

BREDE-GOURITZ

Catchment Management Agency
Opvanggebied Bestuursagentskap
I-Arhente yoLawulo lomMandla nokungqongileyo

GRANT POLICY 002

1. Introduction

The purpose of this policy is to provide financial support per non-governmental and non-profit organisation (hereafter referred to as *the Organisation*) for water-related community projects in the Breede-Gouritz Water Management Area. Funding can be for multi-year projects – limited to a maximum of 3 years.

2. The use of the Grant is intended for:

- a. Community Projects that are aimed at social uplifting and sustainable livelihoods.
- b. Materials and equipment used by the Organisation for the implementation of the Community Project activities.
- c. Training that is required to ensure successful implementation of the Community Project activities. The budget for the training should not exceed 15% of the total project budget.
- d. Costs of meeting procedures required by the Organisation for the execution of the Community Project activities.
- e. Project management costs for the Community Project applied for - project management costs should not exceed 10% of the total Community Project budget.

3. Criteria for a complete application

An application letter must be addressed to the Chief Executive Officer and must include the following documentation:

- a. BGCMA application form.
- b. Proof of registration of the Organisation as a non-profit organisation or a non-governmental organisation.
- c. The Constitution of the Organisation making application for the Grant.
- d. Sufficient proof of regular meetings held by the members of the Organisation.
- e. Banking details of the Organisation.
- f. Membership list, including up-to-date contact details, of the Organisation.
- g. Lease agreement where property is not owned by the applicant.
- h. Proof of access (i.e. water rights/permit) to water for water related and water dependant Community Projects.
- i. Existing Financial Control System of the Organisation.
- j. Equity representation of the Organisation.
- k. Number of employment opportunities (part-time and/or permanent) that will be created through awarding of the Grant.
- l. Alignment with the BGCMA and the Department of Water and Sanitation's objectives and the National Government Objectives.

4. Assessment Process

The following forms part of the assessment process:

- a. Receipt of complete applications.
- b. A Grant Assessment Committee, appointed by the CEO, will evaluate received applications at a Grant Assessment Committee meeting.
- c. The Committee recommends worthy applications to the CEO and the Governing Board for approval.

- d. The Organisation will not automatically receive the Grant on submission of the application and accompanying documents. The Grant will only be awarded to the Organisation once an assessment of the application has been made and approved by the Governing Board of the BGCMA. The grant shall be awarded and/or renewed at the discretion of the BGCMA.

5. Marketing and Approval

The following are procedures to be followed for both marketing and approval:

- a. A call for applications will be made twice a year.
- b. Advertisements must be placed in the local newspapers.
- c. Advertisements must be made available in all the local libraries.
- d. Received applications must be presented to the Grant Assessment Committee for scrutiny and will be assessed.
- e. A maximum Grant of R10 000 for those Organisations that are not yet registered can be approved by the CEO of the BGCMA upon receipt of a written recommendation as submitted by a Grant Assessment Committee.
- f. A maximum Grant of R50 000 for registered Organisations can be approved by the CEO of BGCMA upon receipt of a written recommendation as submitted by a Grant Assessment Committee.
- g. An amount above R50 000 for registered Organisations can be approved by the Governing Board of the BGCMA upon receipt of a written recommendation as submitted by the Chief Executive Officer.
- h. The total amount per project may not exceed R 200 000.
- i. Funds can only be transferred upon a signed Memorandum of Agreement between the CEO of the BGCMA and the receiver of the Grant.

6. Monitoring, Evaluation and Reporting

- a. Once the Grant has been approved and awarded to the Organisation, and the transfer of the initial/first funds occurred, funding will thereafter be transferred on a quarterly basis where applicable.
- b. Regular reporting to the BGCMA is required and funds will only be transferred if quarterly reports have been submitted, where applicable, which include financial reports.
- c. The transfer of funds is subject to approval by the Financial Section of the BGCMA. The BGCMA reserves the right to scrutinise the financial documents of the Organisation.
- d. Quarterly reporting includes:
 - > A breakdown on how the funds were spent.
 - > What was achieved through spending the funds including, but not limited to:
 - achievements in Integrated Water Resource Management;
 - capacity building through training;
 - the number of people who were employed through awarding of the Grant; and
 - any other knock-on effects of awarding of the Grant.
- e. Regular site visits must be completed.

7. Applicability of Policy

The Policy is applicable from the date of approval.

Submitted by:

The Chief Executive Officer (Acting) :

Signature

Date

John van Staden
 24 April 2018

Approved on behalf of the Board:

The Chairperson of the Board

Signature

Date

Bongani Mnisi
 24 April 2018