



NOUPOORT ED COMMUNITY FUND FUNDING GUIDELINE (Enterprise Development)

This Community Fund has been established to invest in Enterprise Development (ED) Initiatives that support the vision and local economy of Noupoort. Applications are especially welcome from small and emerging enterprises. Please complete all sections in detail with necessary attachments. Incomplete applications will not be considered.

1. Who can apply?

Local businesses in *Noupoort* can apply for funding, including:

- Small, Medium and Micro Enterprises (SMMEs);
- Co-operatives;
- Business partnerships for special events (e.g. markets);
- Any other enterprise that meets the requirements.

2. Requirements

- The business / enterprise must be located in *Noupoort* and must support local economic development in the community;
- It must be active for at least 3 months;
- It must be run by Directors/ shareholders who keep records;
- It must be registered or be seeking registration with CIPC or any other relevant institution;
- It must have a Bank Account with a recognized banking institution and keep records of all financial transactions;
- It must have a Tax Clearance Certificate or be willing to apply for a Certificate;
- The business must have received little or no funding from outside sources, and must operate with an annual budget of less than R200 000. The budget should match organisational size and track record;
- It must disclose other funding sources;
- It must be able to demonstrate how they mobilise local assets i.e. physical, financial, social, natural and human assets;
- It must be willing to co-operate with other stakeholders;
- It must be willing to participate in capacity-development, monitoring, evaluation and learning activities;
- It must be willing to report and account publicly.

3. Types of Grants

Funding can be given as a community grant¹; matching grant², material donation³, annual innovation award⁴ or technical support⁵. Enterprises can apply for a **minimum of R1000** and **maximum of R20 000** per grant. Enterprises can be invited to re-apply if deliverables are met and up to two grants can be awarded to one enterprise each year. Projects must be completed in 6 – 12 months.

¹ A community grant is a lump sum given in monthly tranches for eligible SED activities.

² A matching grant is double the money raised by a group (a ratio of 2:1 - R2 for every R1 raised)

³ Direct purchase of goods and services by the Company or other material donation.

⁴ A cash award for innovative activities and organisations bringing new ideas and technologies.

⁵ A grant for training, mentoring, exposure visits and other capacity building.

4. Eligible Activities

Commercial activities must draw on local assets, be community driven and benefit the local economy, ie

- Asset based – appreciating, using and growing assets in *Noupoort*;
- Community driven – encourage unity (togetherness) and shared responsibility/ co-investment;
- Creative, innovative and beneficial;
- Simple, easy to start and achievable in the short term ('low hanging fruit');
- Potentially profitable (income generating).

A grant will not be given unless social cohesion and mobilization are demonstrated and unless entrepreneurs have invested in their own initiatives. Initiatives that encourage multiplication (e.g. employment, skills transfer, regional linkages), partnerships and unity in *Noupoort* are preferred.

Examples of eligible businesses are: Vegetable market/ dome; Toilet paper factory; Pig Farm; Wool, Craft; Roofsheets; Paving blocks; Recycling; Bakery; Towing service; Dairy; Tyre Shop; Spareparts; Olive Oil; Laundry; Cleaning material; Animal skins; Traditional drums/ attire; Plumbing, Carpentry, Welding; Safe drinking water; Wifi; artisans and any other initiative that supports the Noupoort vision and local economy.

5. Ineligible Activities

Ineligible business activities include:

- A business benefitting just one individual;
- Activities that have a political agenda;
- Activities that have negative social, economic or environmental impacts;
- Emergency funds to meet shortfalls, loans or stand surety for loans;
- Salaries and stipends;
- Individual studies or studies abroad;
- Payment of accounts in arrears i.e. Eskom, Telkom and other such bills;
- Religious activities.

6. Procedure

- Applications will be accepted at any time via email or at the Project Company Office (17 Wilmot Street, Noupoort). They can be submitted throughout the year but will be reviewed as per the schedule below;
- Applicants should complete the attached application form giving information clear about their business, why it is beneficial, what has happened so far and what assets/ co-investments have already been contributed. Budget projections should be detailed and quotes attached;
- The application will be assessed against the above criteria by an Allocations Committee. A site visit will be scheduled.

7. Accountability

- Successful applicants will be informed in writing and a contract will be signed with the Project Company. A copy of the reporting template will also be provided;
- The grant will be disbursed in monthly / quarterly tranches if there is satisfactory accountability;
- Monthly narrative and financial reports are required with receipts attached;
- Grantees will be informed about capacity – building, networking and other opportunities;
- Grantees will also be engaged in monitoring, evaluation and learning activities as negotiated with the Project Company;
- Enterprises may requested to submit an article or story to publicise their business;
- Enterprises will report and account publicly;
- All funded enterprises should be profitable within one year.

8. Funding Cycles and Important Dates

	<i>Deadline for Applications</i>
<i>Cycle 1</i>	15 April 2020, 16h30
<i>Cycle 2</i>	12 June 2020, 16h30
<i>Cycle 3</i>	17 August 2020, 16h30

Please contact the Project Company Office for more information or assistance with your application, or email: info@noupoortwind.co.za. Further dates to be announced.



NOUPOORT ED COMMUNITY FUND APPLICATION FORM (Enterprise Development)

Please read carefully through this application form and provide all necessary information clearly. If you need assistance, please feel free to contact the Company Project Office. Please complete all sections in detail with necessary attachments. Incomplete applications will not be considered.

SECTION 1. GENERAL INFORMATION

1.1. Name of Enterprise for which funding is requested:

.....

Type of Enterprise: (Please tick)

Small / Micro Enterprise

Medium Enterprise

Co-operative:

Other

CIPC Registration # (if applicable):

1.2. Contact Details:

Address:

..... Postal Code:

Telephone: E-mail:.....

Name and Cell No: Contact Person 1:

Name and Cell No: Contact Person 2:

1.3. Company Owners/ Directors:

Name, Surname & ID Numbers	Position	Contact Details	M	F	Age	When did you join the business?

Names of the people who may sign on the account and their position on Committee:-

Name: Position:

Name:..... Position:

1.4. People working in the business:

Name and Surname	Title/ Position	M	F	Age	Time contributed per week	Training / Skills

Name of Leader:

Signature: **Date:**

1.5. Banking Details

Name of Bank:

Address of Bank:

Type of Account:

Account No:

Branch Code:

Who will Check or Audit the Books (name/ contact number)?

Signed by:

I, (name and surname)

....., mandated by the Company Directors declare the above information to be correct and confirm that the company will abide by the terms and conditions of any grant received.

Two witnesses to sign: Name: Signature:.....

Name: Signature:.....

Date:

Please enclose with the application:

- A Registration Document (where applicable);
- Copy of the latest bank statement and quotes;
- Tax Clearance and BBBEE Certificate where relevant;
- Any other information that can assist with the assessment of the proposal.

For internal use only:

Received by: Date:

- | | |
|--|--|
| <input type="checkbox"/> Business Plan | <input type="checkbox"/> Stamped letter from the bank |
| <input type="checkbox"/> Tax clearance / BBBEE certificate | <input type="checkbox"/> CIPC Registration Certificate |

Approved/ Not Approved: Date : Amount: Signature:.....

SECTION 2. DESCRIPTION OF THE BUSINESS

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

2.2. Intention *(What is your objective/ target/ goal?)*

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

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

2.5. Detailed Action Plan *(for the next 6 months) – add more pages if needed*

<i>What will you do (tasks)?</i>	<i>Who will be responsible?</i>	<i>By when will it be done?</i>
1.		
2.		
3.		
4.		
5.		

2.6. Partners/Networks (*Who are your suppliers/ partners? Who do you network / collaborate with? What do they do that benefits your business?*)

2.7. Marketing Strategy (*How will you market the business?*)

2.8. Local Economic Development (*How will the business boost the local economy?*)

2.9. Assets/ Resources (*What assets/ resources have been locally invested?*)

<i>What local assets/ resources are contributed?</i>	<i>No hours</i>	<i>Value/ Cost</i>	<i>Source (From whom?)</i>
Labour and time			
Cash/ Capital			
Special skills			
Venues (home, buildings, land)			
Equipment			
Other support:			

2.10. Budget requested - be specific

<i>Item - What do you need money for?</i>	<i>Cost</i>

(Please attach quotes for any goods and services)

Who wrote this application? Name: _____ Position: _____

Signature: _____ Date: _____