Grants-in-Aid — Business and Project Plan

Financial Year: 1 July 2028 to 30 June 2029

If any box or table in this form doesn't give you enough space, continue your answer on a separate signed and initialled page headed with the relevant question number (e.g. "Annexure to 3.10.8"), then simply write "See Annexure 3.10.8" in the space provided.

1. Organisation

Full name of organisation:

2. Aims and Objectives of Organisation

Describe the core aims and objectives of the organisation:

3. Project or Programme Details

3.1 Project or Programme Title:

Project or Programme Description – what is the proposed project's focus, purpose or level of intervention? (e.g. for a crèche/ECD, this would be child care and early childhood development)

3.2 Problem and Intervention Statement – describe the problem the organisation is trying to solve through this project that will be funded by the City, and how this problem will be solved.

3.3 Location/area – where will this project be carried out? What is the target area?

3.4 Beneficiaries – which community (target community or group) will benefit from this project?

3.5 What is the total number of beneficiaries who will be targeted?

3.6 Expenditure Budget (Whole Project) – what is the anticipated expenditure on this specific project or programme, and what will the money be spent on?

Grants-in-Aid funds received from the City cannot be used to fund salaries and wages, municipal service accounts, telephone accounts, general administration expenses, etc. Any Grants-in-Aid funding your organisation receives from the City must only be used to fund expenditure directly related to the approved project or programme, ensuring that the target beneficiaries receive the full benefit of the Grants-in-Aid – which will not happen if funds are misused or used to fund the types of expenditure mentioned. Your organisation must be properly registered, established and viable, and must provide the City with copies of your audited Annual Financial Statements where Grants-in-Aid from the City exceed R100 000, your latest independently reviewed financial statements for applications between R50 001 and R100 000, or an approved Income and Expenditure statement where the Grants-in-Aid applied for is less than R50 000. The minimum amount of Grants-in-Aid funding that may be applied for is R15 000 (Fifteen Thousand Rand). The project must commence within 2 months of receiving funding and be completed within 6 months. More than 8 lines? See the annexure note on page 1.

No.	Expenditure item / description	City (GIA)	Own funds	Government	Private donors	Grand total (auto)
1						0
2						0
3						0
4						0
5						0
6						0
7						0
8						0
TOTAL		0	0	0	0	0

Grand total and TOTAL row calculate automatically – just fill in the amounts.

3.7 Income Budget (Whole Project) – what are the anticipated income sources for this project/programme, to fund the expenditure in 3.6? (Total must equal Total Budget Expenditure in 3.6. The GIA line below must equal the City (GIA) column total in 3.6, and must reconcile with the combined Deliverable Totals in Section 3.10.8.)

Source	Amount (R)
3.7.1 Grants-in-Aid requested from the City (min. R15 000; must equal City (GIA) total in 3.6)	
3.7.2 Own fund raising by your organisation	
3.7.3 Other sources – Government (specify: National / Provincial / Other)	
3.7.4 Other sources – Private donors	
TOTAL BUDGET INCOME	0

Total calculates automatically from the four income lines above.

Initial:

3.8 Motivation and objectives – how will the proposed project or programme benefit the target community and assist the City in carrying out its duties in terms of its legislative and executive authority and its 5-year IDP goals?

3.8.1 Tick the box(es) that confirm the alignment of your project/programme to the City's Strategic Focus Areas and Objectives below:

Economic Growth

- ☐ Consolidated land pipeline and release programme
- ☐ Ease-of-doing-business programme
- ☐ Inclusive economic development and growth programme
- ☐ Targeted urban development programme
- ☐ Investment and partnership programme

Safety

- ☐ Safety technology programme
- ☐ Holistic crime prevention programme
- ☐ Enhanced policing programme
- ☐ Partnerships for community safety programme

Basic Services

- ☐ Diversified energy supply programme
- ☐ Excellence in waste service delivery programme
- ☐ Excellence in Water and Sanitation service delivery
- ☐ Infrastructure planning and delivery programme
- ☐ Promoting cleanliness / addressing illegal dumping
- ☐ Waste minimisation and recycling programme
- ☐ Water resilience programme

Housing

- ☐ Informal settlements upgrading programme
- ☐ Integrated residential development programme
- ☐ Partnership for affordable housing programme
- ☐ Public rental housing programme
- ☐ Tenure security programme

Public Space, Environment and Amenities

- ☐ City health programme
- ☐ Coastal programme
- ☐ Environmental and biodiversity management programme
- ☐ Partnerships for quality public spaces programme
- ☐ Quality community facilities programme

Transport

- ☐ Bus rapid transit (BRT) expansion programme
- ☐ Public transport reform programme
- ☐ Road safety and maintenance programme
- ☐ Travel demand and congestion relief programme

A Resilient City

- ☐ Climate change programme
- ☐ Disaster risk reduction and response programme
- ☐ Integrated urban health programme

A More Spatially Integrated and Inclusive City

- ☐ Social inclusion and well-being programme
- ☐ Spatial integration and transformation programme

A Capable and Collaborative City Government

- ☐ Advocacy and intergovernmental relations programme
- ☐ Community engagement and partnership programme
- ☐ Evidence-based decision-making programme
- ☐ Modernised and adaptive governance programme
- ☐ Project preparation and delivery programme

Initial:

3.9 Project Sustainability – is this project sustainable? If yes, please explain how (e.g. will the project be able to carry on, on its own, after the funding is depleted, and how?)

This project is sustainable ☐ Yes ☐ No

Initial:

3.10. GIA-Funded Portion (NEW)

Because the City typically funds only a portion of the total project budget (Section 3.6), this section describes – in specific, measurable, time-bound terms – exactly what the GIA amount pays for. THE DELIVERABLES RECORDED IN THIS SECTION, NOT THE WHOLE-PROJECT BUDGET IN 3.6, ARE WHAT MUST BE COMPLETED FOR THE PROJECT TO BE CONSIDERED COMPLETE FOR GIA PURPOSES. Council's approval of "funds may only be used for" (see closing page) is drawn directly from the cost breakdowns in 3.10.8.

3.10.1 Intended length of the GIA-funded portion – how long will the GIA-funded part of this project run?
This may not exceed 6 months from the date funding is received, even if the overall project runs longer (see Section 3.6).

From (ddmmyy): To (ddmmyy): Total months:

3.10.2 GIA-funded outputs – what tangible, measurable outputs will the GIA-funded portion specifically produce? (Outputs are things you can point to and count.)

3.10.3 GIA-funded outcome – what do you hope to achieve as a result of the GIA-funded portion specifically?

3.10.4 Area of benefit – geographical location(s) the beneficiaries of the GIA-funded portion come from.

3.10.5 Area of implementation – geographical location(s) where the GIA-funded portion will be carried out.

3.10.6 Target group description – the type of group targeted by the GIA-funded portion (e.g. women, youth, disabled, children, etc.)

3.10.7 Target number for the GIA-funded portion:

Beneficiary type	Number	Description
Direct beneficiaries		
Indirect beneficiaries		

Description example: "200 children participating in the workshop".

Initial:

3.10.8 Deliverables and GIA Budget Breakdown – list what the GIA-funded portion will actually produce, and give the specific cost breakdown for each one.

This page covers TWO deliverables. If you have more than two, duplicate this page for every additional pair and number them consecutively (Deliverable 1 and 2 on this page, 3 and 4 on the next copy, and so on). Add up the Deliverable Total from every page – that combined sum must equal the City (GIA) column total in Section 3.6. Deliverable 1 below shows a completed example; overwrite it with your own first deliverable, or clear it if it doesn't apply.

Deliverable No.: 1

Output: Workshops Target: 2 Date: May 2026

Evidence required: Attendance registers

No.	Cost item	Amount (R)
1	Venue hire	4000
2	Facilitator fees	6000
3	Materials and supplies	3000
4	Refreshments	2500
5	Transport for participants	2500
6	Printing and signage	2000
	Deliverable Total	20000

Deliverable No.:

Output: Target: Date:

Evidence required:

No.	Cost item	Amount (R)
1		
2		
3		
4		
5		
6		
	Deliverable Total	0

Each Deliverable Total calculates automatically from its 6 cost rows above it.

Initial:

4. Administration

4.1 What records are kept of the beneficiaries who will benefit from this project? Records should ensure accountability, accuracy, transparency and equity, and confirm that targets have been met effectively.

5. Banking Details of Organisation

These details must match those on the City's SCM Vendor database. Organisations not yet registered must apply to the SCM Department for registration.

5.1 Bank:

Branch:

Branch code:

Account number:

Name of account holder (must match SCM Vendor database name, ref. item 2.3.2 of Annexure A1):

6. Income and Expenditure Records

6.1 Confirm that your organisation keeps proper records of expenditure and income (original invoices, vouchers, cheques, cash slips, receipts, etc.) and that copies will be submitted to the City in terms of the MOA (Annexure "B").

Confirmed – proper records kept and will be submitted ☐ Yes ☐ No

6.2 Confirm that Expenditure Reports (Annexure "A3") will be completed and submitted to the City as required in terms of Paragraph 4.18.2 of the conditions set out in the Application Form (Annexure "A1"), and that your organisation is able to properly complete these reports.

Confirmed – A3 reports will be submitted ☐ Yes ☐ No

6.3–6.5 Confirm the correct supporting financial statement is attached, based on the GIA amount applied for in 3.7.1:

- ☐ R50 000 or less – signed Income & Expenditure statement tabled at AGM attached
- ☐ R50 001 – R100 000 – latest independently reviewed financial statements attached
- ☐ Exceeds R100 000 – latest Audited Annual Financial Statements attached

Initial:

7. Management and Control

7.1 What internal, cash and expenditure controls does your organisation have in place to ensure GIA funds received and utilised are properly accounted for?

7.2 What is your cheque/payment signing policy? (e.g. are two or more signatories required?)

7.3.1 What is the sole or principal object of your organisation as set out in its Constitution?

7.3.2 What does your organisation's Constitution provide regarding the distribution or disposal of assets upon dissolution?

8. Property and Operational Requirements

8.1 What type of property, building, facility or structure is required to carry out the project or programme?

8.2 Does your organisation own, lease or hire a suitable property/facility as required in 8.1?

8.3 Where the facility is leased/hired, is the lease period sufficient to complete the project? Provide details.

8.3.1 Does the leased/hired property belong to the City?

Property belongs to the City ☐ Yes ☐ No

Initial:

If YES: attach a copy of the lease agreement with the City, and your current municipal account and lease rental account. If NO: state below who pays the monthly municipal account for the property (attach latest municipal account issued to that party if not your organisation).

8.4 Confirm the land use of the property is correctly zoned for this project, and (if leased) that the lease agreement permits carrying out the proposed project.

8.5 What furniture, equipment and/or utensils will your organisation need, are they already available, and if not, how will they be acquired? Confirm whether GIA funding applied for will be used to acquire them (if so, these items must also appear in the Section 3.10 budget).

9. Communication with Beneficiaries and Community Involvement

9.1 How does your organisation inform the beneficiary community how it can benefit from the project? How are they involved, and what say do they have in the project?

9.2 How will the success or impact of your project/programme be measured?

9.3 How can this information be verified?

10. Protection of Personal Information Act (POPIA) Compliance

By completing this form, I understand and consent that: (i) my personal information will be processed by the City of Cape Town for purposes of and in relation to the City's programmes and community initiatives, in compliance with POPIA and any other applicable law; (ii) I may, at any stage, withdraw my consent, but acknowledge that the City may still process my personal information if the law allows or requires this; and (iii) I have the right to request access to my personal information and, where necessary, request its deletion, correction or destruction.

Initial:

11. Duly Authorised Person of the Organisation

Full Name:

RSA ID Number:

Position in organisation:

Signature:

Date:

Please Note: Copies of the City's Grants-in-Aid Policy (Annexure "A9") are available on request from the City's website, Subcouncil, or Project Manager's office at the address indicated in Annexure "A1".

Initial:

12. For Official Use Only

To be completed by the Subcouncil (Project Programme Manager) or Project Manager when the completed application is received from the applicant.

Subcouncil number and name:

Subcouncil Manager (Project Programme Manager):

Line Department:

Project Programme Manager:

Ref No.:

Date application received:

Reviewed date – 5 April 2024

Initial:

13. For Official Use Only — Council Approval

To be completed by the Subcouncil or Project Manager once Council has approved the Grants-in-Aid and before signing the MOA. Attach this completed Annexure "A2" to the signed MOA.

Council approved this Grants-in-Aid on (ddmmyy):

Council item number:

Approved Grants-in-Aid amount (R):

The Grants-in-Aid funds may only be used for the following purposes. Transcribe each cost item from the deliverable cost breakdowns in Section 3.10.8 — Council is approving these specific, funded costs, not the project as a whole.

No.	Cost item (from 3.10.8 breakdowns)	Amount (R)
1		
2		
3		
4		
5		
6		

Subcouncil Manager (Project Programme Manager):

Project Manager:

Signature:

Initial: