



PERDEKRAAL EAST ED COMMUNITY FUND FUNDING GUIDELINE (Enterprise Development)

This Community Fund has been established to invest in Enterprise Development (ED) Initiatives that supports the vision and local economy of Ceres, Bella Vista (BV), Nduli and Prince Alfred Hamlet (PAH). Applications are especially welcome from small and emerging enterprises. Please complete all sections in detail with necessary attachments. Incomplete applications will not be considered.

1. Who can apply?

Local businesses in Ceres, BV, Nduli and Prince Alfred Hamlet (PAH) can apply for funding, including:

- Small, Medium and Micro Enterprises (SMMEs);
- Co-operatives;
- Business partnerships for special events (e.g. markets);
- Any other enterprise that meets the requirements.

2. Requirements

- The business / enterprise must be located in Ceres, BV, Nduli or PAH and must support local economic development in the community;
- It must be active for at least 3 months;
- It must be run by Directors/ shareholders who keeps records;
- It must be registered or be seeking registration with CIPC or any other relevant institution;
- It must have a Bank Account with a recognized banking institution and keep records of all financial transactions;
- It must have a Tax Clearance Certificate or be willing to apply for a Certificate;
- The business must have received little or no funding from outside sources, and must operate with an annual budget of less than R200 000. The budget should match organisational size and track record;
- It must disclose other funding sources;
- It must be able to demonstrate how they mobilise local assets i.e. physical, financial, social, natural and human assets;
- It must be willing to co-operate with other stakeholders;
- It must be willing to participate in capacity-development, monitoring, evaluation and learning activities linked to the grant;
- It must be willing to report and account publicly.

3. Types of Grants

Funding can be given as a community grant¹; matching grant², material donation³, annual innovation award⁴ or technical support⁵. Enterprises can apply for a **minimum of R1000** and **maximum of R20 000** per grant. Enterprises can be invited to re-apply if deliverables are met and up to two grants can be awarded to one enterprise each year. Projects must be completed in 6 – 12 months.

* If you are a CBI (Ceres Business Initiative) candidate the technical grant (training, mentoring and capacity building) that amount should be indicated as well.

¹ A community grant is a lump sum given in monthly tranches for eligible SED activities.

² A matching grant is double the money raised by a group (a ratio of 2:1 - R2 for every R1 raised)

³ Direct purchase of goods and services by the Company or other material donation.

⁴ A cash award for innovative activities and organisations bringing new ideas and technologies.

⁵ A grant for training, mentoring, exposure visits and other capacity building.

4. Eligible Activities

Commercial activities must draw on local assets, be community driven and benefit the local economy, ie

- Asset based – appreciating, using and growing assets in Ceres, BV, Nduli and PAH;
- Community driven – encourage unity (togetherness) and shared responsibility/ co-investment;
- Creative, innovative and beneficial;
- Simple, easy to start and achievable in the short term ('low hanging fruit');
- Potentially profitable (income generating).

A grant will not be given unless social cohesion and mobilization are demonstrated and unless entrepreneurs have invested in their own initiatives. Initiatives that encourage multiplication (e.g. employment, skills transfer), partnerships and unity in Ceres, BV, Nduli and PAH are preferred.

Examples of eligible businesses are: clothing line, bakery, delivery, braai, baking, beading, building, car wash, design, media, photography, gardening, landscaping, hairdressing, mechanics, medicine to sickly, cleaning services, vegetable selling, small business hub, needlework, plumbing, sewing and shoe repair, barbershop, artwork, tattoos, tyre repair, woodwork, tiling, building, baking, selling fruit, fish and chips, pizza, atchar, roti, baking, skills transfer; sport management/ agriculture, security, insurance, skills centre, beadwork, artisans, food gardening (on)ions, sheep, composting, waste management, clothing bank; innovation; marketing; tourism; recycling and any other initiatives that supports the Ceres, BV, Nduli and PAH vision and local economy.

5. Ineligible Activities

Ineligible business activities include:

- A business benefitting just one individual;
- Activities that have a political agenda;
- Activities that have negative social, economic or environmental impacts;
- Emergency funds to meet shortfalls, loans or stand surety for loans;
- Salaries and stipends;
- Individual studies or studies abroad;
- Payment of accounts in arrears i.e. Eskom, Telkom and other such bills;
- Religious activities.

6. Procedure

- Applications will be accepted via email or at the Project Company Office. They can be submitted throughout the year but will be reviewed as per the schedule below. Please ensure you receive proof of submission;
- Applicants should complete the attached application form giving information clear about their business, why it is beneficial, what has happened so far and what assets/ co-investments have already been contributed. Budget projections should be detailed;
- The application will be assessed against the above criteria by an Allocations Committee. A site visit will be scheduled.

7. Accountability

- Successful applicants will be informed in writing and a contract will be signed with the Project Company. A copy of the reporting template will also be provided;
- The grant will be disbursed in monthly /quarterly tranches as agreed and if there is satisfactory accountability and compliance;
- Monthly narrative and financial reports are required with quotes and receipts attached;
- Grantees will be informed about capacity – building, networking and other opportunities;
- Grantees will also be engaged in monitoring, evaluation and learning activities as negotiated with the Project Company;
- Enterprises may requested to submit an article or story to publicise their business;
- Enterprises will report and account publicly;
- All funded enterprises should be profitable within one year.

For any enquiries regarding the completion of the application please contact Beauty at: Beauty.Theto@mainstreamrp.com OR 083 792 8286

8. Funding Cycles and Important Dates

	<i>Deadline for Applications</i>
<i>Cycle 1</i>	20 February 2021, 16h30
<i>Cycle 2</i>	20 May 2021, 16h30
<i>Cycle 3</i>	20 August 2021, 16h30

Completed Applications must be submitted to the ABCD Administrator at submissions@ubiqua.co.za



PERDEKRAAL EAST ED COMMUNITY FUND APPLICATION FORM

(Enterprise Development)

Please read carefully through this application form and provide all necessary information clearly. If you need assistance, please feel free to contact the Company Project Office. Incomplete applications will not be considered. Application forms to be completed by the organisation and not any third party.

SECTION 1. GENERAL INFORMATION

1.1. Name of Enterprise for which funding is requested:

.....

Type of Enterprise: (Please tick)

Small / Micro Enterprise

Medium Enterprise

Co-operative:

Other

CIPC Registration No (if applicable):

1.2. Contact Details:

Address:

..... Postal Code:

Telephone: E-mail:.....

Name and Cell No: Contact Person 1:

Name and Cell No: Contact Person 2:

1.3. Company Owners/ Directors:

Name, Surname & ID Numbers	Position	Contact Details	M	F	Age	When did you join the business?

Names of the people who may sign on the account and their position on Committee:-

Name: Position:

Name:..... Position:

1.4. People working in the business:

Name and Surname	Title/ Position	M	F	Age	Time contributed per week	Training / Skills

Name of Leader:

1.5. Banking Details

Name of Bank:

Address of Bank:

Type of Account:

Account No:

Branch Code:

Who will Check or Audit the Books (name/ contact number)?

Signed by:

I, (name and surname)

....., *mandated by the Company Directors declare the above information to be correct and confirm that the company will abide by the terms and conditions of any grant received.*

Two witnesses to sign: Name: Signature:.....

Name: Signature:.....

Date:

Please enclose with the application:

- *A Registration Document (CIPC) (where applicable);*
- *Copy of the latest bank statement;*
- *Copy of the ID Document of the Business Owner*
- *Tax Clearance and BBBEE Certificate (where applicable);*
- *Any other information that can assist with the assessment of the enterprise.*

For internal use only:

Area (tick): Ceres Bella Vista Nduli PAH

Received by: _____ Date: _____

Approved/ Not Approved: Date : _____ Amount: _____ Signature:_____

SECTION 2. DESCRIPTION OF THE BUSINESS

2.1. Background (*Who started the business, when was it started, why was it started?*)

2.2. Intention (*What is your objective/ target/ goal?*)

2.3. Highlights (*What has gone well since the business started? What are you proud of?*)

2.4. Description (*What are the goods or services you offer – what you do?*)

2.5. Detailed Action Plan (*for the next 6 months*) – add more pages if needed

<i>What will you do (activities)?</i>	<i>Who will be responsible?</i>	<i>By when will it be done?</i>
1.		
2.		
3.		
4.		
5.		

2.6. Partners/Networks (*Who are your suppliers/ partners? Who do you network / collaborate with? What do they do that benefits your business?*)

2.7. Marketing Strategy (*How will you market the business?*)

2.8. Local Economic Development (*How will the business boost the local economy?*)

2.9. Assets/ Resources (*What assets/ resources have been locally invested?*)

<i>What local assets/ resources are contributed?</i>	<i>No hours</i>	<i>Value/ Cost</i>	<i>Source (From whom?)</i>
Labour and time			
Cash/ Capital			
Special skills			
Venues (home, buildings, land)			
Equipment			
Other support:			

2.10. Budget requested - be specific

<i>Item - What do you need money for?</i>	<i>Cost</i>

(Please attach quotes for any goods and services)

Who wrote this application? Name: _____ Position: _____

Signature: _____ Date: _____