PERDEKRAAL EAST
SED SUSTAINABILITY FUND
FUNDING GUIDELINE
(Socio-Economic Development)

The SED Sustainability Fund supports socio-economic development (SED) 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?

Established local non-profit organisations[1] and social enterprises [2]based in Ceres, BV, Nduli and PAH who are registered and have a demonstrated track record can apply for funding, including:

- Non-Profit Organisations (NPOs) and Non-Profit Companies (NPCs);
- Community Based Organisations (CBOs);
- Co-operatives and Social Enterprises;
- Partnerships for Special Events (e.g. festivals/ markets);
- Any other relevant organisations that meet the requirements.

2. Requirements

- The organisation must be based in Ceres, BV, Nduli or PAH and respond to community priorities;
- It must be active for at least 12 months;
- It must be run by an official committee or directors who keep records;
- It must have a founding document/constitution and be registered or be seeking registration with the Department of Social Development's Non-Profit Organisation (NPO) Directorate and/or CIPC for a Non-Profit Company (NPC);
- It must have an active Bank Account with a recognized banking institution, keep records of all financial transactions and produce financial reports;
- The organisation must have good legal and financial standing;
- The organisation must have strong financial management capacity and track record. It should operate with an annual budget of less than R500 000. Budgets should match organisational size and capacity;
- It must disclose any other funding sources and what it is used for;
- 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 have a Tax Clearance Certificate; Tax Exemption Affidavit or PBO Certificate;
- It must be willing to co-operate 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.

---

[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. Types of Grants

Funding may be given as a community grant[3]; matching grant[4], material donation[5], annual innovation award[6] or technical support[7]. Organisations can apply for a **minimum of R20 001** and **maximum of R100 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 should be completed in 6 – 12 months.

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/organisations should be:
* Asset based – appreciating, using and growing local assets;
* Community driven – encourage unity (togetherness) and shared responsibility/ co-investment;
* Creative, innovative and beneficial;
* Be impactful with measurable results;
* Sustainable (income generating).

A grant will not be given unless organisations have invested in their own initiatives and social cohesion and mobilization are demonstrated. Projects/organisations encouraging partnerships and unity in Ceres, BV, Nduli and PAH are preferred.

Examples of eligible projects, activities and/or organisations are: sport and recreation, Arts and Culture (drama, music, dancing, writing, poetry, choir, art centre); Gym, Soup kitchen, Education, Greening Groups, Aftercare, Events (e.g. 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 Projects

Ineligible projects/ activities include:

* Activities driven for by self-interest only i.e. benefitting just an individual or interest group;
* Projects that have a political agenda;
* Projects that will have a negative social or environmental impact;
* Purchase of land/buildings;
* Emergency funds to meet shortfalls, loans or stand surety for loans;
* Running/operational costs only;
* Salaries (stipends may be considered in the short term);
* Individual studies or studies abroad;
* For-profit organisations;
* 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 until the stipulated deadline via email or delivered to the Project Office. Please ensure you receive proof of submission for hand-delivered applications;
* Applicants must complete the attached application form giving clear information about their organisation, project, why it is beneficial. They must also show assets/co-investments that have already been contributed. Budgets should be detailed;

---

[3] A community grant is a lump sum given 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] A material donation is the direct purchase of goods and/or services by the Project Company or other material donation.
[6] An annual innovation award is a cash award for innovative activities and organisations bringing new ideas and technologies.
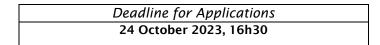[7] Technical support is a grant for training, mentoring, exposure visits and other capacity building.

- The application will be assessed against the above criteria. A site visit will be scheduled to learn more about the organisation;

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 reports are required with quotes, receipts and photos attached;
- Company staff will avail technical support, mentoring and capacity building to support grantees;
- 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. Submission of Applications

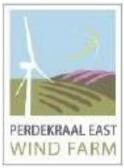| *Deadline for Applications* |
| :---: |
| **24 October 2023, 16h30** |

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
SED COMMUNITY FUND
GRANT APPLICATION FORM
(Socio-Economic 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 Project or Organization for which funding is requested:

....

Type of Organisation: (Please tick)

Non-Profit Organisation (NPO): □   *Non-Profit Company (NPC):* □
Community Based Organisation □   *Co-operative:* □
Social Enterprise □   *Forum* □
Club: □   *Other* □ _____
Registration Number (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. Executive 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 account and their position on Committee:-

Name: .... Position: ....

Name:... Position: ....

1.4. People working on the project:

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

Name of Project 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 Management Committee 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 Constitution/ Founding Document and Registration Certificate (where applicable);*
- *Copy of Identity Document (ID) of Chairperson / Treasurer;*
- *Copy of the latest bank statement (not older than 3 months) and any financial reports;*
- *A Valid Tax Clearance Certificate or Tax Exemption Affidavit;*
- *Valid BBBEE Certificate/Affidavit;*
- *Details of previous funding received from Perdekraal East Wind Farm (Year, Amount, Funding Items), if applicable.*

For internal use only:
Area (tick): ☐ Ceres   ☐ Bella Vista   ☐ Nduli   ☐ PAH
Received by: _____ Date: _____

SECTION 2. DESCRIPTION OF THE PROJECT

2.1. Background *(Who started the project, when was it started, 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. Project Description *(What are the activities – what will you do?)*

```
```

2.5. Action Plan *(for the next 6 – 12 months) – add more pages if needed*

What will you do (tasks)?	Who will be responsible?	By when will it be done?

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

2.7. 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/income (e.g. Fundraising events)			
Special skills			
Venues (home, community buildings, land)			
Refreshments and catering			
Other support:			

2.8. Budget requested

Total budget requested (please note the grant range is R20 001 – R100 000) **R…………………………**

Item - What do you need money for?	Cost

(Please attach three quotes for any goods and services)

2.9. Monitoring and Evaluation

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

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

Signature: _____   Date: _____