



APPLICATION FOR EVENTS SUPPORT

Please note that all fields with an asterix * are compulsory.
Kindly read page 6 before completing the application form.

1. PLEASE PROVIDE US WITH YOUR COMPANY INFORMATION :

*Company Name :

*Event Organisers Name :

*Address :

*Contact Number :

*E-Mail Address :

*Physical Address :

*Board Members :

*Profit or Not for Profit Company

Registration Number:

2. *NAME OF EVENT :

3. *EVENT VENUE (Attach proof of booking)

4. *DATE OF EVENT :

ALTERNATIVE DATES :

5. *NATURE OF CITY SUPPORT REQUESTED :

- Non-Financial (e.g. Letters of support, Attendances at Events)
- Financial (including requests for sponsorship of City Services)
- Both Financial and Non - Financial

6. *PLEASE SPECIFY THE NATURE OF THE CITY SUPPORT REQUESTED?

NB: Complete the below table by specifying the items to be sponsored by the City and include the cost/estimated cost of each item.

NB: See last page for documents required if financial support is approved

No.	ITEM TO BE SPONSORED (Expand lines as needed)	COST OF ITEM (Rand Value)
TOTAL		

7. *HAVE YOU APPLIED FOR AN EVENT PERMIT AND A SAPS RISK RATING?

Yes No If yes, provide date of application : _____

8. IS THIS A NEW EVENT OR AN EXISTING EVENT? (Please tick the box)

New Existing, If existing, how long? _____

9. *PLEASE INDICATE THE APPROPRIATE EVENT SEGMENT/S : (Please tick the box)

Sports Cultural Business Music

10.*PROVIDE A BRIEF DESCRIPTION OF THE EVENT :

11.TELL US MORE ABOUT THE EVENT :

11.1 *Description & number of Participants : _____

11.2 *Description and number of Supporters/Spectators : _____

11.3 *Where do the participants and supporters come from and how many are expected?

Cape Town National Continental International
 No. No. No. No.

11.4 *Does the Event have any media partners? Y/N

11.5 If yes, please specify whether community, national or international

Television : _____
 Radio : _____
 Print : _____
 New Media : _____

11.6 *Please provide details of your media plan?

11.7 *Tell us about the event financial model:

Ticket/Entry value : _____
 Sponsorships value : _____
 List of confirmed sponsors: _____
 Value in Kind : _____
 Hospitality value : _____
 Merchandise sales value : _____
 Other : _____
 Total Event Budget : _____

11.8 Please indicate if your event will impact on the following key City of Cape Town objectives:

1. ECONOMIC	YES	NO
1.1 The event will have positive Economic and Social Impact		
If Yes, specify how your event will contribute positively: <div style="border: 1px solid black; height: 150px; width: 100%; margin-top: 5px;"></div>		

1.2 The event will create employment and trading opportunities	YES	NO
If Yes, specify how will your event create opportunities:		
1.3 The event will attract a high proportion of national and/or international visitors to Cape Town.	YES	NO
If Yes, specify how many national and/or international visitors your event will attract:		
2. MARKETING AND MEDIA	YES	NO
2.1 The event will create Marketing and Promotional opportunities for the City of Cape Town.		
If Yes, specify how Marketing and Promotional opportunities will be created:		
2.2 The event will have a high proportion of media coverage – locally, nationally and/or internationally.	YES	NO
If Yes, specify:		
2.3 A high proportion of Media coverage of destination	YES	NO
If Yes, specify:		

3. DEVELOPMENT OPPORTUNITIES	YES	NO
3.1 The event will create Sports, Business or Arts & Culture development programmes		
If Yes, specify the type of development programmes:		
3.2 The event will provide training opportunities	YES	NO
If Yes, specify the type of training and target market:		
4. INCLUSIVITY	YES	NO
4.1 Beneficiaries of proceeds are charities or disadvantaged groups.		
If Yes, specify beneficiaries:		
4.2 Post-event benefits or legacies	YES	NO
If Yes, specify:		
5. EVENT GREENING	YES	NO
5.1 The event will have a positive environmental impact and responsible tourism initiatives will be implemented.		
If Yes, specify greening initiatives and responsible tourism initiatives:		

6. EVENTS CALENDAR	YES	NO
6.1. Seasonability - Does the event take place between (May – October)		
6.2. Reasonable Timing of event (e.g. ends by 23h00)		
6.3. Geographical / spatial spread (Does the event take place in the City centre or Green point precinct)		
7. PUBLIC LIABILITY INSURANCE	YES	NO
7.1 Provide proof of public liability insurance cover of R20million as per legal requirement		
8. POST EVENT FEEDBACK	YES	NO
8.1 Have you submitted your previously supported event close-out and/or expenditure report (If applicable)		
9. AUDITED FINANCIAL STATEMENTS OF YOUR REGISTERED COMPANY	YES	NO
9.1 Provide proof of audited financial statements of your registered company		

Please submit supporting documentation for the items marked **YES** above.

Email your application to
events.applications@capetown.gov.za

For Office Use

1. Does this proposal contribute to achieving City of Cape Town objectives?

Yes No

2. Event Support Recommendation

Recommended Not Recommended

Comments:

IMPORTANT NOTICES

1. Please be advised to continue with the planning of your event as if City is not supporting. This way you will prevent disappointment, as support is not guaranteed.
2. Kindly ensure that you have a **provisionally booked venue** before applying for support. If you do not have a venue, the application will be deemed incomplete and therefore **NOT** be considered.
3. Kindly submit a copy of your financial statements, if cash funding is approved, **audited financial statements** will be required.
4. Kindly ensure that you have a minimum of R 20 mil **public liability insurance** cover for your event.
5. Financial request must be in **Rand Value**. If not supplied, the application will be deemed incomplete and therefore **NOT** be considered.
6. Kindly ensure that you provide a breakdown of how the requested funds will be utilised to assist your event, kindly also **submit your quotations** for venues, sound, catering, etc.
7. We prefer a **typed document in MsWord format**.
8. Your proposal should reach our office at least **3 months** before your event starts and **6 months** for annual events.
9. Kindly **minimize the photos** in your proposal for printing purposes.
10. Please **state the name of your event** in the subject line of **all e-mails correspondence and enquiries**.
11. All event proposals/communications should be e-mailed to:
events.applications@capetown.gov.za.
12. Kindly ensure that you apply for an event permit timeously, the City cannot support your event if you do not have a permit to host your event. E-mail your permit requests to events.permit@capetown.gov.za

GRANT CHECKLIST

NB: The following documentation is required if the City approves financial support. All documentation has to be valid and submitted before payment can be processed.

1.	Register on CSD
2.	Income & Expenditure Reports is required if The City approves funding less than R50 000. Audited Financial Statements for the approved amount of R50 000 and above
3.	Business Plans and/or Project Plan
4.	Company Registration certification
5.	Valid original Tax clearance certificate
6.	Proof of banking details (cancelled cheque or 3 months bank statements)
7.	City of Cape Town Vendor Registration Form (if not a vendor) Certified copy required with all supporting documents listed in section 8 of the VRF plus: <ul style="list-style-type: none"> • declaration of interest (applicable for all vendors) • letter from bank with signatories • Proof of address
8.	If renting a copy of the lease agreement and the owner's municipal account to be forwarded. The municipal account must be up to date, if not the arrears to be paid in full or arrangements must be made to pay the arrears off and proof to be forwarded.
9.	Invoice if beneficiary does not have a VAT number. Invoice to be addressed to accounts payable, private bag X6,Bellville 7530 – City VAT number to be added to invoice - 4500193497
10.	Memorandum of agreement to be completed with ID's of signatories