation or body must therefore present to Council a clear business plan with a comprehensive response to the prevention, reduction, outreach and stabilisation of street people. Organisations or bodies that provide a continuum of services and that collaborate with businesses, government departments and other organisations are preferred. Street people

programmes listed in Category A shall fall under this category if provision is made for overnight stay.

Projects/programmes must include the following but are not limited to:

- (i) Provision of basic services (overnight facility, shower, morning and evening meals
- (ii) Provision of social work services inclusive of referrals
- (iii) Family re-integration services
- (iv) Social support
- (v) Community work programme
- (vi) Facility maintenance (Infrastructure and operational equipment)

#### 6.2.7 Projects aligned to the strategic objectives of the municipality as described in the IDP

**Purpose:** The promotion of projects/programmes which stimulates the Stellenbosch Municipality's Integrated Development Plan (IDP) focussing on the strategic objectives of the Municipality and identified ward priorities. The organisation must therefore present to Council not only a clear business plan detailing how they intend to address the specific issue but how they intend to partner with other organisations to achieve a unified approach to that particular challenge. Organisations or bodies that provide a continuum of services and that collaborate with businesses, government departments and other organisations are preferred.

Projects/programmes include the following strategic objectives but are not limited to:

Those listed in Category A that address specific ward priorities identified and specified in the IDP and upon proper motivation contained in a potential plan to address said issue.

- (i) Preferred Investment Destination
- (ii) Greenest Municipality
- (iii) Dignified Living
- (iv) Safest Valley
- (v) Good governance and Compliance

## 7. APPLICATION PROCEDURE

Applications and proposal for Grants-in-Aid must be on the prescribed form stated in 5.2 above, a copy of which is attached hereto as **Annexure A and B for Category A and B respectively**. Applications must be accompanied by a covering letter on the letterhead of the organisation or body, signed by the head of the organisation or body and must include the following information:

~~7.1.7.1~~ The applicant's legal name and a brief description of the applicant organisation's or body's business;

~~7.1.1.7.2~~ if the applicant claims to be a non-profit organisation, the registration number and the certificate;

~~7.1.2.7.3~~ the date of establishment, details of the applicant's member founding documents, including constitution and certificates of incorporation;

~~7.1.3.7.4~~ a contact name, full street address, telephone number and an e-mail address;

**Formatted:** Font: (Default) Arial

**Formatted:** List Paragraph, Indent: Left: 0 cm, Hanging: 0.75 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.14 cm + Indent at: 1.77 cm

- ~~7.1.4. 7.5~~—if funding is required for a specific project, a brief description of the project what it aims to achieve, as well as the detailed budget for and duration of the project;
- ~~7.1.5. 7.6~~—a description on how the project aligns with the needs identified in the community through the IDP process and which ward priorities will be addressed through the project;
- ~~7.1.6. 7.7~~—if the request is for general support, the organisation’s or body’s overall budget must be included;
- ~~7.1.7. 7.8~~—references, independent of the applicant and its executive;
- ~~7.1.8. 7.9~~—most recent audited financial statements (subject to MFMA, section 67(4)) statements; or at least statements signed off by the treasurer and chairperson of the organization in the case of small emerging organizations;
- ~~7.1.9. 7.10~~—a summary of past achievements;
- ~~7.1.10. 7.11~~—a declaration by the head of the organization to the satisfaction of the Municipal Manager, that the organisation or body implements effective, efficient 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; and
- ~~7.1.11. 7.12~~ notwithstanding the above requirements, the CFO after considering the merits of an application not complying with the minimum application criteria and after consulting the Municipal Manager, may for the purpose of this policy approve a deviation from the norm;
- ~~7.1.12. 7.13~~ Applications for Category B must include a schedule of annual costs, business plan and audited financial statements.

Formatted: Font: Not Bold

## 8. OBLIGATIONS OF THE APPLICANT

- ~~8.1 8.1~~—The head of the organisation or body must acknowledge in writing to the Municipal Manager that the money was received in its bank account and that the amount is/will be utilised to the benefit and in accordance with the role of the organisation or body in society. The funds should be used as outlined in the application form.
- ~~8.2 8.2~~—The organisation or body shall regularly report, if and when required but at least once a year, to the Municipal Manager regarding the activities conducted, the ward within which activities are conducted, as well as the number of people benefiting from the activities.
- ~~8.3 8.3~~—If funding is required for a specific project, a brief description of the project and what it aims to achieve, as well as the detailed budget for and duration of the project.
- ~~8.4 8.4~~—The applicant must attend a compulsory workshop on the Grant-in-Aid policy and application procedure prior to submission of the application
- ~~8.5 8.5~~—If successful with the application, the applicant must spend funds according to the approved Grant-in-Aid funding request. Should the need change over the funding period, written consent needs to be obtained from the municipality prior to spending the funds on alternative needs. Failure to spend funding on approved projects can result in the applicant being required to return the funding and/or the applicant being excluded from future applications for a period of 5 years.

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.89 cm + Indent at: 1.52 cm

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.89 cm + Indent at: 1.52 cm

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.89 cm + Indent at: 1.52 cm

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.89 cm + Indent at: 1.52 cm

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.89 cm + Indent at: 1.52 cm

## 9. RIGHTS OF THE MUNICIPALITY

~~9.1~~ ~~9.1~~—The Municipality shall be entitled, from time-to-time, to verify and inspect the existence and activities of the organisation or body. The municipality will therefore have the right to physically visit the premises where the organisation, or the funded project, is based; to peruse the budgets and any progress reports related to the project (in contract).

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.89 cm + Indent at: 1.52 cm

~~9.2~~ ~~9.2~~—The Municipality shall manage contracts entered into with organisations or bodies by receiving reports and doing the necessary site visits and inspections to ensure that this policy and contract are being complied with.

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.89 cm + Indent at: 1.52 cm, Tab stops: 0.5 cm, Left + 1.25 cm, Left

~~9.3~~ ~~9.3~~—The Municipality has 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.

Formatted: Font: (Default) Arial

~~9.4~~ ~~9.4~~—The Municipality will run proposed donations through a public participation process before final awards are made.

Formatted: Font: (Default) Arial

## 10. AGREEMENT

Before any funds are transferred to an organisation an agreement (Annexure B) must be concluded by the Municipal Manager with the beneficiary to protect the interest of the Municipality.

Formatted: Indent: Left: 0 cm

## 11. DEVIATION

This policy constitutes the entire framework for Grant-in-Aid and no deviation will be entertained.

## 12. COMMENCEMENT

This Policy takes effect on the date on which it is adopted by the Council of Stellenbosch Municipality.