NOUPOORT EnD COMMUNITY FUND

FUNDING GUIDELINE

(Enterprise Development)

This community fund was established to invest in enterprise development initiatives (EnD) that promote the vision and local economy of Noupoort. Applications from small and emerging businesses are particularly welcomed.

1. Who can apply?

Local businesses in Noupoort, including:

- Small, medium and micro enterprises (SMME's)
- Cooperatives
- Business partnerships for special events (e.g., markets)
- Other companies that meet the specified requirements

2. Requirements

- The business must be **based in Noupoort** and support economic development amongst the community.
- It must be in operation for at least **3 months.**
- It must be **managed by directors/shareholders** who keep records.
- It must be **registered or awaiting registration with the CIPC** (Commission on Companies and Intellectual Property) or another relevant institution.
- It must have a **bank account** with a recognized banking institution and records of all financial transactions.

- It must have a **tax clearance certificate**.
- It may have received little or no funding from outside sources and must have an **annual budget of less than R200 000**.
- It should **disclose other sources of funding** (if applicable).
- It must demonstrate mobilisation of **local assets** (physical, financial, social, natural and human resources).
- It must be willing to **collaborate** with other stakeholders.
- It must be willing to participate in **capacity development, monitoring, evaluation, and learning** operations linked to the grant.
- It must be willing to make **reporting and accountability public.**
- It must submit a **BBBEE certificate.**
- It must provide **three quotes** for the funding requested.
- Only companies / directors / members that are **in good standing** with respect to the use of previous funding will be considered.

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/organization and possible legal action.**

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3. Type of awards

Funding can be in the form of:

- **A community grant:** a funding amount paid in monthly installments/ tranches for appropriate operations.
- **A matching grant:** is double the money raised i.e. the project will contribute R2 for every R1 that the applicant or group raises (2:1 ratio).
- **Direct purchase:** the project company will directly purchase ALL 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 EnD Community Fund only qualify for **Tier 1 funding (R1,000 – R15,000)**
- Payments will be made in 6 equal tranche payments.
- All equipment purchases will be made by the project company.
- Applicants may re-apply if they demonstrate impact and meet compliance requirements.
- A maximum of **two awards per year** can be made to one organization.
- Projects must be completed within **6 months**.
- Final approved funding values are subject to budget availability.

4. Desirable Community Based Organisations that Qualify

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

- Be **asset-based** – value, use and expand the assets in Noupoort.
- Be **community driven** – encourage unity and shared responsibility/Co-investment.
- Be **creative, innovative, and beneficial.**
- Be **simple, easy to get started, and achievable in the short term** ("low-hanging fruit").
- Be **potentially profitable** (generate income monthly).

An award will only be granted if there is clear evidence of social cohesion and community mobilization, and if entrepreneurs have demonstrated their commitment by investing in their own initiatives. Preferred initiatives are those that promote expansion, such as job creation, skills transfer and the strengthening of regional ties, as well as the promotion of partnerships and unity within the Noupoort community.

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

5. Non-permissible categories of spend

Funding will **not** be granted for:

- Businesses that are not community oriented.
- Operations that are political in nature. (Participants that have not held a political position in the past 5 years).
- Operations with a negative social, economic, or environmental impact.
- Infrastructure projects or the purchase/lease of land, buildings, or containers - unless accompanied by a proven, sustainable and detailed business plan.
- Emergency measures to cover shortages, repay loans, or provide loan guarantees.
- Bursaries or sponsorships (except where specifically approved).
- Projects that only cover operating costs.
- Overseas study or individual studies.
- Purchase or lease of vehicles, or repairs to vehicles (any licensed transport will not be funded).
- Payment of overdue bills (e.g. Eskom, Telkom, Municipal Bills).
- Directors and/or shareholders should not exceed 65 years of age.

Stipends / Grants for proven new/additional jobs created may be considered in the short term. Its value and duration are at the full discretion of the Social Programme Manager.

6. Procedure

Applications must be submitted by the due date during the advertised period by email or at the project company's office. Applicants must:

1. **Complete the application form:** Ensure that all sections of the form are filled out accurately and completely. Attach all required supporting documents as listed in the checklist.
2. **Provide detailed business information:** Clearly describe your business activities, including the products or services you offer.
    - Explain how your business benefits the community and supports local economic development.
3. Describe the history of your business, including key milestones and accomplishments.

    Submit budget projections: Provide a detailed budget that outlines the financial needs of your project.
    - Include specific costs for which funding is requested, supported by three quotes.
4. **Prepare for potential business visits:** Be ready to host a visit from the Grant Administrator to verify the details in your application.
    - Make sure your business premises and records are available for inspection.
5. **Submission:** Email the completed application form and all supporting documents to applications@jlkbusinessconsulting.co.za.
    - Alternatively, submit the application to the Project Company's office.

NOTE: All approved funding requests **will be procured and paid directly by the Project Company** to service providers and suppliers, **and supplied to the relevant applicant.**

Review Process:

- Applications will be reviewed after submission date.
- The Grant Administrator will evaluate applications based on the given criteria and provide recommendations to the Project Company.
- Applicants can be contacted for more information or clarification.
- Successful applicants will be notified in writing by the Grant Administrator.

7. Liability

Successful applicants will:

- Receive written notice by the Grant Administrator and sign a contract.
- Receive a reporting format/template.
- Funding disbursed in tranches tied to milestones and submission of progress/ financial reports.
- Submit monthly progress descriptions, and financial reports with quotes and receipts attached.
- Be informed about capacity expansion, networking, and other opportunities.
- Comply with the Monitoring and Evaluation (M&E) plan by submitting monthly reports as agreed with the project company, contractually.
- Understand that previous non-compliance will result in automatic disqualification.
- Submit an article or information about their company for marketing and publishing purposes.
- Make their reports and accountability public.
- Ensure the profitability of the business within one year.
- Need to have a proven track-record of using grant funding in line with the application and approval.

8. Training Requirement

All successful applicants are required to attend a once-off **mandatory Financial Management and Compliance training** facilitated by the Project Company before any funds are released.

- The training covers bookkeeping, compliance, budgeting, accountability, and basic financial management.
- At least one director/owner must attend.

- A certificate of attendance will be issued and must be attached to the final project file.
- Failure to attend will result in cancellation of the award.

9. Funding cycles and important dates

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:

09 December 2026

NOUPOORT EnD - COMMUNITY FUND APPLICATION

(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 Social performance officer.

SECTION 1. GENERAL INFORMATION

1.1. Name of company for which funding is requested:

……

Type of Business: (Please check)

Business Type	Tick (✓)	If Other, please specify
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?)*

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?)*

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

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

2.9. Assets / Resources

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

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

2.10. Budgets requested – be specific

Item – What do you need the money for?	*Cost*
Grand total	

(Please attach 3 quotes for any goods and services)

2.11. Demonstrable impact of previous funding (For re-applicants only)

Please describe the impact of previous funding and how it has contributed to the goals of the company. Provide details on milestones achieved and results.

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. 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)

- CIPC registration certificate
- Important: Applications missing any required documents will not be processed.

SECTION 5. TRAINING COMMITMENT DECLARATION

I, (name and surname) .....,

authorised representative of (company name) .....,

hereby commit to attending and completing the **mandatory Financial Management and Compliance training** as part of the funding requirements of the Community Fund.

Signature of Director/Owner: ..... Date: .....

Witness Name: ..... Signature: .....

For internal use only:

Received by:	*Date: .....*
Approved/Rejected: Date: ..... *Amount: .....* *Signature: .....*	