



NOUPOORT ED SUSTAINABILITY FUND FUNDING GUIDELINE (Enterprise Development)

This Sustainability Fund has been established to support Enterprise Development (ED) initiatives that advance the vision and local economy of Noupoort. Applications are especially welcome from established enterprises.

1. Who can apply?

Established businesses in Noupoort can apply for funding, including:

- Small, Medium and Micro Enterprises (SMMEs)¹;
- Co-operatives;
- Business partnerships for Special Events (e.g. markets);
- Any other enterprises that meet 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 12 months;
- It must be run by Directors who keeps records;
- It must have a Business Plan and be registered or seeking registration with CIPC or other institution;
- It must have a Bank Account with a recognized banking institution and keep financial records;
- It must have a Tax Clearance Certificate or Tax Exemption Affidavit;
- The business must operate with an annual budget of less than R500 000. The budget should match organisational size and track record;
- They must disclose other funding sources;
- They must be able to demonstrate how they mobilise local assets i.e. physical, financial, social, natural and human assets;
- They must be willing to co-operate with other stakeholders;
- They must be willing to participate in capacity-development, monitoring, evaluation and learning activities linked to the grant;
- It must be willing to report and account publicly.

3. Types of Grants

Funding can be given as a sustainability grant; matching grant, donation and annual innovation award. Organisations can apply for a **minimum of R20 000** and **maximum of R100 000** per grant. Two grants can be awarded to the same enterprise in a calendar year, provided that compliance requirements are met.

4. Eligible Enterprises

Enterprises must draw on local assets, be community driven and benefit the local economy. They should:

- Be asset based – appreciating, using and growing assets in Noupoort;
- Community driven – encourage unity (togetherness) and shared responsibility/ co-investment;

- Creative, innovative and beneficial;
- Impactful with measurable results;
- Profitable (income generating);
- Benefit the Local and/or Regional Economy.

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 Noupoot 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 Noupoot 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;
- Running costs only;
- Salaries and stipends;
- Individual studies or studies abroad;
- Equipment only;
- 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, Noupoot). They can be submitted any time in the year but will be reviewed as per the schedule below;
- Applicants should complete the attached application form as well as providing a full Business Plan. They should show what has happened so far, what assets/ co-investments have already been contributed and the health of the Business. A Full Business Plan should be attached. Budgets should be detailed;
- The application will be assessed against the above criteria by an Allocations Committee. A site visit will be scheduled to learn more about the business.

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 quarterly tranches if there is satisfactory accountability and compliance;
- 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 will also be requested to submit an article or story to publicise their business’
- Enterprises will report and account publicly;
- All funded enterprises should become self-sustaining.

8. Funding Cycles and Important Dates

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

Please contact the Project Company Office for more information or assistance or email info@noupootwind.co.za. Further dates to be announced.



NOUPOORT ED SUSTAINABILITY FUND APPLICATION FORM (Enterprise Development)

SECTION 1. GENERAL INFORMATION

1.1. Name of Enterprise for which funding is requested:

.....

Type of Organisation: (Please tick)

- Small / Micro Enterprise* *Medium Enterprise*
Co-operative: *Other* _____

CIPC Registration No: _____

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 bank account and their position in the business:-

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 your 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 by the Project Company.*

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

Name: *Signature:*.....

Date:

Please enclose with the application:

- *Identity Document of Business Owner(s);*
- *Registration Document;*
- *Tax Clearance and BBEE Certificate;*
- *Copy of the latest bank statement and financial report;*
- *Any other information that can assist with the assessment of the enterprise*

For internal use only:

Received by: Date:

Business Plan

Stamped letter from the bank

Tax clearance certificate

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 pages if necessary*

<i>What will you do (tasks)?</i>	<i>Who will be responsible?</i>	<i>By when will it be done?</i>

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 support 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 (community buildings, land)			
Equipment			
Other support:			

2.10. Budget requested

<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: _____