



## GRANT-IN-AID (GiA):

### FAQ's

*(Frequently Asked Questions)*

## HOW DOES THE GiA PROCESS WORK?

- 1 A call for proposals is advertised through local media. 
- 2 A **compulsory briefing** session will be held where all policies, processes, documentation and requirements are explained and made available. This is the opportunity for prospective organizations to ask questions for clarity. 
- 3 Due date and submission of applications 
- 4 First round assessment of all applications. 
- 5 Draft approval of budget and Grant in Aid policy *(March each year)* 
- 6 Appeals period for application as well as opportunity to comment on the policy *(April each year)* 
- 7 Final approval of donations by council along with budget approval *(May each year)* 
- 8 Signing of MOA's *(June each year)* 
- 9 Paying over of donations to successful organizations *(July each year)* 

**Note:** Although the last part of the process is fixed, the beginning of the process can differ in terms of timelines. This is dependent on budget office processes and systems and is not in the control of the Department Community Development. Belonging to networks and keeping an eye on the local media and municipal website will assist in ensuring that you do not miss out on the start of the process.



## GRANT-IN-AID (GiA):

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## HOW WILL I KNOW THAT THE APPLICATION PROCESS HAS STARTED?

The policy dictates that applications can only be received after a call for proposals has been advertised in local media. The advertisement will contain all required information. The department also tries to distribute the information relating to the call for proposals through networks and emails, but this is not a requirement. The only official notification is the published call for proposals.

## WHO CAN APPLY FOR FUNDING?

All non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs) or non-profit companies (NPC) and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by Sections 12 and 67 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) are welcome to apply if they render services in the approved categories as per the GiA policy.

## HOW MANY APPLICATIONS CAN ONE ORGANIZATION SUBMIT?

The policy only allows for one donation per organization per annum. GiA is an annual programme. This means that there will only be one call for proposals per year.

## FOR WHAT PERIOD AM I APPLYING?

GiA is an annual programme that runs along each financial year (July – June) of the municipality. In order to ensure council approval of donations the budget approval process is followed. This means that organizations will submit applications in one financial year to receive the donation in the next municipal financial year.

## DO I HAVE TO ATTEND THE COMPULSORY BRIEFING SESSION?

**Yes**, only organizations that attended the compulsory briefing session can apply. The briefing session provides information relating to the application process and requirements. It allows for all organizations to receive the same information at the same time. It is important to note that the GiA policy is required to be reviewed annually. The briefing session thus ensures that all applicants have access to the latest policy and application forms.

## WHERE, HOW AND WHEN DO I SUBMIT THE APPLICATION?

The due date, time and place for submission will be shared during the briefing session. It will also appear on the application form and in the advertisement.

Completed applications must be handed in on time as no late submissions will be entertained. No discussions on application content can be dealt with on the day of submission.



### IF THE APPLICATION IS SUCCESSFUL, WHEN WILL THE FUNDS BE AVAILABLE?

The funds become available within the first month of the new financial year. Funds will only be paid out after the successful conclusion of MOA's with all successful applicants.

## HOW DO I INCLUDE FEEDBACK REPORTS FOR THE NEXT APPLICATION IF I AM STILL IN THE PROCESS OF SPENDING THE FUNDS?

The closing date for applications will be before the end of the financial period for which the current funding is intended. Provisional feedback reports along with a commitment to submit a final report by the end of the appeals period are acceptable.

Please note that your application might be provisionally approved on condition that the organization submits the final feedback report by the end of the appeal period. It remains the responsibility of the organization to submit the final feedback report. Provisional approval will be retracted should the feedback report not be submitted.

## HOW DO I KNOW WHETHER THE APPLICATION WAS SUCCESSFUL?

Council advertises the intended donations along with the draft budget in April of each year. This document lists all successful donations as well as reasons for applications that were not successful. It is the responsibility of the applicant to access the budget documents available at all libraries and on the municipal website. Applicants are not informed individually.

## WHY DO WE NEED TO SIGN A MOA?

The GiA policy stipulates that agreements need to be entered into with all organizations to which the municipality intend to give a donation. This must be done prior to donations being paid out.



### CAN I APPEAL THE OUTCOME OF THE APPLICATION?

Unsuccessful applicants can appeal the outcome in writing (stating clearly the grounds for appeal). This must be done to the prescribed as per advertisement of the draft budget. A due date for appeals will appear in the advertisement.

### WHERE AND TO WHOM DO I SUBMIT THE APPEAL?

Appeals must be directed to the Municipal Manager. They must be in writing in either a hard copy (hand delivered) or electronically (send to the address supplied) in the call for comments on the budget as advertised along with the draft budget.

### HOW WILL I KNOW IF MY APPEAL WAS SUCCESSFUL?

All applicants can access the final budget after approval on the municipal website. It will list all appeals and the outcome of said appeals.