



<b>COMPULSORY:</b> Organisation name, type of organisation and registration number, <u>AND</u> CSD supplier and reference number		<hr/> <hr/>		
Amount applied for		R		FOR OFFICIAL USE
Application pack				
	DETAILS	YES	NO	1st SCREENING: COMMENT
1	Advert			
2	Application Form			
3	Business and Project Plan			
	<ul style="list-style-type: none"> <li>The name and general purpose of the project</li> <li>A detailed plan of action indicating timeframes for implementation</li> <li>A monetary breakdown of costs - should not include salaries, travelling or food expenses</li> </ul>			
4	<b>Project qualifying criteria - Is the project aligned with the focus areas as advertised:</b> <b>(1) Capacity and Skills Development Programmes for the Youth and,</b> <b>(2) Environmental Health Services relating to animals</b>			
5	Policy: Allocation of Section 67 Grants			
6	<b>Supplier Maintenance Request Form - available on request</b> <ul style="list-style-type: none"> <li>If not a supplier with the City, supplier form must be completed and submitted with supporting documentation</li> <li>If already a supplier of the City, please provide supplier number</li> </ul>			
	<b>Supporting documents</b>			
6.1	<ul style="list-style-type: none"> <li>Proof of bank details / most recent bank statement</li> </ul>			
6.2	<ul style="list-style-type: none"> <li>If current (cheque) account: Certified letter from bank with signatories details is required.</li> </ul>			
6.3	<ul style="list-style-type: none"> <li>Branch code of bank</li> </ul>			
6.4	<ul style="list-style-type: none"> <li>Tax Clearance Certificate is <i>compulsory</i>. <b>The application will not be accepted without it.</b></li> </ul>			
	<ul style="list-style-type: none"> <li><b>VAT Exemption</b></li> </ul>			
6.5	<i>Should your organisation be exempted from paying tax, a Zero Rated Vat Certificate must accompany your proposal. The City of Cape Town's VAT number (4500193497) must reflect on your letter.</i>			
	<ul style="list-style-type: none"> <li><b>Latest Audited Financial Statements</b></li> </ul>			
6.6	<i>Audited financial statements or audit certificate for the year in which funding was received, or receipts for goods purchased with funding received from CCT during the previous financial year, as required in terms of Sect 67(1) of the MFMA.</i>			
6.7	<ul style="list-style-type: none"> <li>VALID NPO/NGO/CBO Certificate (where applicable in the case of non-profit organisations)</li> </ul>			
6.8	<ul style="list-style-type: none"> <li>Certified copy of identification document</li> </ul>			

6.9	<ul style="list-style-type: none"> <li>• Latest municipal rates account / agreement document in case of arrears</li> </ul>			
	<p><b>PLEASE NOTE:</b> Whether you lease/own the premises your organisation operates from, and the municipal account is in arrears, you must have made the necessary arrangements with the City's Revenue Branch to pay off such arrears and produce the agreement letter.</p>			
7	Community Organisation Registration Form			
8	National Treasury Centre Centralised Supplier Database (CSD)			
	It's compulsory for organisations to register on the CSD to receive a unique registration number.			

**PLEASE NOTE: YOUR APPLICATION WILL NOT BE CONSIDERED IF YOU HAVE FAILED TO SUBMIT ALL THE REQUIRED INFORMATION, FORMS AND SUPPORTING DOCUMENTATION**

No late applications will be accepted.