



## VICTOR KHANYE LOCAL MUNICIPALITY

### CALL FOR APPLICATIONS FOR SMMEs, CO-OPERATIVES, AND TRADERS, OPERATING IN VICTOR KHANYE LOCAL MUNICIPALITY

#### APPLICATION FORM 2024/2025

##### OVERVIEW

The call for proposals for business improvement and support for SMMEs, Cooperatives and Informal Traders has been established by the VKLM to provide limited grant funding to SMMEs, Cooperatives, and Traders within the district that require capital grow and improve their businesses. The funding will mainly be allocated in the form of a grant in-kind, for example through the purchasing of equipment or tools on behalf of the SMME by the municipality. The VKLM does not transfer money directly to the SMME. Funding ranges between **R5 000 and R100 000**.

##### **The objectives of the Emerging Farmers Support Program are as follows:**

- ✓ To improve access to non-financial support,
- ✓ To improve access to capacity building,
- ✓ To improve access to information,
- ✓ To encourage expansion of existing enterprises,
- ✓ To encourage innovation and continuous improvement,
- ✓ To increase the skills base of the district.

##### **Therefore, the program will make interventions in six priority areas:**

- ✓ Information and technology management
- ✓ Technical and advisory assistance, and regulatory services
- ✓ Marketing and business development
- ✓ Training and capacity building
- ✓ On/off site infrastructure and production inputs
- ✓ Financial support

##### **Please note the following:**

- ✓ The information provided on this application shall be kept strictly confidential and will be used for the purpose of this application only.
- ✓ Incomplete applications will not be processed. Kindly refer to the checklist (Annexure 1) at the back of the application form for minimum documents required to accompany this application.
- ✓ Applications to be submitted to the LED unit office (Municipal Main Office)

**The following exclusions should be noted when applying for the program:**

- ✓ Purchasing of farms, buildings, livestock, vehicles,
- ✓ Applicants who are involved in liquor, tobacco enterprises.

**SECTION A: APPLYING ENTITY INFORMATION****COMPANY DETAILS**

CIPC Registered Name						
Trading Name						
Main Business Activity(s)						
Type of Business (e.g. Pty Ltd, Cooperative, Trust, CC, etc)						
Registration number						
Telephone Number						
Email Address						
Physical Address						
Local Municipality						
Location (Area)						
Number of Beneficiaries	Total		Youth		Military Veterans	
	Women		Persons with disabilities		Farm Workers	
Number of Current Employees	Total		Youth		Military Veterans	
	Women		Persons with disabilities		Farm Workers	
Number of jobs to be created.	Total		Youth		Military Veterans	
	Women		Persons with disabilities		Farm Workers	

**CONTACT PERSON FOR THE APPLYING ENTITY**

Names/Surname	
Designation/ Role	
Contact Number(s)	
Email Address	

**CONDITIONS FOR FUNDING (please respond by ticking the appropriate box)**

Is/are the applicant(s) South African Citizen with a valid identity document(s)	Yes	No
Is the business 51 % black-owned	Yes	No
Prior exposure to business operations/ training; at least 2 years' experience.	Yes	No
Registered South African company.	Yes	No
Previously disadvantaged South African Women, People with Disabilities and Men	Yes	No
Secured tenure of land for operations use. (Lease, Title deed or other)	Yes	No

Does the entity have applicable legislative approval for operations ( <b><i>water use licence, certificate of acceptability, SABS, EIA among others</i></b> )	Yes	No
Do Applicants adequate managerial, financial, and technical capability of the Business Entity to be viable.	Yes	No
Demonstrate significant means of own contribution to the project.	Yes	No
FICA documents (e.g. Municipal accounts, letter from traditional authority);	Yes	No
Certified identity documents of directors/members	Yes	No
6 months bank statements	Yes	No

## SECTION B: OWNERS ASSETS OR CONTRIBUTION

Owner's assets (e.g. stock, equipment, cash)	Estimated value in Rand
Total owner's assets:	

## Monthly cash flow statements

Please project what the monthly movement of cash will be into and out of the business.

		Months					
Particulars	Pre-operating	1.	2.	3.	4.	5.	6.
Cash Inflow							
Total Cash Inflow							
Cash outflows							
Total Cash Outflow							
Ending balance							

## SECTION C: BUSINESS PLAN

## 1. EXECUTIVE SUMMARY

**A brief description of what the business is, who the market is, why the business is likely to be successful, what the overall strategy is, and how much money is required to grow.**

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## **2. BUSINESS DESCRIPTION**

**Short description of the business and what it does. (Services and goods)**

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## **3. BUSINESS OPERATIONS**

**Longer description of the business, what it does, how, etc. Describe the concept and exactly how the business will work. If applicable, please list important suppliers and contracts that you have.**

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## **4. ENVIRONMENT ANALYSIS**

**Why is this the right place, time, etc for this business to be operating?**

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**Describe the clients. Who are they, why would they buy from you or make use of your services? What is it they are looking for?**

**Who are your major competitors? What are they doing right? And wrong? what will they do to respond to your business?**

**What strategy will the company employ to market and sustain the business?**

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## 8. MANAGEMENT AND SUPPORT PERSONNEL

Give a brief description of the people behind the company. The full CV's must be attached at the end, so these are very brief descriptions of who people are, what their experience is and what they are doing (i.e. what are they responsible for).

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## 9. Has the business previously received funding from government? If yes, what type, under which programme, and how much?

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## SECTION D: FUNDING REQUIREMENTS

No	ITEM DESCRIPTION	COST BREAKDOWN
1.		
2.		
3.		
4.		
5.		
6.		
7.		

**NB: Please attach quotations for items indicated above. However, the quotation is for guidance purposes only. The municipality reserves the right to procure comparable items.**

## SECTION E: DECLARATION & CONSENT BY THE APPLICANT/S

This is to certify that,

I/We..... (Name & Surname).....

(Capacity) representing..... (Legal Entity) declare that, all the information provided by me/us as applicant/s on this form is true and correct and that all the necessary documents required to process this application be successful.

APPLICANT	
Surname	
Full Names	
Designation/ Capacity	
Contact Details	
Email Address	
Signature	
Place	
Date	

### REFERENCES

Names	Relationship	Contacts

***NB: Please note that incomplete applications will not be processed.***



**ANNEXURE 1: CHECKLIST FOR APPLICATIONS (please tick the appropriate box)**

REQUIRED DOCUMENT	✓
Completed and signed application	
Business Plan of the applicant/s	
Valid ID Copies of the Applicant/s	
CVs of Profile of Directors/ Shareholders/Trustees	
CIPC Registration Certificates of the Applicant/s	
Off-take agreement(s)/ letter of intent/ market plan for the Applicant/s	
Lease/Rental Agreement Exceeding 12 months or title deed.	
Annual returns by CIPC (to verify status of the enterprise)	
FICA documents (e.g. Municipal accounts, letter from traditional authority);	
Legislative Approvals where applicable (EIA, SABS, Water Use Licence, Soil/Water Test Results)	
Plans/ designs/ specifications/ quotations for the cost items	