

PERDEKRAAL EAST EnD COMMUNITY FUND FUNDING GUIDELINE (Enterprise Development)

This Community Fund has been established to invest in Enterprise Development (EnD) Initiatives that support the vision and local economy of Ceres, Bella Vista (BV), Nduli (including Vredebes and farming communities in Ward 12) 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 /enterprises with a minimum of 51% black-ownership in Ceres, BV, Nduli and PAH can apply for funding, including:

- Small, Medium and Micro Enterprises (SMMEs);
- Co-operatives;
- Social Enterprises;
- Partnerships for Special Events (e.g. markets);
- Other enterprises that meet requirements.

2. Requirements

- The business / enterprise must be located in Ceres, BV, Nduli and/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 with CIPC or any other relevant institution;
- It must have an active Bank Account with a recognized banking institution and keep records of all financial transactions;
- It must have a Tax Clearance Certificate (with a compliant tax status) or Tax Exemption Affidavit;
- The business must operate with an annual budget of less than R200 000. The budget should match organisational size and track record;
- They must disclose other funding sources and what it is used for;
- They must be able to demonstrate how they mobilise local assets i.e. physical, financial, social, natural and human assets;
- They must be willing to co-operate with other stakeholders;
- They must be willing to participate in capacity-development, monitoring, evaluation and learning activities linked to the grant.
- Compliance documents to be submitted with application form:
 - CIPC Registration Documents;
 - A valid BBBEE Affidavit or Certificate;
 - Proof of Bank Account and/or Bank Statement (not older than 3 months);
 - Certified copy of Identity Document/s (ID) of directors/shareholders (not older than 3 months);
 - Three quotations for items listed for funding.

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 R1 000** 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.

4. Eligible Activities

Commercial activities must draw on local assets, be community driven and benefit the local economy. They should be:

- 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 (eg. employment, skills transfer, regional linkages), 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, fruit and vegetable selling, small business hub, needlework, plumbing, sewing and shoe repair, barbershop, artwork, tattoos, tyre repair, woodwork, tiling, building, food sales, skills transfer, sport management/agriculture, security, insurance, skills centre, beadwork, artisans, food gardening, 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 environmental economic and/or environmental impacts;
- Purchase of land/buildings;
- Emergency funds to meet shortfalls, loans or stand surety for loans;
- Running/operational costs only;
- 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 until the stipulated deadline via email or delivered to the Project Office. Please ensure you receive proof of submission for hand-delivered applications;

¹ A community grant is a lump sum given for eligible EnD activities.

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

³ A material donation is the direct purchase of goods and/or services by the Project Company or other material donation.

⁴ An annual innovation award is a cash award for innovative activities and organisations bringing new ideas and technologies.

⁵ Technical support is a grant for training, mentoring, exposure visits and other capacity building. If you are a CBI (Ceres Business Initiative) candidate for their technical grant (training, mentoring and capacity building) that amount should be indicated as well.

- 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. A site visit will be scheduled to learn more about the business.

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 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 will also be 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.

8. Submission of Applications

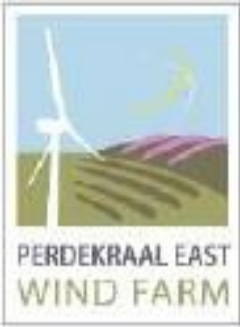
<i>Deadline for Applications</i>
24 October 2023, 16h30

Completed Applications must be submitted as follows:

Email to ABCD Administrator:
datacollectors1mer@outlook.com

Hand Delivery:
 Perdekraal East Project Office
 51 Voortrekker Street, Ceres

Please Note:
Incomplete Applications will not be considered



PERDEKRAAL EAST EnD COMMUNITY FUND GRANT 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 and add extra pages where necessary. Incomplete applications will not be considered.

SECTION 1. GENERAL INFORMATION

1.1. Name of Enterprise for which funding is requested:

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Type of Organisation: (Please tick)

Small / Micro Enterprise Medium Enterprise

Co-operative: Social Enterprise

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 & ID Numbers	M	F	Age	Time contributed per week	Training / Skills

Name of Leader:

Signature: **Date:**

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 organisation will abide by the terms and conditions of any grant received by the Project Company.

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

Name: Signature:.....

Date:

- Please enclose with the application:
- A CIPC Registration Document;
 - Copy of the latest bank statement (not older than 3 months);
 - Copy of Identity Document (ID) of the Business Owner;
 - Valid Tax Clearance Certificate;
 - Valid BBBEE Certificate/Affidavit;
 - Details of previous funding received from Perdekraal East Wind Farm (Year, Amount, Funding Items), if 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:

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 (tasks)?</i>	<i>Who will be responsible?</i>	<i>By when will it be done?</i>

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

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

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

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

What local assets/ resources are contributed?	Number of hours	Value / Cost	Source (From whom?)
Labour and time			
Cash/Capital			
Special skills			
Venues (home, buildings, land)			
Equipment			
Other support:			

2.10. Budget requested

Total budget requested (please note the grant range is R1000 - R20 000) R.....

Item - What do you need money for?	Cost

(Please attach three quotes for any goods and services)

Who wrote this application? Name: _____ **Position:** _____

Signature: _____ **Date:** _____