

## GRANTS-IN-AID IZINKANGEZO

### GUIDELINES AND APPLICATION FORM

### IMIGOMO KANYE NEFOMU LESICELO



## 2007/2008

The City Council of the Msunduzi Municipality is committed to assisting supportive and involved communities.

*UMkhandlu-dolobha kaMasipala waseMsunduzi uzinikele ekusizeni nasekuzimbandakanyeni nomphakathi.*

Through grants-in-aid Council supports the invaluable work and projects of our local community groups and organisations.

*NgaleziziNkangezo uMkhandlu ulekelela emisebenzini kanye namaphrojekthi amaqembu akhona emphakathini kanye nowezinhlango.*

The Grants-in-Aid program provides strategic funding to local non-profit organisations who are seeking to develop and improve programs and services in the following categories:

*Uhlelo lwemikhangezo luhlinzeka iqhinga-su lokuxhasa izinhlango zendawo ezingenzi nzuzo ezifuna ukuthuthukisa ziphucule izinhlelo nezinsiza kwimikhakha elandelayo:*

- Arts and Culture  
*KwezobuCiko namaSiko*
- Charitable and Welfare  
*KwezesiHe nezeNhlakahle*
- Environmental  
*EzeMvelo*
- General  
*EziyiNdidiyela*
- Sport and Recreation  
*EzemiDlalo kanye nezokuNgcebeleka*

Outcomes that the Msunduzi Municipality is seeking from the Grants-in-Aid program are to:

*UMasipala waseMsunduzi ngemikhangezo ubheke ukuzuza lokhu:*

- enhance social justice and quality of life in the Msunduzi area  
*Ukukhuphula ubulungiswa nezinga lempilo elincomekayo emphakathini waseMsunduzi*
- promote creativity, culture and the arts  
*Ukugqugquzela ukukwazi ukuzisungulela, ezamasiko kanye nezobuciko*
- foster an understanding of Msunduzi's history and cultural heritage  
*Ukuqinisa ukuqonda ngomlando woMsunduzi nangamagugu ezamasiko*
- achieve a physically active and healthy Msunduzi community  
*Ukuzizuzela umphakathi onomdlandla futhi onempilo waseMsunduzi*
- develop Msunduzi's reputation as an environmentally friendly forward-thinking city, and a city of new ideas  
*Ukuthuthukisa igama elihle loMsunduzi njenganedolobha elinokuhlabela phambili ekucabangeleni ukuphathwa kahle kwezemvelo nelihlale linemiqondo emisha*

The Municipality **does not** award grants to:

*UMasipala **akanikezeli** imikhangezo kulokhu:*

- any government institution  
*Nakusiphi isikhungo sikahulumeni*
- any organisation which:  
*Nayiphi inhlango:*
  - has or appears to have political aims or objectives  
*eseyibe kumbe eveza ukuba nezinhlalo kumbe izinjongo zezombangazwe*
  - exclusively serves a religious purpose of a denominational character  
*isiza ngokufeza izinjongo zezenkolo zohlobo lwenkolo thile*
  - derives financial gain other than remuneration for services rendered  
*izuza izimali okungaphandle kwamaholo ngemisebenzi eyenzayo*

**Grants-in-Aid are privileges and should be seen as adding value to the organisation's event/development. The awarding of a grant-in-aid depends, amongst other things, on the availability of funds.**

***Imikhangezo kumele ibonakale njenganemizamo yokwengeza izinga kwimicimbi/kwintuthuko yenhlango. Ukunikezelwa umkhangezo uncike, kwizinye zezinto, ebukhweni bezimali.***

No assumption should be made that:

*Makungalindelwa ukuthi:*

- the full amount applied for will be awarded  
*Isamba esiphelele sezimali eziceliwe siyogidlabezwa*
- such a grant-in-aid, if awarded, will continue to be made in future  
*Umkhangezo uyoqhubeka unikezwa njalo*

## GUIDELINES IMIGOMO

**FAXED COPIES AND ANY INCOMPLETE APPLICATION FORM WILL NOT BE CONSIDERED**  
**AMAKHOPHI ATHUNYELWE NGESIKHAHLAMEZI KUMBE ANGAPHOTHULIWE**

If the space provided on the application form is insufficient please attach additional information to the application form. State at the relevant item number that you have attached additional information AND clearly indicate the relevant item number on the attachment.

*Uma isikhala esihlinzekelwe kwifomu lesicelo singenele jobelela ulwazi ngokucacile kwifomu lesicelo. Yisho maqondana nalolodaba inombolo yolwazi olungezelelwe FUTHI beka ngokucacile inombolo efanele yodaba kwisijobelelo, ubhala phansi uphawule indinyana oqonde kuyo ngenombolo.*

To facilitate the compilation of and printing of agendas, from the application forms and attachments, kindly abide by the following requests:  
*Ukwenzelwa ukwakhiwa kanye nokubhalwa kwama-ajenda, kususelwa kumafomu ezicelo kanye nokunanyathiselwe, ucelwa ukuba uhambisane nezicelo ezilandelayo, ukwenza lula ukuhlanganisa nokubala kwama-ajenda nokuhambisana namaformu ezicelo, siza uhambisane nalemigomo:*

- All attachments are to be on size A4 paper (the size of this page).  
*Zonke izijobelelo kumele zibe kumakhasi angu-A4 (ubungako baleliphepha).*
- All attachments are to be and printed on ONE SIDE of the page ONLY.  
*Zonke izijobelelo kumele futhi zibhalwe ohlangothini oluLODWA lwekhasi KUPHELA.*
- DO NOT USE staples, pins and other means of binding; RATHER USE paper clips or an elastic band (if your application is sizeable) to hold your application and attachments together.  
*UNGASEBENZISI izitephula, ophini kumbe okunye kokuhlanganisa; KUNALOKHO SEBENZISA amaklipha amaphepha kumbe izihlilingi (uma isicelo sakho sisikhudlwana) ukusibamba isicelo sakho nokusihlanganisa ndawonye.*

**GENERAL GUIDELINES**  
**IMIGOMO EJWAYELEKILE**

**General guidelines which will be followed when considering grant-in-aid applications in all five categories:**

***ImiGomo eJwayelekile okumele ilandelwe uma kucatshangelwa isicelo senkangezo kwimikhakha emihlanu:***

- (a) allocation to be on the basis of need and not dictated by considerations of a “spread” of different organisations or a history of support by the Council;  
*ukunikezelwa kuyoya ngesidingo futhi kungacatshangelwa eku“satshalalisweni” kwizinhlangano ezahlukene kumbe ngokomlando wokusizwa nguMkhandlu;*
- (b) evidence of own fund raising efforts to be taken in the applicant’s favour;  
*ubufakazi ngemizamo yenhlangano ukuzitholela izimali kuyobeka isicelo esimweni esingcono;*
- (c) locally based organisations to receive preference over nationally based organisations supplying services to local people;  
*izinhlangano zendawo ziyothola ukucatshangelwa kangcono kunezinhlangano zikazwelonke ezihlinzeka usizo kubantu bendawo;*
- (d) applicants must have adequate financial controls (eg clear budgets and financial records);  
*abafaki sicelo kumele babe nezindlela ezicacile zokulawulwa kwezimali (isib. Isabelo-mali esicacile kanye namarekhodi ezezimali);*
- (e) accountability and transparency by the applicant;  
*Ukukwazi ukuchaza kanye nokuba nomkhanya kwabafaki sicelo;*
- (f) where the aim is to start or support a business venture, applicants should apply to the Business Support Centre/YEDEP for support.  
*Lapho inhloso ingukuqalisa ibhizinisi, umfaki sicelo kumele afake isicelo seziMali kwisiKhungo sokuSizw3a ngeziMali kwamaBhizinisi/YEDEP ukuthola lolosizo.*

**No grant will be awarded for:**

***Akunankangezo eyokhishelwa:***

- (i) transport or traveling costs outside the Municipal area (though exceptions may be made in the case of organisations with a national reputation);  
*ezokuthutha kumbe izindleko zokuhamba endaweni engaphandle koMsunduzi (yize zinganikezelwa ushwele izinhlangano zikazwelonke)*
- (ii) the payment of salaries, wages or allowances;  
*ukukhokhela amaholo enyanga, esonto kumbe izibonelelo;*
- (iii) the purpose of purchasing capital items (eg electronic equipment, furniture) and/or infrastructural development (eg buildings)  
*izinhloso zokuthengwa kwezimpahla ezinkulu (isib. Imishini kagesi, ifenisha) kanye/kumbe ukuthuthukisa izingqalasizinda (isib. isakhiwo)*

**When considering grant-in-aid applications for the Sport and Recreation category the following additional guidelines will apply:**

***Uma sekucutshungulwa izinga zemikhangezo zomkhakha wezemidlalo nezokuNgcebeleka kuyosetshenziswa imigomo elandelayo:***

The Sport and Recreation category has two main objectives:

*UMkhakha wezemidlalo kanye nokuNgcebeleka unezinjongo ezimbili ezibalulekile:*

1. To add value to sport development in disadvantaged area, in particular programmes at municipal sporting facilities situated in these areas.

*Ukwengeza izinga ekuthuthukisweni kwezemidlalo ezindaweni ezintulayo, ikakhulukazi izinhlelo ezikhungweni zemidlalo ikakhulukazi ezindaweni zikamasipala.*

2. To assist sports associations in attracting sporting events of provincial, national and international calibre that will take place in our City.

*Ukusiza ososeshini ekuheheni imicimbi yezemidlalo yesifundazwe, kazwelonke kanye neyezinga lomhlaba ezokwenzela udumo lweDolobha lethu.*

Applications for grants-in-aid should be made through recognised sporting associations and not by individual clubs, sport persons and such like.

*Izicelo zemikhangezo kumele zenziwe ngososeshini bezemidlalo abaziwayo kungabi ngamakilabhu ngawodwana.*

Applications for sports development must be accompanied by a detailed programme as to the development objective, the time and place where the development will take place, and a breakdown of costs.

*Izicelo zokuthuthukisa ezemidlalo kumele zihambisane neminingwane yezinhlelo ngokwenhloso zokuthuthukisa, isikhathi kanye nendawo lapho lokho kuthuthukiswa kuyokwenzelwa khona, kanye nangohlahlo lwezindleko.*

## **GUIDELINES PERTAINING TO THE COMPLETION OF THE APPLICATION FORM IMIGOMO EPHATHELENE NOKUPHOTHULWA KWEFOMU LESICELO**

### **A. APPLICATION PROFILE UMUMO WESICELO**

1. State the name, physical and postal address of the organisation accountable for undertaking the event or development.

*Yisho igama, idelesi lendawo kanye nelokuposela lenhlangano okuyiyo ezokwenza umcimbi kumbe intuthuko.*

2. State any organisation/s to which your organisation is affiliated.

*Yisho inhlangano noma izinhlangano leyo inhlangano yakho ekhosele phansi kwayo.*

3. Indicate the category for which your organisation is applying. There are five different categories; if your organisation is applying under more than one category a separate application form is to be submitted for each category.

*Yisho umkhakha inhlango yakho ecela phansi kwawo. Kunemikhakha emihlanu eyahlukene; uma inhlango yakho ifaka isicelo ngaphansi kwemikhakha engaphezulu kowodwa kuyomele yethule ifomu elahlukile kulowomkhakha nakulowo mkhakha.*

4. Indicate if your organisation has received a grant-in-aid from the Msunduzi Municipality within the last five years. If a grant-in-aid was granted details pertaining to the latest grant-in-aid are required.

*Yisho uma inhlango yakho seyike yayemukela umkhango uvela kuMasipala waseMsunduzi esikhathini esiyiminyaka emihlanu eyadlule. Uma inkango wawunikeziwe ngokwemininingwane ephathelene nalemkhango iyadingeka.*

**ADDITIONAL DOCUMENTATION REQUIRED:  
UMQULU WOKWENGEZELELA ODINGAKALAYO:**

If your organisation *received* a grant-in-aid from the Msunduzi Municipality within the last five years the additional information is required:

*Uma inhlango yakho seyike yamukela umkhango uvela kuMasipala waseMsunduzi esikhathini esiyiminyaka emihlanu edlule okulandelayo kuyadingeka:*

- (a) The organisation's **financial/bank statement** reflecting this amount deposited, and  
*Izitatimende zezimali/zasebhango zenhlango ezikhombisa isamba esafakwa, kanye*
- (b) A detailed statement indicating **how the previous grant-in-aid was spent.**  
*Nesitatimende esinemininingwane ebeka ukuthi imkhango wangaphambili wasetshenziswa kanjani.*

If your organisation *did not receive* a grant-in-aid from the Msunduzi Municipality within the last five years the organisation's **financial/bank statement** is required.

*Uma inhlango yakho ingayitholanga umkhango ovela kuMasipala waseMsunduzi esikhathini esiyiminyaka emihlanu eyedlule **isitatimende sezimali/sasebhango** senhlango yakho siyadingakala.*

5. Indicate the amount your organisation is requesting for the current financial year's grant-in-aid.

*Yisho isamba somkhango inhlango ewucelayo nonyaka*

**ADDITIONAL DOCUMENTATION REQUIRED:  
UMQULU WOKWENGEZELELA ODINGAKALAYO:**

Supply a **detailed budget proposal** clearly indicating how your organisation intends utilising the grant and the timeframe of the event.

*Nikeza imininingwane ngesabelo-zimali ehlongozwayo, ucacise ukuthi inhlango ihlose ukuwusebenzisa kanjani imkhango nomnqamula-juqu wemicimbi.*

6. Indicate whether the grant is to be utilised for an event or development.  
*Yisho ukuthi kambe inkangezo iyosetshenziselwa umcimbi kumbe intuthuko.*

## **B. ORGANISATION'S PROFILE**

### **UMUMO WENHLANGANO**

7. Supply names, physical addresses, ID numbers and signatures of the organisation's office bearers.  
*Nikezela ngamagama, amadilesi ekuwo, izinombolo zomazisi kanye namasiginesha ezikhulu zenhlangano.*

**ADDITIONAL DOCUMENTATION REQUIRED:**  
**UMQULU WOKWENGEZELELA ODINGAKALAYO:**

The **organisation's constitution** is to be supplied.  
*UMthetho-sisekelo weNhlango kumele wethulwe.*

8. The organisation's banking details are to be supplied as are the names of signatories to the account and their ID numbers and signatures.  
*Imininingwane yasebhange yenhlangano kumele yethulwe kanjalo namagama abasayindayo kwi-akhawunti lkanye nezinombolo zomazisi kanye namasiginesha abo.*

**ADDITIONAL DOCUMENTATION REQUIRED:**  
**UMQULU WOKWENGEZELELA ODINGAKALAYO:**

Proof of your organisation's **banking details** is required. This is *in addition to* any financial/bank statements.

*Ubufakazi beminingwane yasebhange lenhlangano buyadingakala. Yisingezelelo lesi kunoma yiziphi izitatimende zezimali/zasebhange.*

9. The details of the organisation's contact person to whom correspondence is to be addressed are to be supplied. It is to be noted that the *postal address* is requested.  
*Imininingwane yomuntu ongathintwa wenhlangano ongabhalelwa ngokwedilesi kumele lihlinzekwe. Kumele kuphawuleke ukuthi idilesi lokuposa liyacelwa nalo.*
10. State how many members your organisation has.  
*Yisho ukuthi inhlango yakho inamalungu amangaki.*
11. State the period of time your organisation has been in existence.  
*Yisho isikhathi inhlango yakho eyaqala ukubakhona.*
12. Supply details of the organisation's "Non-Profit Organisation (NPO)" status.  
*Nikezela ngemininingwane yesimo senhlangano "sokuNgakhi Nzuzo (NPO).*

13. State your organisation's position regarding funding from bodies/organisations/individuals other than the Msunduzi Municipality.  
*Beka isimo senhlangano yakho ngokumayelana nokuxhaswa okuvela ezinhlanganweni/kwizinhlaka/kubantu abangahlangene noMasipala waseMsunduzi.*

**ADDITIONAL DOCUMENTATION REQUIRED:  
UMQULU WOKWENGEZELELA ODINGAKALAYO:**

If your organisation has received funding from bodies/organisations/individuals other than the Msunduzi Municipality the following additional information is required per contributor:

*Uma inhlango seyike yaluthol;a usizo lwezezimali kwezinye izinhlaka/izinhlangano/abantu abangahlangene noMasipala waseMsunduzi ulwazi olulandelayo luyadingeka lomxhasi.*

- (a) Name of the contributor  
*Igama lomxhasi*
- (b) Amount funded  
*Isamba soxhaso*
- (c) Date of contribution  
*Usuku loxhaso*

**C. PROJECT OVERVIEW  
ISIBUYEKEZO SEPHROJEKTHI**

14. State the title of the event/development.  
*Yisho isihloko somcimbi/sentuthuko.*
15. Supply a brief description of the event/development.  
*Nikezela ngencazelo emfushane yomcimbi/yentuthuko.*
16. Indicate the date the event/development is to take place.  
*Veza usuku lomcimbi/lwentuthuko oluyokwenzeka ngalo.*
17. Indicate the location of the event/development. If the event/development is to cover more than one ward they are to be mentioned.  
*Veza indawo yomcimbi/yentuthuko. Uma umcimbi/intuthuko iyohlenganisa izigceme ezingaphezulu kwesisodwa kumele zigagulwe.*
18. List who will be involved in the event/development.  
*Yisho uhlu lwabayokube bemandakanyeka kulowomcimbi/kuleyontuthuko.*
19. State what the organisation visualises the event/development will achieve.  
*Beka ukuthi yini inhlango ebheke ukukuzuza ngomcimbi/ngentuthuko.*

20. State the anticipated benefit to the community from the event/ development.  
*Beka umhlomulo olindelekile kumphakathi ngalowomcimbi/ngaleyontuthuko.*
21. State the geographical area(s)/wards which your organisation covers as it serves or delivers its services.  
*Beka ukuba kukuyiphi indawo/izigceme lezo inhlango yakho ethinteka kuzo njengalokhu izisiza kumbe ihlinzeka ngezinsiza.*

## **D. VERIFICATION BY WARD COUNCILLOR ISIQINISEKISO SEKHANSELA LESIGCEME**

**The application form is to be countersigned by the Msunduzi Municipal Ward Councillor WHERE THE EVENT/DEVELOPMENT IS TO TAKE PLACE. Please make an effort to contact the Ward Councillor well in advance of the deadline.**  
*Ifomu lesicelo kumele lisayindwe naliKhansele lesiGceme likaMasipala waseMsunduzi LAPHO UMCIMBI/INTUTHUKO IZOKWENZELWA KHONA. Uyacewa ukuba wenze imizamo yokuhlangana neKhansele lesiGceme isikhashana ngaphambi kokufika kosuku olungumqamula-juqu.*

**TO QUALIFY FOR YOUR APPLICATION TO BE CONSIDERED THESE DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION FORM:  
UKWENZELA UKUFANELEKA KWESICELO UKUBA SICUTSHUNGULWE LEMIQULU IMELWE ITHULWE IKANYE NEFOMU LESICELO:**

- a. Detailed budget proposal.  
*Isabelo-zimali esihlongozwayo esinemininingwane.*
- b. Financial/bank statements.  
*Izitatimende zezimali/zasebhange.*
- c. Organisation's constitution.  
*Umthetho-sisekelo wenhlangano.*
- d. Banking details in addition to the financial/bank statements.  
*Imininingwane yasebhange ngaphezulu kwezitatimende zezimali/zasebhange.*
- e. Detailed statement indicating how the previous Municipal grant was spent.  
*Imininingwane yezitatimende eveza ukuthi inkangezi kaMasipala yangaphambilini yachithwa kanjani.*
- f. Any other additional applicable information requested in these guidelines.  
*Naluphi olunye ulwazi oluceliwe ngokwalemigomo.*

**ANY INCOMPLETE APPLICATION FORM WILL NOT BE CONSIDERED  
NALIPHI IFOMU ELINGAGCWELE ALIYOSHA YWA NDIVA**