POLICY 019/2016 RAADSBELEID

SUBJECT/ONDERWERP: DONATION & SOCIAL POLICY

REFERENCE/VERWYSING: 5.15.1.1

RESOLUTION NO/BESLUIT NR: 30.14/06/2016

DATE/DATUM: 7 June 2016

1. INTRODUCTION
   The Mayor receives regular request for donations and financial assistance. Most of the requests are dealt with in the policy, but some request fall outside of the ambit of the policy. This policy is established by council and is subjected to the guidelines set out below, the mayor is authorized to decide on the beneficiaries, in accordance of the availability of funds.

2. LEGAL FRAME WORK
   All donations made in terms of this policy must comply with:
   2.1 The Constitution of the Republic of South Africa:
   2.4 Any other applicable legislation or regulations that may govern transfer of municipal funds.

3. Definition of "Donation"
   3.1 "Donation" refers to an amount, other than amounts granted to organizations in terms of the donations policy, donated to an organization or body for the purpose of financial support, event, project, activity or special merit cases as provided for in section 67(4) of the Municipal Finance Act, 2003 [Act 56 of 2003] as amended.

4. BUDGET
   The Municipality may appropriate funding in its annual budget for the purpose of donations to be considered and approved by council. Special expenditure votes may be created for this purpose.

5. CONSIDERATIONS OF APPLICATIONS FOR DONATION
   5.1 The Mayor may consider applications for donations to organizations and bodies complying with the following guidelines:
   5.1.1 The functions of the applying organization or body as well as the purpose of the donations must align with the strategic goals and objectives of the Municipality as contained in the most recent Integrated Development Plan "IDP".
5.1.2 Non-profit organizations, educational organizations, Arts and Cultural Organizations community based organizations, special needs organizations, charitable organizations serving the poor may be considered for donations.

5.2 Donations May not be granted to the following:

5.2.1 Political Parties.
5.2.2 To a member of Council or official of municipality who will benefit from the donation.
5.2.3 Corporates for gain.
5.2.4 Organisations or activities that infringe on the bill of rights or any other legislation of any sphere of government.
5.2.5 Organs of profit.
5.2.6 Organs affiliating through the Municipality.
5.2.7 Employer organisations.

6. ADMINISTRATION

6.1 The Office of the Political Office Bearers must keep record of all applications received as the application form stipulates, applications granted, date granted, the amount allocated as well as applications not approved.

6.2 A report reflecting the above information must be submitted to the Executive Committee at least on a quarterly basis if any, this report must outline the following:

- Period of assistance.
- Screening of applications.
- Approval of applications.
- Reporting.
- Monitoring and Evaluation.

6.3 Documents assessed by the Political principle must forwarded and assessed by the Municipal Manager in consultation with the Chief Financial Officer (CFO) and determine whether it meets the requirements set out as required by s 12(4) of the MFMA.

6.4 Payment must be approved by the Municipal Manager.

6.5 The Political Office Bearers must ensure that communication takes place with the applicant.
MUNISIPALITEIT //KHARA HAIS MUNICIPALITY
AANSOEK VIR DONASIE / APPLICATION FOR GRANT

1. Naam van Organisasie/Individue: ________________________________________________________________
   Name of Organisation/Individual: ________________________________________________________________

2. Fisiese Adres: ________________________________________________________________
   Physical Address: ________________________________________________________________

3. Posadres : ________________________________________________________________
   Postal Address: ________________________________________________________________

4. Telefoon : ________________________________________________________________
   Telephone: ________________________________________________________________

5. Kontak Persoon : ________________________________________________________________
   Contact Person: ________________________________________________________________

6. Gee 'n beskrywing van die aard van u besigheid of organisasie:
   Give a description of the nature of business of the organisation:
   ________________________________________________________________

7. Waar is die organisasie/persoon plaaslik gevestig: ________________________________________________________________
   Where is the organization/individual locally based: ________________________________________________________________

8. Bedrag(e) voor aansoek gedoen: ________________________________________________________________
   Amount(s) applied for: ________________________________________________________________
9. Give a brief description of the purposes and projects for which the amounts will be used for:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

12. Any other detail deemed important:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Comment by Office Bearer
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

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<tr>
<th>Application Approved</th>
<th>Application not Approved</th>
<th>Donation approved</th>
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</thead>
</table>

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<thead>
<tr>
<th>NAAM</th>
<th>HANDTEKENING</th>
<th>DATUM</th>
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<tbody>
<tr>
<td>NAME</td>
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