

MANGAUNG METROPOLITAN MUNICIPALITY



GRANTS IN AID APPLICATION FORM

1 JULY 2025 - 30 JUNE 2026

MANGUANG METROPOLITAN MUNICIPALITY GRANTS-IN-AID APPLICATION FORM	
Financial Year: - 1 July 2025 to 30 June 2026	
SECTION	DETAILS AND REQUIREMENTS
1.	FOR OFFICIAL USE ONLY Application submitted to: Bram Fischer Building Nelson Mandela Drive and Markgraaf Street Bloemfontein 9301 OR via email: Phone: Dr T Thinda: (051) 405 8343: email Thabang.thinda@mangaung.co.za Mr E. Rasoeu: (051) 405 0000: email eddie.rasoeu@mangaung.co.za Closing Date: 31 August 2025

2.

DETAILS OF APPLICANT
(To be completed by Applicant)

2.1 General Details

Name of organisation or body

.....

Date established: -

Financial year of Organisation: - From (ddmmyy)... to
 (ddmmyy).....

ADDRESS:-

Physical: -

.....

.....Code:..... Postal: -

.....

..... Code:

Committee Members / Responsible Officials / Management / Trustee Details:-

Are any of the members listed below employees or Councillors of the Mangaung Metropolitan Municipality? NO/YES

NO	NAME	IDENTITY NUMBER (Attach copy of bar-coded RSA Identity Document)	POSITION IN ORGANISATION	EMPLOYED BY MMM OR COUNCILLOR YES/NO
1				
2				
3				
4				
5				

Date of last Annual General Meeting

Note: - Complete as N/A if this is a newly established organisation Contact
 Details: -

Duly authorised person: - Full name -

	 RSA ID number - Position in organisation - Contact Person: Full name: -
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	RSA ID number -			
	Position in organisation -			
	Telephone Number: Fax Number: -			
	Cell phone Number:			
	E-mail Address: -			
	Type of organisation (Please tick relevant box) Registration numbers must be provided and copies of current registration certificate(s) must be attached hereto)			
	2.2 Type of Organisation			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; padding: 5px;"> ORGANISATION TYPE </td> <td style="width: 10%; text-align: center; padding: 5px;"> ☒ </td> <td style="width: 60%; text-align: center; padding: 5px;"> REGISTRATION NUMBER </td> </tr> </table>	ORGANISATION TYPE	☒	REGISTRATION NUMBER
ORGANISATION TYPE	☒	REGISTRATION NUMBER		
	(i) PBO registered in terms of Section 30 of the Income Tax Act, 58 of 1962:- 			
	(ii) NPO registered in terms of Section 13 of the NPO Act, 71 of 1977:- 			
	(iii) NPC incorporated in terms of the Companies Act, 71 of 2008:- 			
	(iv) Religious Institution registered as a PBO in terms of section 30 of the Income Tax Act, 58 of 1962:- 			
	(v) Old Age Home registered in terms of the older Persons Act, 13 of 2006:- 			
	(vi) ECD / Crèche / Child Care Facility Registered in terms of the Children's Amendment Act, 41 of 2007:- 			

(vii) Senior Citizen group, association or recreational club registered as a PBO or NPO in terms of the relevant Act as referred to above: -

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(viii) Public School as defined in terms of the South African Schools Act, 84 of 1996 or independent school as registered in terms of that Act:-

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(ix) Non-professional Sports clubs or association registered as PBO or NPO in terms of the relevant Act as referred to above:-

(x)

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(xi) Arts and Culture association registered as a NPO or PBO in terms of the relevant Act as referred to above:-

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(xii) Other CBO's carrying out public benefit activities and registered as PBO's or NPO's in terms of the relevant Act as referred to above:-

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2.3 Vendor Registration

2.3.1 VAT Vendor - SARS

Is the organisation a registered VAT vendor with SARS?

If yes, what is VAT registration number?

YES		NO	
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YES			
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Centralised Supplier Database (CSD) number?

MAAA

3.	These following documents must accompany this application. Omissions will result in disqualification.																																																											
	<table border="1"> <thead> <tr> <th>Document Checklist</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Application Form</td> <td></td> <td></td> </tr> <tr> <td>Business and Project Plan</td> <td></td> <td></td> </tr> <tr> <td>Detailed business and project plan, duly signed and initialled on each page</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Monetary value of application:</td> </tr> <tr> <td>Application in excess of R100 000 Audited Annual financial statements</td> <td></td> <td></td> </tr> <tr> <td>Application between R50 001 and R100 000 Independently reviewed Annual Financial Statements</td> <td></td> <td></td> </tr> <tr> <td>Application R50 000 and below Income and Expenditure Report</td> <td></td> <td></td> </tr> <tr> <td>Minutes of latest AGM</td> <td></td> <td></td> </tr> <tr> <td>If the AGM minutes does not reflect the decision to apply for the City's funding the minutes of the meeting where this decision was taken/letter signed by all members of the board indicating agreement thereto</td> <td></td> <td></td> </tr> <tr> <td>Signed Constitution</td> <td></td> <td></td> </tr> <tr> <td>Certificate of Acceptability- if food is to be prepared/transported</td> <td></td> <td></td> </tr> <tr> <td>Registration documents</td> <td></td> <td></td> </tr> <tr> <td>Latest Municipal Account</td> <td></td> <td></td> </tr> <tr> <td>VAT Vendor - SARS</td> <td></td> <td></td> </tr> <tr> <td>Zero Rated Vat Invoice</td> <td></td> <td></td> </tr> <tr> <td>National Treasury CSD number e.g. MAAA</td> <td></td> <td></td> </tr> <tr> <td>Certified copies of members ID's</td> <td></td> <td></td> </tr> <tr> <td>Proof of bank account</td> <td></td> <td></td> </tr> </tbody> </table>			Document Checklist	Yes	No	Application Form			Business and Project Plan			Detailed business and project plan, duly signed and initialled on each page			Monetary value of application:			Application in excess of R100 000 Audited Annual financial statements			Application between R50 001 and R100 000 Independently reviewed Annual Financial Statements			Application R50 000 and below Income and Expenditure Report			Minutes of latest AGM			If the AGM minutes does not reflect the decision to apply for the City's funding the minutes of the meeting where this decision was taken/letter signed by all members of the board indicating agreement thereto			Signed Constitution			Certificate of Acceptability- if food is to be prepared/transported			Registration documents			Latest Municipal Account			VAT Vendor - SARS			Zero Rated Vat Invoice			National Treasury CSD number e.g. MAAA			Certified copies of members ID's			Proof of bank account		
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		Tax Compliance Status			
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THE FOLLOWING CONDITIONS SHALL APPLY

- 4.1 This application must be properly and fully completed, initialled on each page and signed and accompanied by a fully completed and signed Business and Project Plan and all the other relevant documents referred to in 2 above.
- 4.2 The amount of Grants-in-Aid funding requested from the MMM must be indicated and a detailed breakdown of the proposed budgeted expenditure must be provided. The minimum amount of Grants-in-Aid funding that may be applied for is R 15 000 (Fifteen Thousand Rand).
- 4.2.1 The total anticipated income to be either raised by the organisation or be provided from its own funds must also be detailed and should be sufficient to cover the proposed expenditure on the project or programme, in order to confirm the viability of a project or programme from a cost and budget point of view.
- All properly completed and signed applications using this application form must be received by the Project manager by no later than the close of business on the closing date of the advert, published in the local press and MMM website, calling for Grants-in-Aid applications.
- 4.3 Any application that does not comply with these requirements will not be considered or processed. All applications must either be delivered to the **Mangaung Metropolitan Municipality offices on the following address: Bram Fischer Building Nelson Mandela Drive and Markgraaf Street Bloemfontein 9301.**
- 4.4 Any Grants-in-Aid approved by the Mangaung MMM must be exclusively utilised for the purpose(s) declared and benefit the targeted communities as identified in the Business and Project Plan. A successful applicant will be required to complete and sign a Memorandum of Agreement (MOA) with the Mangaung Metropolitan Municipality. An organisation receiving a Grants-in-Aid must retain and file all original vouchers, invoices, cash slips, cheques and other relevant financial and accounting documentation that relate to the approved project or programme and which confirm how the Grants-in-Aid was utilised.
- 4.5 Applicants must, in the Business plan and Project Plan, satisfy MMM that they are financially viable and possess the ability to execute the project or programme successfully.

	4.6 Funding will be considered for only one project per organization, of a similar nature, in any financial year (e.g. 2025/2026). Multiple projects per organization will therefor only be considered provided the nature of the project is different. 4.7 Any Grants-in-Aid recommended to Council for consideration will be dependent upon whether an organisation or body and its proposed project qualifies for a Grants-in-Aid funding in terms of the requirements of the Grant in Aid Policy MMM. The Grants-in-Aid amount that may be allocated will be dependent upon the availability of Grants-in-Aid funding and budget set aside for this purpose. 4.8 No Grants-in-Aid applications submitted by Political Parties, Affiliations, Organisations or Groupings or for projects where such organisations are the beneficiaries, will be considered. 4.9 The City reserves its right not to consider an application for a Grants- in-Aid if an organisation has received or will receive sufficient funds from other sources, as reflected in paragraph 3.7 for that particular project. 4.10 No funding will be considered where only an individual will benefit. Grants-in-Aid funding assists MMM in exercising its executive and legislative authority and is intended to fund projects that benefit MMM and its residents. 4.11 Applications received from organisations that operate outside the boundaries of the MMM will not be considered unless a clear and compelling benefit to the Metro and its residents can be demonstrated. 4.12 Grants-in-Aid will not be allocated to fund the normal operational expenditure incurred by an organisation or body including employee costs or any expenditure required to establish an organisation or to make it viable. 4.13 Grants-in-Aid shall only be paid over to an organisation after MMM/Council has approved the Grants-in-Aid and the MOA has been signed. The organisation must also be up to date with its municipal account(s), where applicable, by either settling any arrears in full or making the necessary payment arrangements, as agreed with and applied by Mangaung Metropolitan Municipality Revenue Department, in terms of the Metro's Credit Control and Debt Collection Policy, before a Grants-in-Aid will be paid into its bank account. 4.14 Requests from applicants to cover overspending on projects will not be considered and Grants-in-Aid funding will not be made available retrospectively to fund expenditure already incurred on a project.
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- 4.15 Successful applicants will only be informed, in writing, by the responsible Project Manager, of Council's decision, after Council has approved the Grants-in-Aid.
- 4.16 Unsuccessful applicants will also be informed, in writing, by the Project Manager that their application has been unsuccessful and be furnished with the reason(s) as to why.
- 4.17 Successful applicants must at all times comply with the provisions of Section 67 of the Municipal Finance Management Act, 56 of 2003 and the Policy.
- 4.18 Enter into and comply with an agreement with the MMM and with all reporting, financial management and auditing requirements as may be contained in such agreement (MOA).
- 4.19 Report monthly on the actual expenditure incurred on the approved project and using the Grants-in-Aid funds received from the City to fund such expenditure or part thereof on the Expenditure Report template. Such reports to be completed and submitted together with copies of all invoices, cheques, cash slips, expenditure vouchers, receipts, etc. for all GIA allocations.
- 4.20 Where a successful beneficiary organisation is unable to comply with any of the conditions in the MOA, does not complete the project in terms of the MOA or utilises the Grants-in-Aid funds on a project otherwise than set out in the application form, the amount of the Grants-in-Aid, together with any interest earned thereon (where applicable), must, in terms of the MOA and Grants in-Aid recovery process, be repaid to the MMM by means of a deposit into its bank account being:

Account Holder: - Mangaung Metropolitan Municipality
Bank: - Nedbank South Africa
Branch Code: - 198765
Account Number: - 1186239778
SWIFT Code: - NEDSZAJJ

of

5.	Undertaking to be signed by duly authorised official(s) of the Organisation By completing this form, I understand and consent that (i) My personal information will be processed by Mangaung Metropolitan Municipality, for purposes of and in relation to the municipality's programmes and community initiatives, and that such processing shall comply with the provisions of POPIA and any other applicable law; (ii) I may, at any stage, withdraw my consent but acknowledge that Mangaung Metropolitan Municipality may still process my personal information if the law allows or requires this; and (iii) I also have the right to request access to my personal information and where necessary request the deletion, correction or destruction of such personal information. It is hereby certified that the information provided in this application, and documents attached hereto, in terms of section 2/3 above, is true and correct and that the conditions applicable to the allocation of the Grants-in-Aid, as set out in section 4 above, have been read, understood and have been complied with. Thus done and signed at on this day of 20.... Full Name,..... RSA ID Number Signature Position held in organisation or body Full Name RSA ID Number Signature Position held in organisation or body
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of 12

(To be completed by the Project manager when they receive the completed applications from the applicants)

Name: - Line Department and Project Manager: -

.....

File/Project Ref No: -

Date Received: -



Please Note:

Copies of the Municipality Grant-in-Aid Policy are available on request from

Mr Eddie Rasoen 511..... Project Managers' office at the addresses indicated above or can be
accessed on the Mangaung Metropolitan Municipality Website

MANGAUNG METROPOLITAN MUNICIPALITY	
Grants in aid Business and Project Plan	
Financial Year: 1 July 2025 to 30 June 2026	
SECTION 6	DETAILS AND REQUIREMENTS
6.1	ORGANISATION:-
6.2	AIMS AND OBJECTIVES OF ORGANISATION:-

6.3	PROJECT OR PROGRAMME DETAILS:- 6.3.1 Project or Programme Description – What is the proposed project’s focus, purpose or level of intervention e.g. in the case of a crèche or ECD, it will be child care and early childhood development? 6.3.2 Location/area - Where will this project be carried out? I.e. What is the target area? Target: 6.3.3 Beneficiaries - Which community (the target community or group) will benefit from this project? Target: Target Number –
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	6.3.4 What is the number of beneficiaries who will be targeted? 6.3.5 Motivation and objectives – How will the proposed project or programme benefit the target community and assist the City in carrying out its duties in terms of its legislative and executive authority and in meeting its goals and objectives set out in its 5 year IDP. Please tick in the box or boxes that confirm the alignment of your project or programme to the City’s Strategic Focus Areas and Objectives 3.5.1. below. 6.5.1 STRATEGIC FOCUS AREAS AND OBJECTIVES 6.3.5.1.1 Economic Growth <input style="width: 40px; height: 20px; margin-right: 10px;" type="checkbox"/> Consolidated land pipeline and release programme <input style="width: 40px; height: 20px; margin-right: 10px;" type="checkbox"/> Ease-of-doing-business programme <input style="width: 40px; height: 20px; margin-right: 10px;" type="checkbox"/> Inclusive economic development and growth programme <input style="width: 40px; height: 20px; margin-right: 10px;" type="checkbox"/> Targeted urban development programme <input style="width: 40px; height: 20px; margin-right: 10px;" type="checkbox"/> Investment and partnership programme
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6.3.5.1.2 Safety

☐

Safety technology programme

☐

Holistic crime prevention programme

☐

Enhanced policing programme Partnerships

☐

for community safety programme

6.3.5.1.3 Basic Services

☐

Diversified energy supply programme

☐

Energy demand response programme

☐

Excellence in energy service delivery programme

☐

Excellence in waste service delivery programme

☐

Excellence in Water and Sanitation service delivery programme

☐

Infrastructure planning and delivery programme

☐

Mainstreaming basic service delivery to informal settlements and backyard dwellings programme

☐

Promoting cleanliness and addressing illegal dumping programme

- ☐ Utility business model reform programme
- ☐ Waste minimisation and recycling programme
- ☐ Water resilience programme

6.3.5.1.4 Housing

- ☐ Informal settlements upgrading programme
- ☐ Integrated residential development programme
- ☐ Micro-developer and additional dwelling improvement programme
- ☐ Partnership for affordable housing programme
- ☐ Public rental housing programme
- ☐ Tenure security programme

6.3.5.1.5 Public Space, environment and amenities

- ☐ City health programme
- ☐ Coastal programme
- ☐ Environmental and biodiversity management programme
- ☐ Healthy urban waterways programme
- ☐ Partnerships for quality public spaces programme
- ☐ Quality community facilities programme

6.3.5.1.6 Transport

- ☐ Bus rapid transit (BRT) expansion programme
- ☐ Public transport reform programme
- ☐ Rail improvement programme
- ☐ Road safety and maintenance programme
- ☐ Travel demand and congestion relief programme

6.3.5.1.6 A resilient Metropolitan Municipality

- ☐ Climate change programme
- ☐ Disaster risk reduction and response programme
- ☐ Integrated urban health programme

6.3.5.1.7 A more spatially integrated and inclusive city

- ☐ Social inclusion and well-being programme
- ☐ Spatial integration and transformation programme

6.3.5.1.8 A capable and collaborative city government

- ☐ Advocacy and intergovernmental relations programme
- ☐ The MMM facilities and property optimisation programme
- ☐ Community engagement and partnership programme
- ☐ Evidence-based decision-making programme
- ☐ Modernised and adaptive governance programme
- ☐ Operational sustainability programme

Project preparation and delivery programme

7. Expenditure Budget

What is the anticipated expenditure to be incurred on this specific project or programme and what will the money be spent on? NOTE: - Grants-in-Aid funds received from the MMM cannot be used to fund salaries and wages, municipal service accounts, telephone accounts, general administration expenses, etc. Any Grants-in-Aid funding that your organisation may receive from the MMM must only be used to fund expenditure directly related to the approved project or programme ensuring that the target beneficiaries receive the full benefit of the Grants-in-Aid which will not happen if any funds are misused or are used to fund the types of expenditure mentioned. Your organisation must be properly registered, established and viable and provide MMM with copies of your audited Annual Financial Statements where Grants-in-Aid from the MMM exceed R100 000, latest independently reviewed financial statements for applications between R50 001 and R100 000 and an approved Income and Expenditure statement where the Grants-in-Aid are less than R50 000. The minimum amount of Grants in-Aid funding that may be applied for is R15 000 (Fifteen Thousand Rand). Please note the project must commence within 2 months after the receipt of the funding.

	Details	Funding	Funding	Funding	Funding Source	Grand Total
	Source	Source	Source	Private donors		
		Metro	Own	Government		
(i)						
(ii)						
(iii)						
(iv)						

(v)

(vi)

(vii)

(viii)

(ix)

(x)

TOTAL BUDGET
EXPENDITURE

- 8 **Income Budget :-** What are the anticipated income sources for the specific project or programme in order to fund the expenditure in 3.6?

No	Sources	Amount(R)
.8.1	Grants-in-Aid requested from the MMM for this project / programme (Minimum amount that may be applied for is R15 000 - (Fifteen Thousand Rand)	
8.2	Own fund raising by your organisation	
8.3	Other sources (Government) Please provide details and identify the source of the funds e.g. National Government, the Provincial Government: Free State,	
(i)		
(ii)		
(iii)		
(iv)		
TOTAL BUDGET - INCOME NB. (MUST EQUAL total expenditure)		

9	ADMINISTRATION:- 4.1 Records - What records are kept of the beneficiaries who will benefit from this project? These records should be properly kept to ensure accountability, accuracy, transparency and equity and should confirm that the beneficiaries are part of the target group and that the targets have been met effectively and efficiently and confirm that the project or programme is being carried out in a professional manner.
10	Banking Details of Organisation:- 5.1 Bank Account Details: Bank: Branch:..... Branch Code:..... Account Number:..... Name of Account Holder:
11.	Income and Expenditure records:- 11.1 Original invoices, vouchers, cheques, cash slips, receipts etc. Confirming and detailing expenditure on the project. Please confirm that your organisation keeps proper records of your expenditure and income and that copies will be submitted to the Municipality in terms of the MOA.

	11.2 Expenditure Report Template. Please confirm that these reports will be completed and submitted to the MMM as required in terms of Paragraph 4.18.2 of the conditions as set out in the Application Form (4.18/4.19/4.20) and that your organisation is able to properly complete the reports. 11.3 A copy of your organisation’s Income and Expenditure statement must be attached to this application if the Grants-in-Aid amount applied for is R50 000 or less. Such statement must be signed by the responsible official who must also confirm that such statement was tabled at your organisation’s annual general meeting. Please confirm that this has been done and ensure that the statement is attached hereto. 11.4 Your organisation’s latest independently reviewed financial statements for applications between R50 001 and R100 000 must be attached to this application. 11.5 Your organisation’s latest Audited Annual Financial Statements must be attached to this application for a Grants-in-Aid in terms of the MOA where the Grants-in-Aid amount applied for exceeds R100 000.
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12.	Management and Control 12.1 What internal, cash and expenditure controls does your organisation have in place to ensure that all Grant-in-Aid funds received and the utilisation of such Grant-in-Aid are properly accounted for? 12.2 What is your cheque signing policy i.e. are two or more signatories required to sign cheques? Provide details. 12.3 Your organisation's Constitution 12.3.1 What is the sole or principal object of your organisation as set out in its Constitution? 12.3.2 What does your organisation's Constitution provide regarding the distribution or disposal of assets upon dissolution?
	

13.	Property and operational requirements 13.1 What type of property, building, facility or structure is required to carry out the project or programme? 13.2 Does your Organisation own, lease or hire a suitable property, building, facility or structure that will enable it to effectively carry out the project or programme? 13.3 Where the facility or property is leased or hired, is the period of lease/hire sufficient to enable completion of the project? If yes, please provide details of the lease period to confirm this. 13.3.1 Does the leased or hired property, building, facility or structure belong to the MMM? <table border="1"><tr><td>YES</td><td></td><td>NO</td><td></td></tr></table> 13.3.1.1 If YES, then a copy of the lease agreement with the MMM should be attached hereto and also a copy of your organisations current municipal account and lease rental account. Please ensure that the relevant documents are attached. 13.3.1.2 If No, please advise below who is responsible for paying the monthly municipal account (where applicable) for rates and services rendered by the MMM? If the landlord or registered owner is responsible for payment, then the applicant must attach a copy of the latest municipal account issued to such owner.	YES		NO	
YES		NO			

	Details of the Municipal Account Holder: -
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14. Confirm that the land use of the property to be utilised for the project is correctly zoned in terms of the applicable zoning scheme.

.....

15.	Where your organisation leases the property does the lease agreement (with the MMM or others) give your organisation the necessary permission in order to carry out the proposed project on the property?
16.	What furniture, equipment and/or utensils (e.g. educational toys, mattresses, play equipment etc.) will your organisation need to carry out the project with and confirm whether these items of equipment and/or utensils are available?
17	If your Organisation does not own the required equipment and/or utensils referred to above, how will it acquire the necessary items? Confirm whether or not the Grants-in-Aid funding applied for will be utilised to acquire those items. If yes, then these details should also be reflected in the expenditure budget under above. It should be noted that not all of the items or requirements your organisation listed above will qualify for Grants-in-Aid funding and will be advised accordingly.
18.	Communication with beneficiaries' involvement of community and outputs of project How does your Organisation inform beneficiary community how it can benefit directly from the project? How are they involved with the project or programme and what say do they have in respect of the project?

19	19.1 What are the targeted outputs of the project e.g. how many persons will benefit directly from the project? Number of social development programmes to be implemented? How many children aged 0 – 6 years will benefit from the ECD or crèche? How many youths will benefit from skills development programmes? 19.2 How will the success or impact of your project/programme be measured? 19.3 How can this information be verified?
10.	The Protection of Personal Information Act (POPIA) compliance By completing this form, I understand and consent that (i) my personal information will be processed by Mangaung Metropolitan Municipality, for purposes of and in relation to the municipality programmes and community initiatives, and that such processing shall comply with the provisions of POPIA and any other applicable law; (ii) I may, at any stage, withdraw my consent but acknowledge that Mangaung Metropolitan Municipality may still process my personal information if the law allows or requires this; and (iii) I also have the right to request access to my personal information and where necessary request the deletion, correction or destruction of such personal information

Duly authorised person of the organisation:

Full Name: RSA ID Number Position
--

Signature

Please Note: Copies of the City’s Grants-in-Aid Policy are available on request from the City’s website, Project Manager’s office at the address indicated in the Application Form

For Official Use Only

(To be completed by the Project manager
when completed application is received from applicant)

.....

(Project

Manager):

-

Project Programme Manager: -

..... Ref No: -

.....

Date Application Received: -

Date stamp

Review date- 9 September

For Official Use Only

(To be completed by the Project manager when Council has approved the Grants-in-Aid and before the signing of the MOA - Attach this to the signed MOA)

The Council on (ddmmyy) with item number approved the Grants-in-Aid of R..... to the organisation or body identified in this Business and Project Plan and the Grants-in-Aid funds may only be used for the following purposes:

1.
2.
3.
4.
5.

(Project Manager): -

.....

Project Manager: -

Signature: -

Mangaung Metropolitan Municipality

**Grant's-in-Aid
Detailed Project Plan**

Financial Year: 1 July 2025 to 30 June 2026

SECTION	DETAILS AND REQUIREMENTS														
1.	Organisation name and logo:														
2.	<table border="1"> <tr> <td>Requested amount from the MMM</td> <td>R</td> </tr> <tr> <td>Email Address:</td> <td></td> </tr> <tr> <td>CSD number:</td> <td>MAAA</td> </tr> <tr> <td>Organisation type eg. NPO,NGO,NPC etc</td> <td></td> </tr> <tr> <td>NPC/NGO/NPO etc. number:</td> <td></td> </tr> <tr> <td>Tax Pin:</td> <td></td> </tr> <tr> <td>Tax expiry date:</td> <td></td> </tr> </table>	Requested amount from the MMM	R	Email Address:		CSD number:	MAAA	Organisation type eg. NPO,NGO,NPC etc		NPC/NGO/NPO etc. number:		Tax Pin:		Tax expiry date:	
Requested amount from the MMM	R														
Email Address:															
CSD number:	MAAA														
Organisation type eg. NPO,NGO,NPC etc															
NPC/NGO/NPO etc. number:															
Tax Pin:															
Tax expiry date:															
3.	Executive Summary: (Summary of the organisation and the purpose of this report. Eg. Our organization does XYZ and the purpose of this report is to apply for funding for a project XYZ which is a XYZ project) 														

4.	Aim of the organisation: (What does the organisation aim to do?)
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5.	Problem Statement: 5.1. Problem and Intervention statement (Describe the problem the organisation is trying to solve through the project that will be funded by the MMM and how this problem will be solved.) 5.2. Intervention's relationship to MMM priorities areas:
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5.2.a.) Cultural Objectives: (e.g. creative stimulation and enrichment, knowledge, ideas and insight gained, appreciation of diversity, sense of belonging to shared cultural heritage)	
5.2.b.) Social Objectives: (e.g. improved mental and physical wellbeing, social differences bridged, social recognition enhanced, greater sense of value, safety and security)	
5.2.c.) Economic Objectives: (e.g. professional practice capabilities, employment-enhancing skills, individual economic benefit, local economy supported, sector development, increased reach)	
5.2.d.) Environmental/Place Objectives: (e.g. positive sense of place and local character, understanding of ecological issues, natural world valued, motivation for environmental stewardship)	

	5.2.e.) Civic Objectives: (e.g. collaboration, citizenship, membership, participation, access to beneficial networks, agency and voice enabled, sense of civic pride and civic trust enhanced) 	
	5.2.f.) Quality Objectives: (e.g. rigor, risk, presentation, excellence, level of organisation, responsiveness to participants) 	

6.

Project Details:

6.1. Type of project

6.2. Project description:

(Describe in detail what the project is about)

6.2.a.) Outputs:

(List the outputs of the project. The outputs is something tangible and measurable)

.....
.....
.....

6.2.b.) Outcome:

(List the outcomes of the project. Which is what you hope to achieve as a result of this project)

.....
.....
.....

6.2.c.) Area of benefit:

(This means the geographical location where beneficiaries is coming from)

.....
.....
.....

6.2.d.) Area of implementation:

(This means the geographical location where the project implementation will take place.)

.....
.....
.....

6.2.e.) Target group description:

(This means the type of group being targeted e.g. Woman, youth, disabled, men, children etc.)

.....
.....
.....

6.2.f.) Target number:

Direct beneficiaries:

Indirect beneficiaries:

Direct beneficiaries ie. This means the recipients directly benefiting from program through training component or recipient of a final product. Eg participants

Indirect beneficiary: (if applicable)ie. The beneficiaries not benefiting directly from the project but still gains an experience eg. Audience.)

	6.3. Project sustainability: Is this project sustainable? Yes or No. If yes please explain how it is sustainable? (Example: Will the project be able to carry on, on its own after the funding is depleted and how?) 6.4. Project timeline: (Example of a timeline could be something that looks like this table or similar. Note: Project to be completed within agreed upon timeframe) <table border="1"> <thead> <tr> <th>Activity</th> <th>Date</th> <th>Time Period</th> <th>Funding Allocation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Activity	Date	Time Period	Funding Allocation												
Activity	Date	Time Period	Funding Allocation														
7.	Project Closing as per Annexure A2 7.1. Evaluation tools List the evaluation tools you will make use of that is suitable to the project and how you aim to measure the extent of success with these tools. (Example pre vs post evaluation forms, quantitative vs qualitative analysis, project reviews etc.) 7.2. Evidence List the type of evidence you will provide for your project. (Example pictures, links, media coverage, testimonials, attendance registers etc.) 7.3. How can this information be verified Explain how the information provided above will be or can be verified. 																

Duly Authorised Person of the Organisation

Full name: RSA

Id number:

Position at organisation:

Date:

Signature:

MANGUANG METROPOLITAN MUNICIPALITY

GRANTS-IN-AID

EXPENDITURE REPORT

- Note: -** 1. Expenditure on the approved project shall commence within 2 (two) months and completed within 6 (six) months after the Grants-in-Aid funds are deposited in the organisation's bank account, as provided for in the MOA.
2. Report monthly to the or Project manager on actual expenditure incurred against such transfer including progress with regards to targets and outputs.

**GRANTS-IN-AID EXPENDITURE REPORT FOR THE MONTH OF
.....YEAR.....**

MMM financial year

1 July 2025.... to 30 June 20....

Organisation name			
Duly authorised person of			
Organisation - Full Name			
RSA ID Number			
Contact details	<table border="1"> <tr> <td>Code.</td> <td>No.</td> </tr> </table>	Code.	No.
Code.	No.		
Telephone			
Mobile	<table border="1"> <tr> <td>Code.</td> <td>No.</td> </tr> </table>	Code.	No.
Code.	No.		
Fax			
E-mail			

Type of Organisation	
----------------------	----------------------

Registration number:

Approved project description / details and level of intervention:	
	
	
	
	

Targets or outputs as reflected in the Project and Business Plan

Target and area:

Target Group:.....

Target Number:

Outputs:

Date Grants-in-Aid deposited in organisation's bank account by
MMM.

ddmmyy

Project commencement date:.....

Details	Amount
Amount Received:	R
Interest received to date (Where applicable)	R
Total Income (Grants-in-Aid plus interest) to date:	R

Less: Expenditure against the Grants-in-Aid to date:	R
Balance of Grants-in-Aid plus interest remaining as at	R

EXPENDITURE DETAILS FOR THE MONTH OF YEAR.....

Copies of bank statements and all vouchers, cashed cheques, cash slips and invoices etc. relating to expenditure incurred on this project must be attached hereto.

Item no.	Type of expenditure	Paid to whom	Date	Amount	
				R	C
1					
2					
3					
4					
5					
6					
7					
Item no.	Type of expenditure	Paid to whom	Date	Amount	
				R	C
8					
9					
10					
Total expenditure for the month of					

Is this the final expenditure report for the project or programme for which the Grants- in-Aid was utilised?

Yes

No

If **Yes**, then any unspent balance of the Grants-in-Aid, together with any interest earned thereon (where applicable), must be repaid to the MMM, in terms of the MOA, by means of a deposit into the MMM's bank account. Details of bank account provided under item 5 of the Business and Project Plan.

If yes, then also confirm whether the targets and outputs indicated in the Business and Project Plan were met or not met. If these targets were not met, then full reasons must be provided why the programme was not successfully completed.

.....
.....
.....

By completing this form, I understand and consent that;

- (i) my personal information will be processed by Manguang Metropolitan Municipality, for purposes of and in relation to Manguang Metropolitan Municipality programmes and community initiatives, and that such processing shall comply with the provisions of POPIA and any other applicable law;
- (ii) I may, at any stage, withdraw my consent but acknowledge that the Manguang Metropolitan Municipality may still process my personal information if the law allows or requires; and
- (iii) I also have the right to request access to my personal information and where necessary request the deletion, correction or destruction of such personal information
- (iv) I hereby certified that all of the details provided above are correct: -

Full name of duly

authorised person:

RSA ID Number:

Position:

Signature:.....

Date:

Details verified by Project manager:-

name:

Signature:.....

Date:

OR

For Office use only

To be completed by the Project Manager or Project Manager when the Expenditure Report is received from the Beneficiary

Project Manager Name and Surname

Signature

Reference Number

Date Received

Stamp