CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

COMMUNITY SUPPORT POLICY

TAVLE OF CONTENTS

		Page
1.	RATIONALE	3
2.	RESTRICTIONS	3
3.	PUBLIC ADVERTISEMENT	3
4.	APPLICATION PROCEDURES	4
5.	TRANSFERS BELOW PRESCRIBED LIMIT	4
6.	CONTRACTS	5
7.	CONTRACT MANAGEMENT	5
8.	SELECTION COMMITTEE	5
9.	MONTHLY REPORTS	5

1. RATIONALE

Since 4 December 2000 the Cape Winelands District Municipality has established a culture of supporting organisations that contribute to achieving the national and district aspirations of the country by serving communities and individuals who are most in need.

This policy aims to ensure that beneficiaries are identified in a fair and transparent manner and that funds transferred reaches the intended beneficiaries.

All transfers must be made in terms of:

- the Local Government: Municipal Finance Management Act, 56 of 2003 (MFMA) that is attached as Annexure;
- this policy; and
- any other applicable law

2. RESTRICTIONS

Transfers are restricted to organisations that:

i) operate as a separate legal entity and that is recognised as such by South African Law;

ii) is located and serve communities and individuals who are most in need within the Cape Winelands municipal boundaries.

Funds may not be transferred to an organisation if it has not been budgeted for.

Funds may not be transferred to individuals.

3. PUBLIC ADVERTISEMENT

Funds may not be transferred to any organisation that has not submitted a proposal in response to a public advertisement. In the event of a natural disaster, fire or an unforeseen event that causes hardship amongst individuals or communities, the Executives Mayor may authorise financial and / or other types of assistance to those affected, provided that the Executive Mayor tables a full report at the next Mayoral Committee and Council Meeting.

4. APPLICATION PROCEDURES

The proposal must be on the organisations letterhead, signed by a member of the organisations executive, and must include the following information:

i) A brief description of who the applicant organisation is and what the applicant does. The date of establishment, details of the board / steering / management committee and past achievements must be included.
ii) A brief description of the project and what it aims to achieve;
iii) The budget for the project;
iv) The duration of the project;
v) Individuals or organisations whose support has been requested;
vi) If the request if for general support then the organisations overall budget must be included;
vii) A contact name, full street address, telephone number and e-mail address (if available);
viii) The Non – Profit Organisation registration number if the organisation is registered as such;
ix) The applicants legal name;
x) References, independent of the organisation and organisations executive;
xi) Most recent audited financial statements if any;
xii) Founding Documents, Certificates of Incorporation

The above requirements may be relaxed if in the opinion of the Municipal Manager it would be reasonable and justifiable to do so.

5. TRANSFERS BELOW PRESCRIBED LIMIT

In principle all organisations must comply with Section 67(1) of the Municipal Finance Management Act, Act no 56 of 2003, notwithstanding the monetary value of funds transferred. The Council does realise that in certain circumstances the exception in Section 67(4) of the MFMA exempts organisations who serve the poor from compliance because it would be unreasonable and uneconomical. To ensure good corporate and financial governance, if an organisation will receive less than the prescribed amount but can comply with Section 67(1) they must do so. The Municipal Manager or his delegated representative must be satisfied that Section 67(4) is relevant and should be applied before funds are transferred.

The head of the organisation must certify to the Municipal Manager, or his delegated representative, that the money was received in its bank account and that the amount is / will be utilised to the benefit and in accordance with the role they play in society.

The Municipal Manager, or his delegated representative, from time-to-time must verify and inspect the existence and activities of the organisation;

The transfer of funds must be made subject thereto that the organisation regularly report, where necessary, to Council regarding the activities conducted, the ward within which activities are conducted as well as the number of people benefiting from the activities.

6. CONTRACTS

Before any funds are transferred to an organisation that serves the poor a contract must be concluded with the beneficiary to protect the interest of Council, to ensure that the funds reaches the intended beneficiaries, that the funds are used for the intended purpose and that the recipient of the funds main purpose has not changed.

7. CONTRACT MANAGEMENT

It is the responsibility of the Municipal Manager or his delegated representative to manage contracts entered into with beneficiaries by receiving reports and doing the necessary site visits and inspections to ensure that this policy and contract is complied with.

8. SELECTION COMMITTEE

The Municipal Manager must appoint a selection committee consisting of at least three senior officials, one of which must be the Executive Director: Community and Developmental Services who will be the chairperson of the committee.

The Selection Committee must make recommendations to the Executive Mayor together with the Mayoral Committee for final approval.

9. MONTHLY REPORTS

The Accounting Officer must submit monthly reports to the Executive Mayor together with the Mayoral Committee, showing the effect of the implementation of the policy.