

## INVITATION FOR THE SUBMISSION OF APPLICATIONS FOR THE FUNDING OF FARM WORKER RELATED PROJECTS FOR 2015/16

**(A): REQUEST:** The Western Cape Department of Agriculture hereby invites relevant registered, non-profit organisations (NPOs) that deliver services to farm workers and their family members in the Western Cape to submit business plans (project proposals) that address the following **focus areas:**

- 1. Training:** A range of early childhood development (ECD) training, the development of life skills, conflict management and financial literacy training.
- 2. Alcohol and Drug Abuse:** Focused awareness and prevention programmes that are measurable, including theatre plays to ensure that illiterate persons are also included.

**NOTE:** Projects can be funded to a maximum amount of R200,000-00 each.

The Department reserves the right to approve and fund only priority needs in your application.

**(B) CRITERIA FOR THE ALLOCATION OF FUNDS:**

- The implementation of the business plan should contribute to the general **social upliftment** of farm workers, their communities and farm worker organisations.
- Preference** will be given to projects focussed on the following target groups as beneficiaries within farm worker communities i.e.: **children, women, youth, disabled and unemployed farm workers.**
- Preference** will be given to projects implemented in the **16 identified rural development nodes** in the Province as per the Comprehensive Rural Development Programme (CRDP).
- The applicant must:
  - (4.1) be a **legal entity;**
  - (4.2) **be in existence for at least 3 years** and should not have been deregistered before;
  - (4.3) maintain **good financial discipline;**
  - (4.4) have **administrative support structures** in place to ensure effective and timeous submission of the required financial and progress reports. **Compliance will be monitored and will determine the release of funds.**

**(C): THE FOLLOWING DOCUMENTATION AND INFORMATION MUST BE SUBMITTED AS PART OF THE APPLICATION: (PLEASE NOTE: Failure to submit this information will lead to the disqualification of your application.)**

- A fully completed Project Business Plan** clearly indicating:
  - the project's measureable objectives (compulsory format prescribed);
  - which target group and how many individuals will benefit from the funding;
- A fully completed Project Implementation Plan (Annexure A - compulsory format prescribed);**
- A fully completed Project Item Budget and Cash Flow Projection (Annexure B - compulsory format prescribed);**
- Proof of Registration** as non-profit/non-governmental organisation/Article 21 Company has to be provided;
- Entities have to attach their **most recent Tax Clearance Certificate; and**
- In terms of the Public Finance Management Act (PFMA) the **most recent Audited Financial Statements** have to be attached.

**(D): A COMPULSORY INFORMATION SESSION FOR ALL PERSONS WANTING TO APPLY** will be hosted in the Auditorium at Elsenburg from **09h30 - 12h30 on Tuesday, 18 November 2014** during which the requirements, responsibilities and business processes will be thoroughly discussed. Kindly contact **Ms Meghan Cupido** to RSVP your attendance by no later than **Friday, 14 November 2014** at Tel: (021) 808-7601 or email her at: meghanc@elsenburg.com.

The compulsory prescribed formats for the Project Business Plan and Annexures A & B are available at the District Offices of the Department of Agriculture (see list below) as well as on the website at: [www.elsenburg.com](http://www.elsenburg.com)

The application must:

- be submitted in a sealed envelope;
- be addressed / marked for the attention of the relevant district official as indicated below;
- be posted to, or hand delivered at the offices as indicated below.

**CLOSING DATE FOR APPLICATIONS: 28 November 2014 @ 12:00**

Late or faxed applications will under no circumstances be considered.

Prospective applicants are welcome to contact the Community Development Officers (CDOs) at the District Offices of the sub-programme: Farm Worker Development for guidance pertaining to the completion of the forms, should you so require.

District Offices	Contact Details	Physical and Postal Address
<b>Eden:</b> George Office	<b>Ms Evon Mayekiso</b> Tel: (044) 803-3755 evonm@elsenburg.com	York Park Building, York Street, George, 6530
<b>Cape Metropole:</b> Goodwood Office	<b>Ms Danisile Ngxangane</b> Tel: (021) 483-7782 danisilen@elsenburg.com	Goulbourn Centre, Corner of Goulbourn and Voortrekker Road, Goodwood, 7460
<b>Cape Winelands:</b> Wellington Office and Elsenburg Office	<b>Mr. Eben Saal</b> Tel: (021) 873-0241/1135 ebens@elsenburg.com <b>Ms Erika Manho-Damons</b> Tel: (021) 808-7735 erikam@elsenburg.com	2nd Floor, Shoprite Building, Church Street, Wellington, PO Box 53, Wellington, 7655 Head Office, Muldersvlei Road, Elsenburg, Private Bag X1, Elsenburg, 7607
<b>Overberg:</b> Bredasdorp Office	<b>Ms Jacqueline Cupido</b> Tel: (028) 425-2681 jackyc@elsenburg.com	Albert Myburgh Hostel, Golf Street PO Box 1138, Bredasdorp, 7280
<b>Central Karoo:</b> Beaufort West Office	<b>Ms Deona Strydom</b> Tel: (023) 414-2126 deonas@elsenburg.com	Peter Jacobs Avenue 1, Beaufort West PO Box 66, Beaufort West, 6970
<b>West Coast:</b> Vredendal Office	<b>Ms Jacqueline Carolissen</b> Tel: (027) 213-2000 jacquelineca@elsenburg.com	Corner of Matzikama & Noorweg Street, Vredendal, 8160, PO Box 130, Vredendal, 8160