




CITY OF CAPE TOWN (the City)
Grant-in-Aid Policy (this Policy)
BUSINESS AND PROJECT PLAN

Financial Year:

1 November 2020 to 31 January 2021

SECTION	DETAILS AND REQUIREMENTS
1.	Name of ORGANISATION: - <i>Early Learning Resource Unit (ELRU)</i>
2.	<p>AIMS AND OBJECTIVES OF THE ORGANISATION: -</p> <p><i>With the Covid-19 pandemic we have partnered with volunteers for the Covid-19 Food Drive:</i></p> <ul style="list-style-type: none"><i>a. to manage and support 22 soup kitchens in Khayelitsha Site B and 3 soup kitchens in the Southern Suburbs, who have as their objective to cook and feed 5000 people per day and;</i><i>b. to supply emergency relief food parcels.</i><i>c. To supply other items, such as masks, hand sanitiser etc.</i> <p><i>NOTE: The volunteers are organised under Cape Town Together as the Constantia Community Action Network (CAN).</i></p>
3.	<p>PROJECT OR PROGRAMME DETAILS: -</p> <p>3.1 Project or Programme Approach –purpose or level of intervention: Please describe whether you will be directly operating a feeding project providing cooked meals to beneficiary communities or managing a network of community feeding projects under your direct supervision (including the sourcing of products, food preparation and distribution of cooked meals to beneficiary communities).</p> <p><i>Our volunteer group manage a network of 25 soup kitchens, by:</i></p> <ul style="list-style-type: none"><i>a. sourcing and providing raw ingredients for cooking meals and providing food parcels for their immediate and most vulnerable community, and</i><i>b. supporting them with their other main expenses such as gas, hygiene products and equipment.</i> <p>3.2 Targeted Location/area - Where will this project be carried out? i.e. What is the target area? Please be specific about the spatial/geographic location (s) of the project. If more than one community location is targeted, these details must be supplied:</p> <p><i>Our target area is Khayelitsha Site B (please see the attached mapping of current 22 locations). Two of the soup kitchens in Khayelitsha which have been operational until end August, will be replaced in September by two other sites in Quadrant 4 which are not yet mapped. We also support 3 locations in the Southern Suburbs (see attached mapping).</i></p> 

Target Area(s) 1: Khayelitsha
Sub council Name (s) 9 and 10
Ward(s) 89,91, 93 and 99

Target Area(s) 2: Retreat
Sub council Name (s) 18 and 20
Ward(s) 72 and 110

Target Area(s) 3: Steenberg
Sub council Name (s) 18
Ward(s) 68

Target Area(s) 4: Westlake
Sub council Name (s) 20
Ward(s) 71

3.3 Targeted Beneficiaries – Please describe the specifics of the community/communities or group/groups who is targeted to benefit from this project?

Our targeted beneficiaries are as follows:

- 1. Children in the age group 0–16 including child-headed households***
- 2. Unemployed adults***
- 3. Seniors and most vulnerable members of the community***
- 4. Ad-hoc beneficiaries e.g. Covid-19 patients/victims of shack fires/flooding***

3.4 Target Number – What is the anticipated number of beneficiaries who will be targeted and what is the frequency of service to each identified beneficiary group/community and the total duration thereof (not exceeding three months from commencement)?

- 1. Targeted number of 5000 per day increasing by 10% per month***
- 2. Frequency of meals twice daily***
- 3. Emergency relief food parcels are provided as required on a daily, weekly or monthly basis.***

3.5 Details of the Implementation Plan and Operating Model:

3.5.1 If you are directly implementing a cooked meal and distribution operation, please describe your food handling processes from sourcing to transportation, storage, preparation and delivery **OR**
NOT APPLICABLE

3.5.2 If you are providing raw materials to a network of community based feeding kitchens and the management thereof, please provide details on how this operation will be executed: sourcing and distribution of products, ensuring safe food handling processes and the supervision of the network of food preparation partners.

The operating model is as follows:

- 1. Ingredients are sourced from accredited suppliers and donors***
- 2. Ingredients are warehoused in a food-safe environment***
- 3. Ingredients are then delivered to each soup kitchen on a weekly basis***

	<p>4. Other items like gas and hygiene products are delivered on a weekly basis</p> <p>5. All deliveries are signed for by the soup kitchen operator</p> <p>6. Each soup kitchen prepares meals based on a predetermined menu for the week</p> <p>7. The food preparation, feeding and management of the soup kitchen is managed by the operators and guided and supervised by volunteers</p> <p>8. All freshly prepared food is collected by beneficiaries in their own containers for immediate consumption</p> <p>9. In addition, the soup kitchens also hand out the Rise Against Hunger meals and other Soup Packs (dry ingredients which can be cooked at home)</p> <p>3.5.3 Please provide a description of the meals that are planned to be served to beneficiaries: e.g. Breakfast (cereal, sandwiches, etc.); Lunch (sandwiches, spaghetti & mince, etc.); Dinner (somp & beans, mutton/beef stew & rice, etc.)</p> <ol style="list-style-type: none"> 1. Breakfast – Oats/Maize meal with milk and sugar 2. Lunch – A variation of Somp/Rice/Pearl Barley with veggies and proteins such as pilchards or chicken 3. Soup packs and Rise Against Hunger meals to be prepared at home <p>3.5.4 Please provide details of the mechanics of the on-site distribution of cooked meals to targeted beneficiaries: how, who, where, when</p> <ol style="list-style-type: none"> 1. How: All the kitchens are supplied with industrial sanitiser and the necessary cleaning products 2. How: Volunteers help with the lining-up process (children first) and social distancing 3. How: Beneficiaries wear masks and bring their own containers for the meal 4. Who: Any vulnerable residents being children/adults in the immediate area of the soup kitchen 5. Where: At the soup kitchen which are located close to schools. These soup kitchens are in community buildings and in the soup kitchen operator's homes 6. When: Meals are served at specified times as scheduled by the soup kitchen operators <p>3.5.5 Please describe your beneficiary engagement processes: How will you identify targeted beneficiaries, what channels will you use to communicate messages about the initiative, how will you handle feedback from beneficiaries, what other stakeholders will participate in your engagement in communities.</p> <ol style="list-style-type: none"> 1. Our soup kitchens are already established, and their beneficiaries are residents of the immediate community 2. We have volunteers that are actively engaged with the soup kitchen operators daily that handle all communication 3. Almost all of our soup kitchen operators set up their kitchens in response to Covid-19 and are ordinary community members with a heart for their community 4. Stakeholders currently involved and linked to the soup kitchens include the Constantia Community Action Network (CAN), the Khayelitsha Site B Community Action Network our partner CAN in Site B, existing NPO's being Ladles of Love, Rise Against Hunger, Baphumelele Children's Home, the Dental Wellness Foundation, Makhukhanye Art Room and SA Harvest.
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Some of these parties also help us identify vulnerable families for distribution of emergency relief food parcels and other donations like masks, sanitary pads, clothing etc.

3.5.6 This programme is executed against the reality of a health pandemic in the country. Please provide details of the precautionary health and safety measures that will be implemented within 1) your operations and your team(s) during execution and 2) your targeted beneficiary groups/community during distribution.

- 1. We ensure all volunteers, operators and parties involved are aware of, and adhere to the health protocols as advised by the SA government***
- 2. We provide masks, hand sanitiser, disinfectant cleaning materials and Covid-19 safety protocol, literature and training to all soup kitchen operators and their beneficiaries***
- 3. All operators manage the feeding process by implementing social distancing measures***

3.5.7 Please provide details on the overall management of supervision of your operational teams/staff/volunteers during implementation including an overview of their broad roles and responsibilities.

Our operational team and volunteers are tasked with the following:

- a. Guidance and supervision of health practices relating to Covid-19 and the maintenance of food safety practices in the cooking areas***
- b. Ensuring that each operator consistently has sufficient ingredients and resources and that they are being economically and efficiently utilised***
- c. Training and guidance in meal preparation where required***
- d. Assisting the operators with maintaining beneficiary records and photographic evidence***
- e. Ensuring that all equipment is functional, safe, regularly serviced and clean***

3.5.8 Please include a **PROJECT SCHEDULE** for the roll out the process providing details of the key activities and the delivery dates. Please confirm that this is attached in your submission.

Please see attached mapping of the soup kitchen network and expenditure budget. The project is an operational project with a 5-month track record, where the set-up requirements have been addressed. If funding allows, we are looking at expanding the soup kitchen network and this will be done organically as we have done to date. This is reflected in the attached mapping of existing soup kitchens and expenditure budget which includes our year to date financial performance.

3.6 **Expenditure Budget** - What is the anticipated expenditure to be incurred on this specific project or programme and what will the money be spent on?

Please see attached for expenditure budget

NOTE: Grant-in-Aid funds received from the city cannot be used to fund salaries and wages, municipal service accounts, telephone accounts, general administration expenses, etc. Any Grant-in-Aid funding that your organisation may receive from the City 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 Grant-in-Aid which will not happen if any funds are misused or are used to fund the

types of expenditure mentioned. Your organisation must fund your own normal operating costs and any structures and other improvements made to your property and / or buildings. Your organisation must be properly registered, established and viable and provide the City with copies of your audited Annual Financial Statements where Grant-in-Aid from the City exceed R50 000 and an approved Income and Expenditure statement where the Grant-in-Aid are less than R50 000. The minimum amount of Grant-in-Aid funding that may be applied for is R15 000 (Fifteen Thousand Rand). Please include the average cost per head to be spent on each meal for the intended number of beneficiaries to be reached and the frequency and duration thereof e.g. R10 per head for breakfast for 300 beneficiaries 5 days a week for 3 months.

Period of Information: 1 Nov 20 to 31 Jan 21

No	Cost Details (break down of each cost item including the general operating costs not exceeding 7% of the total project cost)	Amount (R)
(i)	Food costs (raw ingredients for kitchens)	R 1 930 170
(ii)	Rise Against Hunger Meals	R 103 356
(iii)	Gas	R 79 899
(iv)	Hygiene consumables	R 57 375
(v)	Cooking Equipment	R 22 400
(vi)	Distribution costs (collection and delivery of food, gas etc.)	R 58 875
(vii)	Data collection/beneficiary admin/bank	R 20 600
(viii)	ELRU fee (RAH meals and some admin))	R 30 000
(ix)	Food Parcels	R 102 000
(x)	Food Safety Compliance process	R 37 000
	TOTAL BUDGET – EXPENDITURE	R 2 441 675
	Cost per meal R5.20	

3.7 Income Budget: - (if applicable) What are the anticipated income sources for the specific project or programme in order to fund the expenditure in 3.5?

No	Sources	Amount (R)
3.7.1	Grant-in-Aid requested from city for this project / programme (Minimum amount that may be applied for is R15 000 – (Fifteen Thousand Rand)	R 888 050
3.7.2	Own fund raising by your organisation (budget)	R 48 779
3.7.3	Other sources (specify below) Please provide details and identify the source of the funds e.g. National Government, the Provincial Government: Western Cape, Private Donors and donor organisations etc. and including other sources of funding that your organisation may receive from the City	
(i)	In-Kind Food Donations from various sources	R 1 107 261
(ii)	Funds in account at beginning November	R 397 585
	TOTAL BUDGET - INCOME	R 2 441 675
	NB. (MUST EQUAL total expenditure in 3.6)	

4.	<p>ADMINISTRATION: -</p> <p>4.1 Records - What records are kept of the beneficiaries who will benefit from this project? These records should be properly kept in order 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.</p> <ol style="list-style-type: none"> 1. <i>Each operator completes a daily register of meals made</i> 2. <i>Each operator maintains a daily register of meals served, recording the name of the beneficiary and their address</i> 3. <i>A register for the recipients of food parcels is also kept</i> 4. <i>All accounting records are kept by ELRU</i> 5. <i>Constantia CAN maintains records of all donations received and granted</i>
5.	<p>Banking Details of Organisation: -</p> <p>5.1 Bank Account Details: (These details must be the same as those recorded on the City's SCM Vendor database where your organisation is registered as a supplier. Organisations not yet registered on the SCM Vendor Data Base must make application to the SCM department for registration. The SCM department can be contacted using the contact details provided in the Grant-in-Aid application form.)</p> <p>Bank: Standard Bank Branch: Kenilworth Centre Branch Code: 026209 Account Number: 072896604 Name of Account Holder: (Organisation name on City's SCM Vendor database refer Item 2.3.2 in application form) Cape Educational Trust t/a Early Learning Resource Unit (ELRU)</p>
6.	<p>Income and Expenditure records: -</p> <p>6.1 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 City in terms of the MOA (Annexure "B"). Yes, ELRU keeps record of all transactions and stand ready to provide when required</p> <p>6.2 Expenditure Report Template (Annexure "A3") Please confirm that these reports will be completed and submitted to the City as required in terms of Paragraph 4.18.2 of the conditions as set out in the Application Form (Annexure "A1") and that your organisation is able to properly complete the reports.</p>

	<p>6.3 A copy of your organisation's Income and Expenditure statement must be attached to this application if the Grant-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. Not applicable</p> <p>6.4 Your organisation's latest Audited Annual Financial Statements must be attached to this application for a Grant-in-Aid in terms of the MOA where the Grant-in-Aid amount applied for exceeds R50 000. Please see attached</p>
<p>7.</p>	<p>Financial Management and Control</p> <p>7.1 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? ELRU uses budgetary control measures where all expenditures are matched to budget line item. Funds are utilised according to purpose as detailed in implementation plan which culminate into budget line. Requisitions are raised by programme administrators which are then approved by programme leads and programme managers to ensure they match implementation plan before submitted to finance department for checking compliancy with laid down purchase procedures.</p> <p>7.2 What is your cheque signing policy i.e. are two or more signatories required to sign cheques? Provide details. All approved requisitions are paid by at least two bank signatories. ELRU has a standing bank mandate to have two signatories to authorise release of any payment.</p> <p>7.3 Your organisation's Constitution</p> <p>7.3.1 What is the sole or principal object of your organisation as set out in its Constitution? To promote and further the interests of education in all its aspects in the Republic of South Africa and in particular through the provision of education and training to adults for the purposes of promoting the interest of education of disadvantaged and under-privileged preschool children.</p> <p>7.3.2 What does your organisation's Constitution provide regarding the distribution or disposal of assets upon dissolution? On dissolution of the Trust, the remaining assets will be transferred to any public benefit organisation which has been approved in terms of Section 30 of the Income Tax Act No. 58 of 1962; any institution, board of body which is exempt from the payment of income tax in terms of section 10(1)(cA)(i) of the Income Tax No. 58 of 1962, which as its sole or principal object the carrying on of any public benefit activity or any department of state of administration in the national or provincial or local sphere of government in the Republic, contemplated in section 10(1)(a) or (b) of the Income Tax Act No. 58 of 1962.</p>

8.	<p>Property and operational requirements</p> <p>8.1 What type of property, building, facility or structure is required to carry out the project or programme? 1. The ingredients and consumables are warehoused at ELRU's premises in Lansdowne (owned by ELRU) and at the premises of Yebofresh in Airport Industria. 2. The operators run their soup kitchens from community facilities and their homes.</p> <p>8.2 Does your Organisation own, lease or hire a suitable property, building, facility or structure as required in 8.1 that will enable it to effectively carry out the project or programme? All activities directly related to the Covid-19 Food Drive Project are already being performed at premises or community facilities that are provided on a voluntary and open-ended basis by soup kitchen operators and other linked NPO's as listed under paragraph 3.5.5.</p> <p>8.3 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. Refer to 8.2 above (8.3 not applicable)</p> <p>8.3.1 Does the leased or hired property, building, facility or structure belong to the City?</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">YES</td> <td style="width: 40px; height: 30px;"></td> <td style="padding: 5px;">NO</td> <td style="width: 40px; height: 30px;"></td> </tr> </table> <p>8.3.1.1 If YES, then a copy of the lease agreement with the City 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.</p> <p>8.3.1.2 If No, please advise below who is responsible for paying the monthly municipal account (where applicable) for rates and services rendered by the City? 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.</p> <p>Details of the Municipal Account Holder: - Please ensure that a copy of the latest account is attached hereto. Please see attached for ELRU Municipal account</p> <p>8.4 Confirm that the land use of the property to be utilised for the project is correctly zoned in terms of the applicable zoning scheme. Soup kitchens are non-commercial entities and they are run on private property or in community facilities</p> <p>8.4.1 Where your organisation leases the property does the lease agreement (with the City or others) give your organisation the necessary permission in order to carry out the proposed project on the property? Refer to 8.4 above (we are not leasing any property)</p>	YES		NO	
YES		NO			

	<p>8.5 What furniture, equipment and/or utensils (e.g. desks, stoves, kitchen utensils, etc.) will your organisation need to carry out the project with and confirm whether these items of equipment and/or utensils are available? <i>The equipment that has already been acquired and in use is as follows:</i></p> <ol style="list-style-type: none"> <i>1. Multi burner gas stoves</i> <i>2. Large pots in excess of 50 litre capacity</i> <i>3. Food preparation utensils such as knives, peelers, graters</i> <i>4. Food cleaning equipment such as buckets and cleaning materials</i> <p>8.6 If your Organisation does not own the required furniture, equipment, and/or utensils referred to in 8.5, how will it acquire the necessary items? Confirm whether or not the Grant-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 3.6 above, noting that these costs cannot exceed 7% of the total project cost. It should also be noted that not all of the items or requirements your organisation listed under 8.5 above will qualify for Grant-in-Aid funding and you will be advised accordingly. <i>In order for the soup kitchens to increase capacity the following would be required:</i></p> <ul style="list-style-type: none"> • <i>Additional gas stoves and pots are required for all the operators to increase their capacity to handle the growing demand – the additional capex is reflected in the attached budget.</i> <p>9.3 How will the success or impact of your project/programme be measured? What evidence will be supplied?</p> <p>9.3.1. Success/Impact will be measured by: - <i>The success of the project is already evident in the support that was mobilised within civil society, the numbers of people who received meals every day since April and the relatively smooth operation of the whole project as result of the commitment of all volunteers.</i></p> <p><i>Our key performance indicators will be:</i></p> <ol style="list-style-type: none"> <i>1. 100% achievement of procurement and delivery targets for the duration of the project</i> <i>2. 80% – 90% achievement of meal preparation and delivery targets per soup kitchen</i> <i>3. 100% achievement of operational activities within the guidelines of the Covid-19 regulations</i> <i>4. Continued development of relationships between the partner CANs and NGOs</i> <i>5. Increased community involvement and support of each soup kitchen</i> <p>9.4 How can this information be verified? <i>Monthly verification of data by steering committee</i></p>
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Duly authorised person of the organisation:

Full Name: Tracy van der Heyde

RSA ID Number 7103210207085

Position ELRU Director

Signature



Please Note: Copies of the City's Grant-in-Aid Policy are available on request from the Subcouncil or Project Manager's office at the address indicated in the Application Form under section1 above

For Official Use Only

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

Subcouncil number and name: -

Subcouncil Manager: -

Line Department: -

Project Manager: -

Ref No: -

Date Application Received: -

Signature: -

(Subcouncil or Project Manager)

Date stamp of
Subcouncil / Line
Department

For Official Use Only

(To be completed by Subcouncil or Project manager when Council has approved the Grant-in-Aid and before the signing of the MOA – Attach this completed Annexure "A2" to the signed MOA)

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

1.

Application Form for the Humanitarian Relief Programme 2020/21
Annexure 'A2': Business and Project Plan

2.
3.
4.
5.

Subcouncil Manager: -

Project Manager: -

Signature: -

(Subcouncil or Project Manager)