

MSUNDUZI MUNICIPALITY

Sustainable Development & City Enterprises

Development Services



**SMALL, MEDIUM AND MICRO ENTERPRISES
SUPPORT FUNDING**

GUIDELINES AND APPLICATION FORM

1.BACKGROUND

The Msunduzi Development Services Sub-Unit in collaboration with the Department of Economic Development, Tourism and Environmental Affairs are making grant funding available to Small, Medium & Micro Enterprises and Cooperatives (SMME's & COOPS) that are within the Msunduzi Municipality jurisdictions in support of Local Economic Development.

The Development Services Sub-Unit is mandated to work towards economic development that allows and encourages local people to work together to achieve sustainable economic growth and development, thereby bringing economic benefits and improved quality of life to all residents within the jurisdiction of the municipality. The Sub-Unit believes that introducing this Small, Medium, and Micro Enterprises support funding will fulfil the mandate to bring economic growth and job creation in the municipality.

The SMMEs and Coops support funding is intended for the purposes of financially support businesses with an aim of creating and sustaining jobs, business retention and expansion. This fund will assist these businesses to overcome barriers such as red tape, access to finances, costs, technology and economic infrastructure. The funding will assist with the reviving of business in order to accelerate social, economic, and spatial transformation in the Municipality. Priority will be given to both township and rural businesses.

It is important to note that only one application per business will be permitted. This will require the submission of all mandatory documents, company information and consent of use of submitted information. The application is subject to Msunduzi Development Services Sub-Unit approval process.

Applications submitted post the closing date will not be considered.

2.FOCUS AREAS

The Small, Medium and Micro Enterprises Support Funding is intended to assist the following types of businesses:

- Businesses that require funding for working capital (including stock, equipment, furniture and fittings)
- Supporting entrepreneurship and strengthening business partnerships;
- Re-establishing supply-chains and routes to market
- The funding (Capital Expenditure and Operational Expenditure) needs to address the recovery of businesses;

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- Replacement of movable assets and refurbishing the office/business infrastructure and fittings;
- Replacement of lost capacity and associated stock;
- Businesses in the township and rural areas environment will be prioritized.

3.FINANCIAL SUPPORT- THRESHOLD

- The Small, Medium and Micro Enterprises Support Funding is intended for the purposes of financially supporting businesses, assist them with implements that will yield to creating and sustaining jobs.
- The funding support threshold is between an amount of R50 000.00 and R100 000.00.
- The funding is limited, therefore quotations must be strictly between R0 – R100 000.00, Applicants quoted above the threshold will be disqualified

4.ELIGIBILITY CRITERIA

- 4.1. Must be a registered legal entity in South Africa (CIPC);
- 4.2. Must be 100% owned by South African citizens
- 4.3. Must have been in operation for more than 18 months
- 4.4. Must be registered and compliant with the South African Revenue Service
- 4.5. Only businesses within Msunduzi jurisdictions will be considered

5. SUBMISSION OF MANDATORY DOCUMENTS.

- Certified copy of applicant and/or business owner identity document(s);
- Proof of business address and residential address;
- Business profile;
- Business Plan with a clear indication on how the funds would be utilized to resuscitate the business;
- Portfolio of evidence of operation i.e. (photos),
- CIPC registration certificates;
- Valid Tax Clearance Certificate (Pin);

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- Certified ID copies of Directors/Members;
- Latest 3 months stamped business bank statements;
- Signed copy of lease agreement or proof of ownership (business premises)

6. EXCLUSIONS

- Labour brokers.
- Manufacturing and selling of ammunition.
- Tobacco, Liquor, Gambling and sex trade.
- Non-profit organizations.
- Political organizations.
- Un-rehabilitated insolvent shareholders and/or directors of applying entities.
- Speculative property development.

7. APPLICATION PROCESS FLOW

- Complete applications are received and screened for eligibility and compliance
- Applications are forwarded to Verification Team to conduct the due diligence on applications screened for compliance
- Screened application from Verification Team are forwarded to the Evaluation Team
- Eligible applications are assessed by the Panel against impact criteria
- Funding panel recommendation forwarded to Senior Manager for approval
- Within six (6) weeks from the date of approval, successful applicants shall be notified of the outcome
- Funds should come in a form of a voucher select stores where implements can be bought
- Implementation, business support and monitoring undertaken
- Evaluation and reporting is undertaken



The Msunduzi Municipality

Sustainable Development & City Enterprises

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Private Bag / Isikhwama: X 321

Pietermaritzburg/ePietermaritzburg 3201

SMALL, MEDIUM AND MICRO ENTERPRISES SUPPORT FUNDING APPLICATION FORM

PLEASE NOTE:

- Read the funding guidelines information before completing the application form.
- Kindly ensure to submit all supporting documents as listed on the checklist or guidelines.
- Incomplete applications will not be eligible for due diligence and processing.
- Applications submitted post the closing date will not be considered.

SECTION A: DETAILS OF APPLICANT

First name(s)	
Surname	
ID Number	
Telephone number (landline)	
Cell phone number	
Email address	
Residential Address	
Postal Code	

SECTION B: BUSINESS INFORMATION

Business Name	
Business Address	
Postal Code	
Local Municipality	
Township/Village	
Type of Business	
Company Registration Number (CIPC)	
Date started operating	
Number of jobs created	
Number of jobs to be sustained through this support fund	
Is the business currently operating	
Was the business destroyed/damaged by floods/unrest (Specify) Provide case Number, if applicable	
Where did you hear about this funding support?	

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SECTION C: LIST OF REQUIRED WORKING CAPITAL (equipment, machinery, fixtures & fittings, stock, etc)

Name of asset	Purchase price
Other funding requirements:	
Total finance required	R

SECTION D: ANY OTHER NON-FINANCIAL SUPPORT REQUIRED

SECTION E: MOTIVATION

Provide a motivation below, outlining why you deserve to be a beneficiary of this funding

SECTION F: REQUIRED DOCUMENTATION

- Please see section 3 of the guidelines - Eligibility Criteria and Mandatory Documents
- Failure to submit mandatory documents will render your application incomplete and will not be further processed.

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SECTION G: DECLARATION AND CONSENT

I/we, the undersigned declare that the information provided in this application form is to the best of my/our knowledge true and complete.

I/We also understand that any willful misrepresentation of the information in this application form will disqualify my application and may lead to legal action against me/us including the laying of criminal charges against me/us as sureties as well as against the entity I/we represent for furnishing false statement or information to Msunduzi Municipality.

I/We hereby grant the Municipality consent to perform an entity/personal search and check on my/our records with any other party (e.g. credit bureau and/or a government agency) relating to this application I/we further authorize Municipality to disclose my personal information to these parties to obtain the information they require and acknowledge the Municipality will never disclose more information than they are required to.

The Municipality warrants that it will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013

Name of Applicant

Position

Signature of applicant

Date



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CHECKLIST

Please check that each of the following components is complete before submitting your application. Please explain the reasons if you are unable to provide any of the information listed below. Please note that failure to provide the necessary information or provide an adequate explanation may result in your application not being considered for funding.

MANDATORY DOCUMENTS	YES	NO	If No, please state the reason (s)
1. Certified copy of applicant and/or business owner identity document(s);			
2. Proof of business address and residential address			
3. Business profile			
4. Business Plan with a clear indication on how the funds would be utilized to resuscitate the business			
5. Portfolio of evidence of operation i.e. (photos),			
6. CIPC registration certificates			
7. Valid Tax Clearance Certificate (Pin); (Must be registered and compliant with SARS)			
8. Certified ID copies of Directors/Members			
9. Latest 3 months stamped business bank statements			
10. Signed copy of lease agreement or proof of ownership (business premises)			