



PERDEKRAAL EAST SED COMMUNITY FUND FUNDING GUIDELINE (*Social Economic Development*)

The SED Community Fund supports social and economic development in Ceres, Bella Vista (BV), Nduli and Prince Alfred Hamlet (PAH). Applications are welcome especially from small and emerging non-profit organisations and social enterprises. Please complete all sections in detail with necessary attachments. Incomplete applications will not be considered.

1. Who can apply?

Local non-profit organisations¹ and social enterprises² based in Ceres, BV, Nduli and PAH can apply, ie:

- Community based organisations (CBOs);
- Small/ emerging organisations;
- Forums/ Clubs, Community Policing Forums and Cultural Groups;
- Social Enterprises;
- Co-operatives;
- Collaborations for Special Events (e.g. festivals);
- Any other relevant community organisation.

2. Requirements

- The organisation/ group must be based in Ceres, BV, Nduli or PAH and respond to priorities identified by the community;
- It must be active for at least 3 months with existing projects/ activities;
- It must be run by a Directors/ Shareholders or a Committee who keeps records;
- It must have a founding document/ constitution and be registered or willing to seek registration with the Department of Social Development's Non-Profit Organisation (NPO) Directorate or CIPC;
- It must have a Bank Account with a recognized banking institution and keep financial records;
- The organisation must have received little or no funding from outside sources and must operate with an annual budget of less than R200 000. Their budget must match organisational size and track record;
- It must disclose any other funding sources;
- It must demonstrate how local assets have been mobilised and co-invested in their activities i.e. natural, cultural, social, human, physical and financial assets;
- It must be willing to network and form partnerships with other organisations;
- 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 grant³; matching grant⁴, material donation⁵, annual innovation award⁶ or as technical support⁷. Organisations can apply for **minimum of R1000** and **maximum of R20 000** per grant. Organisations may be invited to re-apply if deliverables are met and up to two grants can be awarded to one organisation each year. Projects must be completed in 6 – 12 months.

¹ A developmental organisation that is not for profit registered or seeking registration with DSD's NPO Directorate.

² A profit making organisation (business) that has a social or public benefit purpose;

³ A community grant is a lump sum given in monthly tranches for eligible SED activities.

⁴ A matching grant is double the money raised by a group (a ratio of 2:1 - R2 for every R1 raised)

⁵ Purchase of goods and services

⁶ A cash award for innovative activities and organisations bringing new ideas and technologies.

⁷ A grant for training, mentoring, exposure visits and other capacity building.

4. Eligible Activities

Activities must support social and economic development in Ceres, BV, Nduli and PAH, be asset based, community driven and have community wide benefit. Projects / enterprises should be:

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

Examples of eligible projects / activities are: sport and recreation, Arts and Culture (drama, music, dancing, writing, poetry, choir, art centre); Gym, Soup kitchen, Education, Greening Groups, After care, Events (eg. light festival, street market, food stalls, stayawakes, Dodefees), Youth and children programmes, Sustainability (recycling, catch water cleanup), Camps, Community Safety; Health awareness; Support Groups; Motivational Meetings; Information Centres; Reading Groups, Action Groups, Training, Heritage activities. and any other activities that support the vision and local economy of Ceres, BV, Nduli and PAH. Projects encouraging partnerships, unity and inclusivity of people with disability are preferred.

5. Ineligible Activities

Ineligible projects/ activities include:

- Activities for self-interest only i.e. benefitting just one individual or interest group;
- Projects that have a political agenda;
- Projects that will have a negative social, economic or environmental impact;
- Purchase of land/buildings;
- Emergency funds to meet shortfalls, loans or stand surety for loans;
- Running costs only;
- Salaries (stipends may be considered in the short term);
- Individual studies or studies abroad;
- Religious activities (except for interfaith/ interchurch collaborations);
- Payment of accounts in arrears i.e. Eskom, Telkom and other bills.

6. How to apply?

- Applications will be accepted at any time of the year via email or at the Project Office. They will be reviewed as per the schedule below. Please ensure you receive proof of submission;
- Applicants must complete the attached application form giving clear information about their organisation, project and why it is beneficial. They must also show assets/ co-investments that have already been contributed. Budgets should be detailed;
- The application will be assessed against the above criteria by an Allocations Committee. A site visit will be scheduled to learn more about the organisation/ enterprise and the project.

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 be provided for monthly reports;
- Monthly narrative and financial reports are required with quotes, receipts and photos attached;
- The grant will be disbursed in monthly/ quarterly tranches as agreed if there is satisfactory accountability and compliance;
- Company staff will be available for advice, technical support, mentoring and capacity building;
- Grantees will be informed about networking and other opportunities;
- Grantees will engage in monitoring, evaluation and learning activities and may be asked to share their work in newsletters and on the Project Company website. Grantees will account and report publicly;
- Grants will be immediately suspended if there is non-compliance.

8. Important Dates

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

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

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



PERDEKRAAL EAST SED COMMUNITY FUND APPLICATION FORM (Social Economic Development)

Please read carefully through this application form and provide all information clearly. If you need assistance, feel free to contact the Company Project Office and add extra pages where necessary. 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 Organisation/ Group/ Enterprise for which funding is requested:

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Type of Organisation: (Please tick)

Community Based Organisation

Non Profit Organisation (NPO):

Co-operative:

Forum

Club:

Social Enterprise

Other

NPO/ CIPC Reg # (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. Management Committee:

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

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

Name: Position:

Name: Position:

Name: Position:

1.4. People working on the project/ enterprise:

Name and Surname	Title / Role in the project	M	F	Age	Time contributed per week	Training / Skills

Name of Project/ Enterprise 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 Management Committee declare the above information to be correct and confirm that the organisation/ enterprise will abide by the terms and conditions for any grant received from the Project Company.*

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

Name: Signature:.....

Date:

Please enclose with the application:

- *A Constitution/ Founding Document;*
- *ID Document of Chairperson/ Treasurer if not yet registered;*
- *Registration Certificate (where applicable);*
- *Copy of the latest bank statement and any financial reports;*
- *A Tax Clearance Certificate or Tax Exemption Affidavit (where applicable);*
- *Any other information that can assist with the assessment of the project.*

For internal use only:

Received by: Date:

Area (tick): Ceres Bella Vista Nduli PAH

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

SECTION 2. DESCRIPTION OF THE PROJECT

2.1. Background (*Who started the project/ enterprise, when and why was it started?*)

2.2. Purpose (*What do you aim to achieve? What change do you want to bring?*)

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

2.4. Description (*What are the activities – what will you do?*)

2.5. Action Plan (*for the next 6 – 12 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.		
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2.6. Partners/Networks (*Who are your partners? Who do you network / collaborate with? How do they contribute to the project / organisation?*)

2.7. Assets/ Resources (*What assets/ resources are locally invested?*)

What local assets/ resources are contributed?	No hours	Value/ Cost	Source (From whom?)
Labour and time			
Cash/ income (eg. fund-raising events)			
Special skills			
Venues (home, buildings, land)			
Refreshments and catering			
Other support:			

2.8. Budget requested

Total budget requested (please note the grant range is R1000 – R20 000) _____

Item - What do you need money for?	Cost

(Please attach quotes for any goods and services)

2.9. Monitoring and Evaluation

How do you know that the activities of your organization/ enterprise are making a difference? What changes have you observed as a result of your work? How do you monitor and evaluate change?

Who wrote this application? Name: _____ Position: _____

Signature: ----- *Date:* -----