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# KANGNAS

# COMMUNITY FUND

# GRANT APPLICATION FORM

## Enterprise Development (EnD)

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*This Community Fund has been established to invest in Enterprise Development (EnD) Initiatives that supports the vision of Kangnas Wind Farm. Applications are welcome small and emerging EnD initiatives in Bergsig, Carolusberg, Concordia, Matjieskloof, Nababeep, Okiep, Fonteintjie, Springbok and Vaalwater. The above towns will get preference, however small and emerging EnD initiatives within the district will not be discouraged to apply. Please complete all sections in detail with necessary attachments. Incomplete applications will not be considered.*

## 2. Who can apply?

Local businesses in in Bergsig, Carolusberg, Concordia, Matjieskloof, Nababeep, Okiep, Fonteintjie, Springbok and Vaalwater; partner communities can apply for funding, however small and emerging EnD initiatives within the district will not be discouraged to apply.

- Small, Medium and Micro Enterprises (SMMEs);
- Co-operatives;
- Social Enterprises;
- Partnerships for Special Events (eg. markets);
- Other enterprises that meet requirements.

## 3. Requirements

- The business / enterprise must be in above mentioned towns and must support local economic development in the community.
- It must be active for at least 3 months;
- It must be run by shareholders who keeps 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 Tax Exemption Affidavit;
- 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;
- 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.

## 4. Types of Grants

Funding can be given as a start up grant; matching grant, donation and annual innovation award. Organisations can apply for a **minimum of R500** and **maximum of R25 000** per grant. Two grants can be awarded to the same enterprise in each calendar year, provided that all compliance requirements are met (see below: 7.6).

## 5. Eligible Activities

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

- Asset based – appreciating, using and growing assets in above mentioned towns
- 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 (eg. employment, skills transfer, regional linkages), partnerships and unity in above mentioned towns are preferred.

Examples of eligible businesses are: Barbershop at home; Bricks project; Carwash; Catering; clothing; Construction; Domestic work Companies; Driving school; Food industry; Jams; Selling of seeds; Gardening (herbs for female ailments); Herb/ indigenous gardens; Mini bakery; Needle work; Poultry; Jewellery, Fish trays; Rock construction; Agriculture; Sell produce/ shops to other towns; Small business centre; Plumbers, Electricians, Hair Salon; Technical; Tradesman centre; Tuckshop business; Recycling businesses; spray painters; IT businesses; local beer breweries; confectionaries; community gyms, entrepreneurs in small scale mining, transport entrepreneurs; tourism entrepreneurs and any other initiatives that supports the above mentioned town's community vision and local economy.

## 6. Ineligible Activities

Ineligible business activities include:

- A business benefitting just one individual;
- Activities that have a political agenda;
- Activities that have negative environmental impacts;
- Purchase of land/buildings;
- Emergency funds to meet shortfalls, loans or stand surety for loans;
- Running costs only;
- Salaries (stipends may be considered in the short term);
- Individual studies or studies abroad;
- Equipment only;
- Payment of accounts in arrears i.e. Eskom, Telkom and other such bills;
- Religious activities.

## 7. Procedure

1. Applications will be accepted at any time via email. They can be submitted any time throughout the year but will be reviewed quarterly, as per the schedule below;
2. 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;
3. The application will be assessed according to the above criteria. A site visit will be scheduled to learn more about the business;
4. 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;
5. The grant will be disbursed in quarterly tranches if there is satisfactory accountability and compliance;
6. Monthly narrative and financial reports are required with quotes and receipts attached;
7. Grantees will be informed about capacity – building, networking and other opportunities;

8. Grantees will also be engaged in monitoring, evaluation and learning activities as negotiated with the Project Company;
9. Enterprises will also be requested to submit an article or story to publicise their business.
10. All funded enterprises should be profitable within one year.

## 8. Funding Cycles and Important Dates

|                |  | <b><i>Deadline for Applications</i></b> | <b><i>Announcement</i></b> |
|----------------|--|---|----------------------------|
| <i>Cycle 1</i> | <i>Projects Implemented<br/>January – June 2021</i>  | 11 January 2021, 16h30                  | 12 February 2021           |
|                |  | 31 March 2021, 16h30                    | 30 April 2021              |
| <i>Cycle 2</i> | <i>Projects Implemented<br/>July – December 2021</i> | 21 May 2020, 16h30                      | 18 June 2021               |
|                |  | 15 July 2020, 16h30                     | 16 August 2021             |

*Applications must be submitted to  
submissions@ubiqua.co.za. No late  
applications or incomplete applications  
will be accepted.*



# KANGNAS COMMUNITY FUND GRANT APPLICATION FORM Enterprise Development (ED)

*Please read carefully through this application form and provide all necessary information clearly. If you need assistance, please feel free to contact [submissions@ubiqua.co.za](mailto:submissions@ubiqua.co.za)*

## SECTION 1. GENERAL INFORMATION

### 1.1. Name of Enterprise for which funding is requested:

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### Type of Organisation: (Please tick)

Small / Micro Enterprise

Medium Enterprise

Co-operative:

Social Enterprise

Other  .....

CIPC Registration No (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 in Enterprise:**

Name: ..... Position: .....

Name:..... Position: .....

**1.4. People working in the business:**

| Name and Surname & ID Numbers | 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 organisation 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:

- A Registration Document (where applicable);
- Copy of the latest bank statement;
- Any other information that can assist with the assessment of the enterprise.

**For internal use only:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/ Not Approved      Date : \_\_\_\_\_ Signed: \_\_\_\_\_

## **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?*)

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**2.5. Action Plan** (*for the next 6 months*)

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

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

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

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

| <b>What local assets/ resources are contributed?</b> | <b>No hours</b> | <b>Value/ Cost</b> | <b>Source (From whom?)</b> |
|--|-----------------|--------------------|----------------------------|
| Labour and time                                      |                 |                    |                            |
| Cash/ Capital  |                 |                    |                            |
| Special skills                                       |                 |                    |                            |

|  |  |  |  |
|--|--|--|--|
| Venues (home, 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:** \_\_\_\_\_