Grants-in-Aid — Application Form

Financial Year: 1 July 2028 to 30 June 2029

If any box or table in this form doesn't give you enough space, continue your answer on a separate signed and initialled page headed with the relevant question number (e.g. "Annexure to 2.1"), then simply write "See Annexure 2.1" in the space provided.

1. For Official Use Only – Details of Line Department

Application submitted to (Branch):

Arts and Culture Development Branch

Department:

Community, Arts and Culture Development Department

Physical Address:

13th Floor, Cape Town Civic Centre, 12 Hertzog Blvd, Foreshore, Cape Town, 8001

Email:

ArtsandCulture.GIA@capetown.gov.za

Phone (Line Department contact):

(021) 444 0381 / (021) 417 4104

Closing Date:

31 October 2026

2. Details of Applicant

To be completed by Applicant

2.1 General Details

Name of organisation or body (must match the City's SCM Vendor database if your organisation is already a registered supplier):

Date established:

Financial year of organisation – From (ddmmyy): to:

Physical Address:

Postal Address:

Committee Members / Responsible Officials / Management / Trustee Details – are any of the members listed below employees or Councillors of the City of Cape Town?

No.	Name	Identity Number	Position in organisation	Employed by CoCT/Councillor?
1				
2				
3				
4				
5				

Attach a certified copy of each member's bar-coded RSA Identity Document.

Date of last Annual General Meeting (complete as N/A if newly established):

Duly authorised person:

Full name: RSA ID number: Position:

Contact person:

Full name: RSA ID number: Position:

Telephone: Fax: Cell:

Initial:

Email address:

2.2 Type of Organisation – tick the relevant box. Registration numbers must be provided and copies of current registration certificate(s) must be attached.

Organisation type	Tick	Registration number
PBO registered in terms of Section 30 of the Income Tax Act, 58 of 1962	☐	
NPO registered in terms of Section 13 of the NPO Act, 71 of 1977	☐	
NPC incorporated in terms of the Companies Act, 71 of 2008	☐	
Religious Institution registered as a PBO in terms of Section 30 of the Income Tax Act, 58 of 1962	☐	
Old Age Home registered in terms of the Older Persons Act, 13 of 2006	☐	
ECD / Crèche / Child Care Facility registered in terms of the Children's Amendment Act, 41 of 2007	☐	
Senior Citizen group, association or recreational club registered as a PBO or NPO	☐	
Public School (South African Schools Act, 84 of 1996) or registered independent school	☐	
Non-professional Sports club or association registered as PBO or NPO	☐	
Lifesaving Club affiliated to Lifesaving Western Province and registered as a PBO	☐	
Arts and Culture association registered as an NPO or PBO	☐	
Other CBO carrying out public benefit activities and registered as a PBO or NPO	☐	

Initial:

2.3 Vendor Registration

2.3.1 Is the organisation a registered VAT vendor with SARS?
Registered VAT vendor ☐ Yes ☐ No

If yes, VAT registration number:

2.3.2 Is your organisation registered as a supplier on the City's Supply Chain Management (SCM) vendor database?
Registered on SCM vendor database ☐ Yes ☐ No

If YES, SCM registration number:

Centralised Supplier Database (CSD) number (e.g. MAAA…):

If NO, your organisation must apply to be registered as a supplier with the SCM Department for this application to be processed. Contact SCM Supplier Management on 021-400-9242 / 9245 / 9243 / 9247 / 9244 / 9250, or register online at https://eservices.capetown.gov.za/irj/portal/. Registration requires the SCM vendor application form and supporting documents, including the tax PIN issued by SARS.

2.4 Grants-in-Aid Funding received from the City in prior years

Has your organisation received any Grants-in-Aid funding from the City in any prior financial year?
Received GIA funding in a prior financial year ☐ Yes ☐ No

If yes, indicate the amount, the financial year, and what the funds were used for:

Amount (R): Financial Year:

The Grant-in-Aid funds were used to:

2.4.1 Lifesaving clubs only – indicate funds received from Lifesaving Western Province during the 2 prior financial years and what they were utilised for.

Year 1:

Funds utilised for (Year 1):

Year 2:

Initial:

Funds utilised for (Year 2):

2.5 Grants-in-Aid applications in prior years not approved by the City

Has the City previously turned down a Grants-in-Aid application from your organisation?
Application previously turned down ☐ Yes ☐ No

If yes, what year:

Reason(s) given by the City for not allocating Grants-in-Aid:

3. Document Checklist

The following documents must accompany this application. Omissions will result in disqualification.

Monetary value of application – tick the ONE category that applies, and attach the financial statement it requires.

Category	Required financial statement	Tick
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	☐

Municipal account / property status – tick the ONE option that applies.

Option	Tick
Latest Municipal Account (if the property is registered in the organisation's name)	☐
Lease agreement in the organisation's name	☐
Affidavit stating that the organisation does not own or rent a building	☐

Documents – confirm each has been attached.

Document	Yes	No
Application Form (A1)	☐	☐
Business and Project Plan (A2)	☐	☐
Minutes of latest AGM	☐	☐
Letter signed by all board members confirming the decision to apply for the City's funding (if this is not reflected in the AGM minutes)	☐	☐
Signed Constitution / Articles of Incorporation	☐	☐
Certificate of Acceptability (only if food is to be prepared/transported)	☐	☐
Registration documents	☐	☐
If VAT Vendor – SARS Zero Rated VAT Invoice, or Normal Invoice if not VAT registered	☐	☐
City's SCM Database Registration	☐	☐
National Treasury CSD number (e.g. MAAA...)	☐	☐
Certified copies of members' IDs	☐	☐
Proof of bank account	☐	☐
Tax Compliance Status and Pin, with valid expiration date	☐	☐

Initial:

4. 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 (Annexure "A2") and all the other relevant documents referred to in Section 3 above.

4.2 The amount of Grants-in-Aid funding requested from the City must be indicated and a detailed breakdown of the proposed budgeted expenditure must be provided in Annexure "A2". The minimum amount of Grants-in-Aid funding that may be applied for is R15 000 (Fifteen Thousand Rand).

4.2.1 The total anticipated income to be either raised by the organisation or provided from its own funds must also be detailed in Annexure "A2" and should be sufficient to cover the proposed expenditure on the project or programme, in order to confirm the viability of the project or programme from a cost and budget point of view. All properly completed and signed applications must be received by the Subcouncil (Project Programme Manager) / Project Manager by no later than the close of business on the closing date of the advert, published in the local press, 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 offices of the Subcouncil (Project Programme Manager) or Project Manager, or posted to the address provided above under Section 1. No applications may be handed to any City Councillor for delivery to a Subcouncil or Project Manager.

4.4 Any Grants-in-Aid approved by the Council must be exclusively utilised for the purpose(s) declared and benefit the targeted communities as identified in Annexure "A2". A successful applicant will be required to complete and sign a Memorandum of Agreement (MOA) (Annexure "B") with the City. 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 Annexure "A2", satisfy the City 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 organisation, of a similar nature, in any financial year of the City. Multiple projects per organisation will therefore only be considered if the nature of the project differs.

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 Grants-in-Aid funding in terms of the requirements of the Policy. The Grants-in-Aid amount that may be allocated will be dependent upon the availability of Grants-in-Aid funding in the City's budget, the amount recommended by the particular Subcouncil or Line Department, and finally the amount approved by Council.

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 Section 3.7 of Annexure "A2", for that particular project.

4.10 No funding will be considered where only an individual will benefit. Grants-in-Aid funding assists the City in exercising its executive and legislative authority and is intended to fund projects that benefit the City and its residents.

4.11 Applications received from organisations that operate outside the boundaries of the City will not be considered unless a clear and compelling benefit to the City 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 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 the City's Revenue Department, in terms of the City'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.

4.15 Successful applicants will only be informed, in writing, by the Subcouncil (Project Programme Manager) / 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 Subcouncil or Project Manager that their application has been unsuccessful, and be furnished with the reason(s) as to why.

Initial:

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 Municipality 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, using the Grants-in-Aid funds received from the City to fund such expenditure or part thereof, on the Expenditure Report template as per Annexure "A3". Such reports must 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 on the last page of Annexure "A2", 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 City by means of a deposit into its bank account: Account Holder – City of Cape Town (General Income Bank Account); Bank – Nedbank South Africa; Branch Code – 198765; Account Number – 1158 667 035; SWIFT Code – NEDSZAJJ.

Initial:

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 the City of Cape Town for purposes of and in relation to the City's programmes and community initiatives, in compliance with POPIA and any other applicable law; (ii) I may, at any stage, withdraw my consent, but acknowledge that the City may still process my personal information if the law allows or requires this; and (iii) I have the right to request access to my personal information and, where necessary, request its deletion, correction or destruction.

It is hereby certified that the information provided in this application, under Annexures "A1" and "A2" and documents attached hereto, in terms of Section 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 complied with.

Thus done and signed at: _____ on this day: _____

of month: _____ year 20: _____

Official 1:

Full name: _____ RSA ID number: _____

Position held in organisation or body:

_____

Signature:

_____

Official 2:

Full name: _____ RSA ID number: _____

Position held in organisation or body:

_____

Signature:

_____

Copies of the City's Grants-in-Aid Policy (Annexure "A9") are available on request from the Subcouncil / Project Manager's office, or on the City's website.

Initial: _____

6. For Official Use Only

To be completed by the Subcouncil (Project Programme Manager) or Project Manager when they receive the completed application from the applicant.

Subcouncil number and name:

Line Department and Project Manager:

File/Project Ref No.:

Date Received:

Subcouncil (Project Programme Manager) / Project Manager signature:

re:

Initial: