



CAPE WINELANDS DISTRICT MUNICIPALITY

ENTREPRENEURIAL SEED FUND PROGRAMME

APPLICATION FORM 2025/2026

Overview

Thank you for your interest in the Cape Winelands District Municipality's (CWDM) Entrepreneurial Seed Fund Programme.

The Entrepreneurial Seed Fund has been established by the CWDM to provide limited grant funding to SMMEs within the district that require seed capital in order to establish themselves and/or grow. The funding will mainly be allocated in the form of a grant-in-kind, for example through the purchasing of equipment or supplies on behalf of the SMME by the district municipality. The CWDM does not transfer money directly to the SMME. Funding ranges between R10 000 and R30 000. **All applications will be subjected to an evaluation process.**

General eligibility requirements for SMMEs

To be eligible for the funding, SMMEs must complete the attached application form.

General criteria for SMMEs selection

In determining which of the numerous applicants will be considered for funding, the CWDM considers and weighs those SMMEs that submit evidence of the following criteria:

1. SMME is or will be a legally registered business.
2. SMME has clearly defined, measurable and achievable goals and objectives.
3. Application adequately describes the managerial, financial and technical capability of the SMME to be viable.
4. Supporting documents are attached to the application.
5. Each applicant **must** complete the attached Declaration of Interest form. If not completed, your application will not be considered.
6. Your application **MUST** have all legal compliance documents attached as per the business that you will operate.

SUBMISSION

Duly completed Call for Proposals must be enclosed in a (separate) sealed envelope and endorsed with the relevant name and description on the envelope(s).

The sealed document must be placed in the official tender boxes of the CWDM offices listed below on or before **Thursday, 31 October 2024 at 14:00**.

Stellenbosch: 29 Du Toit Street

Paarl: 194 Main Street

Worcester: 51 Trappe Street

Ceres: 27 Munnik Street

Robertson: 46 Van Reenen Street

Montagu: 56 Bad Street

Online applications:

Please note that no proposals will be accepted via email or post (internal or external) and the CWDM takes no responsibility for proposals that are not submitted in the tender boxes in the prescribed manner. No correspondence will be entered into by any official on behalf of the Cape Winelands District Municipality in this regard.

Funding will only be available after 1 July 2025.

Should no feedback be received by 30 June 2025, applicants may assume that their application has been unsuccessful.

ADDITIONAL NOTES

Foreigners who apply must be in possession of a residence permit or green ID document or have refugee status and must be tax compliant. **Please submit originally certified documents as proof of South African residence status.**

DIRECT ENQUIRIES

Please direct any enquires to Prudence January at prudence@capewinelands.gov.za or Nozuko Bhobhi at nozuko@capewinelands.gov.za at telephone 086 126 5263.

SECTION A: CONTACT INFORMATION

1. Name of business: _____
2. Address:

3. Telephone: _____ Cell: _____
Fax: _____
Email address: _____
Website address: _____
4. Are you, your staff or business partner(s) currently employed by the government?
Yes/No: _____
5. Are you, your staff or business partner(s) currently related to anyone employed at the Cape Winelands District Municipality?

Yes/No: _____

SECTION B: BACKGROUND INFORMATION ON BUSINESS

1. When was your business established?

2. Is your business registered and as what is your business registered?
Yes _____ No _____ In process _____ Type _____
3. If answer is "Yes", please attach a copy of the business registration document.
If answer is "In progress", when did you apply for registration?
4. Who started/established the business?

5. Who manages the business? List the manager's name, title and educational background.

6. How many owners are there?
Men ___ Age(s) _____ Women ___ Age(s) _____
Disabled _____

How many fulltime employees are there?
Men ___ Age(s) _____ Women ___ Age(s) _____
Disabled _____

How many part-time employees are there?

Men ___ Age(s) _____ Women ___ Age(s) _____
Disabled ___

7. In the chart below, provide the requested information about your staff:

Name	Title	Fulltime	Part-time	Educational background

8. How long has your business been operational? _____

SECTION D: PROJECT DESCRIPTION

1. Why is the business needed? Please state the developmental problem(s) you plan to address as a community member with your business and the proposed business location and/or address.

2. Has the business previously received funding from government? If yes, what type, under which programme, when and how much?

3. List two references who can vouch for the integrity, reliability and usefulness of your business or business idea.

Reference (1)

Name: _____

Contact information

Reference (2)

Name: _____

Contact information

Is your completed, certified CWDM Declaration of Interest form attached to this application? YES/NO

The Cape Winelands District Municipality adheres to the Protection of Personal Information Act, 2013 (Act No 4 of 2013) and regulations promulgated thereunder (POPI Act). All personal information provided will be held and/or stored securely for the purpose for which it was collected. In order for the Cape Winelands District Municipality to pursue its objectives and strategies, your personal information needs to be collected and processed.

By submitting your application form to the CWDM, you understand and agree to the following:

- All personal information that you provide to us will be held and/or stored securely and electronically in a database and will be used only for the purposes for which it is collected.
- You have no objection to the CWDM retaining your personal information
- You understand that should you refuse to provide the CWDM with your personal information which is required to consider your application for funding, the CWDM will be unable to engage with you or enter into any agreement with you.
- A copy of the CWDM's policy on Protection of Personal Information can be viewed at www.capewinelands.gov.za.

SHOULD YOU HAVE ANY OBJECTION TO THE PROCESSING OF YOUR PERSONAL INFORMATION, YOU MUST NOTIFY THE CAPE WINELANDS DISTRICT MUNICIPALITY IMMEDIATELY IN WRITING, FAILING WHICH IT WILL BE DEEMED THAT YOU ACCEPT AND AGREE TO THE TERMS AND CONDITIONS

The undersigned person acknowledges that the information provided is correct.

Please write your name in print.

Name:

Signature:.....

Date:.....

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