



City of Cape Town Winter Readiness Program – *Giving Hope to Street People*

The City of Cape Town recognises the plight of street people, especially during the cold, winter months. Our efforts focus on responding to the needs of street people and offering assistance in an attempt to reduce the number of people living on the streets. By collaborating with non-governmental organisations (NGOs), non-profit organisations (NPOs) and public benefit organisations (PBOs) we aim to increase available resources, allowing more people to benefit from shelters.

We intend to increase bed space at shelters so that more street people will have access to a warm place to sleep during the winter period from 1 May to 30 September 2019 (dates may be subject to minor changes). The space is temporary and organisations involved are not required to provide any permanent accommodation thereafter. If your organisation meets the criteria indicated on page 3, the City will provide EPWP workers to assist with the cooking, cleaning, groceries, toiletries, mattresses and bedding. Fire and Life Safety Services will visit each facility to determine whether the population certificate is in order and the premise meets the requirements to accommodate additional persons.

Please complete the application form and submit by email to lorraine.frost@capetown.gov.za or deliver by hand to 29A Strand Concourse CBD, by 5 April 2019.

APPLICATION FORM

Name of the Shelter / Organisation:

Manager : **Cell No :**

Office No:

Chairperson : **Cell No :**

Office No:

NPO No: **PBO No:** **NGO No:** **Company Registration No:**

Physical and postal address:

Phone No: **Fax number:**

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Please indicate the size of the floor space available for laying mattresses:**meter square**

Our shelter currently hasformal beds and we can create mattress space from 1 May 2019 till 30 September 2019. If assisted, we undertake to provide the City of Cape Town Social Development and Early Childhood Development with space for street persons identified by the City, including:

1. The signing of a Memorandum of Understanding (MOA).
2. A daily update on the utilisation of mattress space by 10am.
3. Monthly consolidated reports on the last day of each month and a close-out report by 11 October 2019.

NB: All applications will be assessed as per set criteria below

Signature of Chairperson: (Name and Surname):

Signed at: Date:

For Office Use

Application Form received on : Approved/Declined:

By:

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Criteria

1. Organisation must be registered as a NGO, NPO or PBO
2. Have facility where people can overnight
3. Be compliant with Population Certificate
4. Comply with all Health and Safety regulations
5. Site inspections will be done before approval

Supporting documents to attach to the application form

1. Copy of your current Constitution and latest AGM minutes
2. Names of board members, office bearers, management
3. Your latest Annual Report
4. Your latest external Auditors report
5. The email address of the contact person for this grant

Complete the list below for items needed to accommodate additional persons at your facility:

Item List	Quantity required
Matrass	
Blankets	
Sheets	
Pillows	
Pillow cases	
Groceries	
Toiletry packs	
Toilet paper	
Cleaning supplies	