



# OFFICE OF THE EXECUTIVE MAYOR

✉ Private Bag X1002, Plettenberg Bay 6600; ☎ (044) 501-3484 - Herman Nieuwoudt

## **APPLICATION FOR GRANT-IN-AID**

**(PLEASE READ AND COMPLY WITH CONDITIONS ON PAGE 6)**

1. NAME OF YOUR ORGANISATION

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2. CLASSIFICATION / SECTOR OF YOUR ORGANISATION (e.g. Welfare, Educational Institution, Arts and Culture, Sporting Body, School for Handicapped/Special School, Pre-School/ Educare etc.)

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3. WELFARE / NPO REGISTRATION NUMBER (**Attach copy of proof of registration.**)

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4. STREET ADDRESS

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5. POSTAL ADDRESS

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6. E-MAIL: .....

7. WARD NO: ..... 8. ERF NO /AREA: .....

9. TELEPHONE: .....10. FAX: .....

11. OBJECTIVES OF YOUR ORGANISATION

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12. BRIEFLY EXPLAIN YOUR ORGANISATION'S INFRASTRUCTURE/ OPERATIONAL STRATEGIES TO ACHIEVE ITS OBJECTIVES

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13. HOW DO THE ACTIVITIES OF YOUR ORGANISATION **BENEFIT THE INHABITANTS** OF THE BITOU LOCAL MUNICIPAL AREA? LIST / BRIEFLY DESCRIBE YOUR ORGANISATION'S ACHIEVEMENTS/SUCCESSES OVER THE PAST TWO YEARS

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14. IS YOUR ORGANISATION AFFILIATED TO ANY OTHER MAJOR ASSOCIATION UNDER ITS CATEGORY (i.e. Local, Provincial, or National Mother Bodies) AND IF YES, PLEASE NAME THE AFFILIATED ORGANISATION

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15. CONTACT PERSON(S) AND TELEPHONE NUMBER(S)

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16. DOES YOUR ORGANISATION ACCEPT MEMBERS FROM ALL DIFFERENT RACIAL GROUPS AND IF YES, GIVE A DEMOGRAPHIC BREAKDOWN OF YOUR CURRENT MEMBERSHIP (e.g. 50 White, 50 Coloured, 11 Black and 10 Asians) (also number of males / females)

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17. NUMBER OF REGISTERED MEMBERS:..... MEMBERSHIP FEE: .....

18. NAME THE AUDIT FIRM / REGISTERED ACCOUNTANT/AUDITOR OR PERSON THAT AUDITS THE FINANCIAL RECORDS OF YOUR ORGANISATION

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19. WHAT ARE YOUR ORGANISATION'S MAJOR SOURCES OF FINANCE AND FUNDING STRATEGIES?

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20. WHAT IS YOUR ORGANISATION'S BANK DETAILS? (Also **attach** a copy of your organisation's **latest detailed bank statement & bank account confirmation letter**)

**Account Name:** ..... **Bank:**.....  
**Branch:**.....**Branch Code:**.....  
**Account Number:**.....**Type of account:**.....

21. AMOUNT OF ASSISTANCE REQUIRED (**specify**): **R**.....

22. PURPOSE FOR WHICH GRANT WILL BE UTILISED (Please **prioritize** and provide a **breakdown** of amount requested / please **attach detailed project/process plan**):

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23. AMOUNT OF ASSISTANCE RECEIVED BY YOUR ORGANISATION FROM THE MUNICIPALITY IN THE PAST:

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24. GIVE A BREAKDOWN ON HOW PREVIOUS GRANT WAS UTILISED (**Attach explanatory report and all documents relating to the utilisation of the funds**)

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25. SUPPLY MUNICIPAL ACCOUNT NUMBER/S OF YOUR ORGANISATION (**please attach copies of municipal accounts**)

Municipal Rates Account No.: .....

Other Municipal Account No.: .....

26. DOES YOUR ORGANISATION HAVE ANY ARREAR MUNICIPAL ACCOUNT/S? (Mark with an **X** where applicable)

YES / NO

28. HAVE ARRANGEMENTS BEEN MADE WITH THE TREASURER'S DEPARTMENT ON HOW TO SETTLE THE ARREAR ACCOUNT/S? (Mark with an **X** where applicable)

YES / NO

29. IF YES, PLEASE ATTACH SIGNED COPIES OF ARRANGEMENTS MADE WITH THE TREASURER'S DEPARTMENT; AND

30. IF NO, WHAT ARE THE REASONS OR PROBLEMS RESULTING IN THE FAILURE TO MAKE ARRANGEMENTS?

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**NB: PLEASE NOTE -**

1. ALL Sections must be completed.
2. Incomplete and inaccurate application forms (or forms submitted without the required supporting documents) will be disqualified and will NOT be processed any further for consideration by the Council.
3. If it is found that wrong / false information has been supplied in the past in order to qualify for a grant, **the funds allocated to that applicant will be recovered by means of legal action.**

## DECLARATION STATEMENT

In my capacity as ..... of the organisation,  
I,.....,  
ID No ..... declare that the information rendered in this  
application form is correct, in every respect.

*SIGNATURE:*.....

*DATE:*.....

**▣ FOR OFFICE USE ONLY**

*APPLICATION COMPLETED ACCURATELY* YES / NO

*ALL NECESSARY DOCUMENTS ATTACHED* YES / NO

*APPLICATION RECEIVED ON OR BEFORE DUE DATE* YES / NO

*Financial Year* .....

**PLEASE READ AND COMPLY WITH CONDITIONS ON**

## **GENERAL CONDITIONS AND REQUIREMENTS APPLICABLE TO GRANTS-IN-AID**

1. The closing date for applications for Grants-in-Aid is **27 APRIL 2022**. Any grants made by the Council will be payable as from the month of February which follows such closing date.
2. Grants are made for one year only. Organisations that require further financial aid should therefore apply afresh each year. **Any amount to be awarded is at the discretion of The Executive Mayor.**
3. Applications for grants will **ONLY BE CONSIDERED** if made on the prescribed application form **AND ONLY** if such application is accompanied by the following documents:-
  - (i) A copy of the Organisation's **constitution** (only new applications, unless amended since previous submission)
  - (ii) The latest **audited** financial statements (if latest year not reflected, statements for previous year should be submitted or last 12 months bank statement);
  - (iii) Should the applicant be unable to provide financial statements as per (2) above, a detailed **BUSINESS PLAN** must be submitted (**Note**: Applicable to **newly established** organisations/groups/clubs only);
  - (iv) Proof of registration as a Non-Profit Organisation (NPO);
  - (v) A copy of the applicant's latest **detailed** bank statement; and
  - (vi) A copy of the latest municipal account (**where applicable**).
4. No application will be considered unless the constitution contains a **dissolution clause** to the effect that in the event of dissolution of the organisation, any assets remaining shall be handed over to an organisation or society with similar objectives.
5. All applicants who have previously obtained assistance must report on how the grant was utilised.
6. The completed application form, together with all the required documentation as per paragraph 3 above, must be forwarded to:-

**Manager: Office of the Executive Mayor**  
**Private Bag X1002**  
**Plettenberg Bay**  
**6600**

**Attention:** Mr. Herman Nieuwoudt

**Tel:** 044 – 501 3484 **E-mail:** [hnieuwoudt@plett.gov.za](mailto:hnieuwoudt@plett.gov.za)
7. **All decisions of the Council are final and no further correspondence in respect of the outcome of an application will be entertained.**