



NOUPOORT EnD SUSTAINABILITY FUND

FUNDING GUIDELINE

(Tiers 2 & 3)

This Sustainability Fund was established to support Enterprise Development (EnD) initiatives that strengthen the vision and local economy of Noupoort. Applications from established and growth-ready businesses are particularly encouraged.

1. Who can apply?

Established local businesses in Noupoort, including:

- Small, medium, and micro enterprises (SMMEs)
- Cooperatives
- Business partnerships (e.g. markets, events)
- Other formally registered companies that meet the specified requirements
- Farmers (subject to additional criteria)

2. Requirements

Applicants must meet the following conditions:

- Be **based in Noupoort** and actively contribute to local economic development.
- Be in operation for at least **12 months**.
- Be **managed by directors/shareholders** who maintain proper records.
- Be formally **registered with the CIPC** (or relevant authority).

- Have a **business bank account** with full records of financial transactions.
- Hold a **valid tax clearance certificate/PIN**.
- **Disclose other sources of funding.**
- Demonstrate the mobilization of **local assets** (physical, financial, social, natural, and human).
- Be willing to **collaborate** with other stakeholders.
- Be willing to participate in **capacity building, monitoring, evaluation, and learning** linked to the grant.
- Make **reporting and accountability public**.
- Submit a **valid BBBEE certificate**.
- Provide **three quotes** for all requested items.
- Submit proof of demonstrable impact of previous funding (bank statements, receipts, photos, testimonies).
- Deviation from the approved budget requires written permission from the Wind Farm Project Companies/Grant Administrator before expenses are incurred.
- Only companies / directors / members that are in good standing with respect to the use of previous funding will be considered.

Additional requirements for farmers:

- Must be CIPC-registered.
- Proof of paid-up farmers union fees.
NOTE: only subsistence farmers' unions are eligible.
- Municipal letter confirming registration as a subsistence farmer.
- Letter of permission to farm on communal or common land.
- Must already own 30 livestock.
- Farmers meeting all criteria can be supported up to R50,000.
- Farmers can apply for this grant only once per year.

- Awards depend on the available ABCD budget at the time of application; no award will exceed R50,000.
- The grant may only be used to purchase livestock, livestock medicines, and feed.
- Only one application per household will be considered in any 12-month period.

*Permission to deviate from approved budget must be given in writing to the Project Companies and/or Grant Administrator. This request must be submitted **BEFORE** the expected expenses are incurred. **Any expenditure that is not in line with the contracted obligations or approved deviation request, will lead to the black-listing of the respective company/organisation and possible legal action.***

3. Funding Tiers and Disbursement

- Tier 2: R50,001 – R150,000 (second-time applicants)
- Tier 3: R150,001 – R250,000 (third-time or higher applicants)

Disbursement:

- Funds will not be released as a lump sum.
- Tier 2: maximum of 12 tranches.
- Tier 3: maximum of 12 tranches.
- All equipment purchases will be made by the project company.
- Subsequent tranches will only be released upon:
 - Submission of proof of expenditure (bank statements, receipts, photos).
 - Site verification where required.
 - Attendance at monthly M&E sessions.

4. Desirable Businesses That Qualify

Businesses must leverage local assets and resources, be community-oriented, and operate for the benefit of the local/regional economy. They must:

- Be asset-based – value, use, and expand the assets in Noupoot.
- Be community-driven – encourage unity and co-investment.

- Be creative, innovative, and beneficial.
- Deliver measurable results with clear impact indicators.
- Be profitable – generate income on an annual basis greater than operating costs.
- Contribute to the regional economy (e.g., through supply chains, partnerships).

Preferred initiatives include those that promote expansion, job creation, skills transfer and strengthened regional ties.

Examples: *Construction, home industries (sewing, baking, etc.), vegetable farming, arts and crafts, cultural activities, youth initiatives, skills development, markets, festivals.*

5. Non-Permissible Operations

Funding will not be granted for:

- Operations that are political in nature.
- Activities with a negative social, economic, or environmental impact.
- Emergency measures to cover shortages, repay loans, or act as guarantees for loans.
- Bursaries, or sponsorships.
- Projects that cover only operating costs.
- Overseas study or individual studies.
- Payment of overdue bills (e.g., Eskom, Telkom).
- Religious activities (unless clearly part of a community initiative or inter-faith initiative).
- Purchase or lease of land, buildings, or containers – unless accompanied by a proven, sustainable and detailed business plan.
- Vehicles or repairs to vehicles (any means of transport requiring a license will not be funded) – unless it forms a part of your core business.
- Directors and/or shareholders should not exceed 65 years of age.

Note: *Stipends/grants for proven new or additional jobs created may be considered in the short term, subject to the discretion of the ED Manager.*

6. Training Requirements

Completion of **mandatory/compulsory** once-off 5-day training before disbursement:

Periodical refresher training courses will be conducted on a case-by-case basis.

- Tier 2 (Intermediate): Budgeting, forecasting, cashflow management, tax compliance, risk management.
- Tier 3 (Advanced): Financial systems for scaling, tender costing, procurement, governance, and internal controls.
- A company director or full-time operational manager must attend.

7. Procedure

Applications can be submitted at any time by email or at the project company's office. They will be reviewed according to the monthly schedule. Applicants must:

- Complete the application form accurately and fully. Attach all required supporting documents as listed in the checklist.
- Provide detailed business information, including description of activities, products, and services.
- Explain how the business benefits the community and supports local economic development.
- Describe the history of the business, including key milestones and achievements.
- Submit budget projections with specific costs requested, supported by three quotes.
- Prepare for potential site visits to verify information provided.
- Ensure business premises and records are available for inspection.
- Submission: Email the completed form and documents to applications@jlkbusinessconsulting.co.za or submit to the project company's office.

Review Process:

- Applications reviewed monthly.
- Awards committee evaluates based on criteria.
- Applicants may be contacted for clarification or additional info.
- Successful applicants will be notified in writing.

Note: *Funding for equipment will be procured directly by the Project Company and supplied to the applicant.*

8. Type of Awards

Funding can be provided in the form of:

- **Sustainability Grant:** A funding amount paid in instalments (tranches) for approved activities.
- **Matching Grant:** The project company will contribute R2 for every R1 that the applicant/group raises (2:1 ratio).
- **Direct Purchase:** The project company will directly purchase approved goods/equipment and/or services or provide other material support.
- **Annual Innovation Grant:** A cash award for innovative projects and organizations that harness new ideas and technologies.
- **Technical Grant:** Funding for training, mentorship, exposure visits, and other capacity-building activities.

Note: *Applicants to the Sustainability Fund only qualify for Tier 2 (R50,001–R150,000) and Tier 3 (R150,001–R250,000). Re-applicants must show demonstrable impact of previous funding. Projects must be completed within 12 months. Tier 3 applications will only be considered if the applicant has previously qualified for Tier 2 funding and successfully completed the full 12-month Monitoring & Evaluation (M&E) process.*

Funding is subject to available budgets.

9. Liability

Successful applicants will:

- Receive written notice and sign a contract.
- Receive a reporting template.
- Receive funding disbursed in tranches tied to milestones and submission of progress/financial reports.
- Submit monthly progress and financial reports with supporting receipts and documentation.
- Be subject to site visits and verification.
- Participate in capacity building, networking, and other opportunities.
- Provide information for marketing and publication purposes.
- Make reports and accountability public.
- Ensure profitability and sustainability of the business within one year.
- Understand that previous non-compliance will result in automatic disqualification.
- Need to have a proven track-record of using grant funding in line with the application and approval.

Please contact the project company officer for more information or assistance with your application. Send your application to applications@jlkbusinessconsulting.co.za

Incomplete applications will not be considered.

Application Deadline:

The 7th of each month

NOUPOORT ED - SUSTAINABILITY FUND APPLICATION FORM

(Enterprise Development)

Please read this application form carefully and ensure that all required information is provided. If you need help, please take the liberty of calling the company's project officer.

SECTION 1. GENERAL INFORMATION

1.1. Name of company for which funding is requested:

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Type of Business: (Please check)

Business Type	Tick (✓)	If Other, please specify
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Small / Micro Enterprise

Medium-Sized Enterprise

Cooperative

Other _____

CIPC Registration Number (if applicable): _____

Tier of Application: Tier 1 (Community Fund)

Is this your 1st, 2nd, or 3rd application? _____

1.2. Contact Details:

Address:

..... Postal code:

Telephone:

Email:

Name and cell no.: Contact person 1:

Name and cell no.: Contact Person 2:

1.3. Company Owners/Directors:

Full Name & Surname	ID Number	Position in Company	Contact Details	Gender (M/F)	Age	Date Joined the Company

1.4. People who work for the company:

Full Name & Surname	Title / Position	Gender (M/F)	Age	Time Contributed per Week (hours)	Training / Skills

Name of Director:

Signature: **Date:**

1.5. Bank details

Name of the bank:

Address of bank:

Account Type:

Account No:

Branch code:

Who will check or audit the books?

Name and surname:

Contact Number:

SECTION 2. DESCRIPTION OF THE COMPANY

2.1. Background *(Who started the business, when and why it was founded?)*

2.2. Intention *(What is the main goal or objective of the business?)*

2.3. Highlights *(What has gone right since the business was started? What are you proud of?)*

2.4. Description *(What goods or services do you offer – what do you do?)*

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2.5. Detailed operational plan *(for the next 6 months) – take more pages if necessary*

What are you going to do (tasks)?	Who will be responsible?	When will it be finished?
1.		
2.		
3.		
4.		
5.		

2.6. Partners/networks *(Who are your suppliers/partners? Who do you connect with or collaborate with? What do they do that benefits your company?)*

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2.7. Marketing strategy *(How will you market the company?)*

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2.8. Local economic development (*How will the enterprise stimulate and benefit the local economy?*)

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2.9. Assets / Resources

(Which local assets or resources are being contributed to the project?)

Type of Contribution	Description of Contribution	Number of Hours applicable	Value / Cost (R)	Source (from whom?)
Labour and time				
Cash / Capital				
Special skills				
Premises / Property				
Equipment				
Other support				

SECTION 3. TERMS AND CONDITIONS

I, (name and surname), authorized by the company director(s), declare that the information provided above is correct and confirm that the company accepts the terms and conditions of any award received.

Signature: Date:

Witnesses (two required):

- *Name: Signature:*
- *Name: Signature:*
- *Date:*

SECTION 4. TRAINING COMMITMENT DECLARATION

I, (name and surname), authorised representative of (company name), hereby commit to attending and completing the **mandatory 5-day Financial Management and Compliance training** as part of the funding requirements of the Sustainability Fund.

Signature of Director/Owner: Date:

Witness Name: Signature:

SECTION 5. CHECKLIST

- Registration document (if applicable)
- Latest three-month bank statements of the company
- Tax clearance and BBBEE certificate
- Three quotes for each requested item

- Business plan or company profile
- Stamped bank letter
- Certified copy of ID of the applicant and all directors/owners
- Proof of business address (not older than three months)
- Purchase or project plan
- Proof of completed Financial Management short course (if applicable)
- **Additional requirements for farmers (if applicable):**
 - Proof of paid-up farmers' union fees
 - CIPC registration certificate
 - Municipal letter confirming subsistence farmer status
 - Permission letter to operate on communal land or common property
 - Proof of ownership of at least 30 livestock
- Important: Applications missing any required documents will not be processed.

For internal use only:

<i>Received by:</i>	<i>Date:</i>
<i>Approved/Rejected: Date:</i>	
<i>Amount:</i>	
<i>Signature:</i>	