



BUSINESS PLAN
(APPLICATION FOR ANNUAL RECURRENT EXPENDITURE GRANTS)
2001

NAME OF ORGANISATION

FINANCIAL YEAR 1/4/2001 - 31/3/2002

Contact Details of Organisation:

Name _____

Address _____

Tel No _____

Fax No _____

Cell No _____

Email _____

1. DETAILS OF ORGANISATION

1.1 Name of Organisation

1.2 Overview and Background Information

1.3 Location (in which suburb, township, town, city does the organisation operate?)

Include a map of the location, if applicable

1.4 Description of activities

1.5 Beneficiaries (include a list and approximate number)

2. SCOPE

2.1 Aims and objectives

2.2 What does your organisation hope to achieve?

2.3 Who are you working with in achieving your goals?

3. PROPOSED ACTIVITIES AND TIMETABLE

3.1 Activities

3.2 Timetable (Indicate what activities you seek to undertake, according to the timetable)

4. MANAGEMENT STRUCTURE

4.1 Management

Chairperson

Name:
Address:
Tel.:
Fax:
Cell:
Email:

Secretary

Name:
Address:
Tel.:
Fax:
Cell:
Email:

Treasurer

Name:
Address:
Tel.:
Fax:
Cell:
Email:

4.1.2 Decision-making process and hierarchy -
Indicate how decision-making processes are being handled.

4.1.3 Accountability Chain

Describe how the organisation is being managed between the different role-players.

4.2 Required for Operational costs

4.2.1 Funding Requirements (List Total Resources Required):

4.2.2 List applications submitted to possible other funders/donors for funding, the amounts requested, and what for.

4.2.3 List other funders and amounts promised or already paid.

4.3 Explain Procurement Procedures (advise on policy and empowerment objectives)

4.4 Monitoring, Evaluating and Reporting

4.4.1 List Key Performance Indicators (KPI). This would cover what you hope to achieve in the current financial year.

4.4.2 Indicate Procedures for Monitoring and Evaluating

4.4.3 Reports and Audits (state time-frames within which these will be submitted)

5. BANK DETAILS

Bank:

Branch:

Account name:

Account number:

6. BUDGET 2001/2002 BEGROTING

		Current
	PERSONNEL EXPENDITURE	
WKA001	Honoraria	
WKA002	Wages	
WKA003	Overtime	
	SUB-TOTAL	
	ADMINISTRATIVE EXPENDITURE	
WKA004	Insurance	
WKA005	Transport	
WKA006	Telephone, fax, internet, e-mail	
WKA007	Postage	
WKA008	Rental of post bags/boxes	
WKA009	Radio & TV licenses	
WKA010	Advertising and printing	
WKA011	Accommodation rental costs	
	SUB-TOTAL	

	STORES & LIVESTOCK	
WKA012	Publications	
WKA013	Works of art	
WKA014	Fuel, oil & grease	
WKA015	Spares, accessories	
WKA016	Tyres & tubes	
WKA017	Batteries	
WKA018	Water, Electricity, Sanitation	
WKA019	Insecticide	
WKA020	Toiletries	
WKA021	Consumable stores	
WKA022	Chemicals	
WKA023	Gas	
	SUB-TOTAL	
	EQUIPMENT	
WKA024	Tools	
WKA025	Domestic equipment	
WKA026	Hire of photocopiers	
WKA027	Hire of fax machines	
WKA028	Equipment	
WKA029	Cell-phone contract (Organisation's official phone)	
	SUB-TOTAL	
	PROF & SPECIAL SERVICES	
WKA030	Bank fees	
WKA031	Audit fees	
WKA032	Planning fees	
WKA033	Consultants	
WKA034	Cleaning services	
WKA035	Refuse removal	
WKA036	Maintenance: Terrain	
WKA037	Maintenance: Buildings	
WKA038	Fire Protection	
WKA039	Vehicles services	
WKA040	Security	
WKA041	Functional training	
	SUB-TOTAL	
	TOTAL	

WESTERN CAPE CULTURAL COMMISSION

CONTRACT

A contract entered into by and between

1. The Western Cape Cultural Commission

and

2. _____ (Recipient)

The Western Cape Cultural Commission will make the amount of R _____ available to the applicant.

In signing the contract the recipient agrees to the funding conditions attached and to only use the Grant for the following recurrent administrative expenditure,

- **Accommodation rental costs (Services included)**
- **Marketing (Including advertising and printing)**
- **Stationary**
- **Telephone / fax/ internet/ e-mail/ cell-phone (lease and running cost)**
- **Postage**
- **Audit fees**
- **Lease of equipment**
- **Transport costs**

Signatures

Western Cape Cultural Commission

Applicant

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Witness 1

Witness 1

.....

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Witness 2

Witness 2

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.....

Date:

Date:

Terms and General Conditions of Agreement:

1. The applicant must comply with Article 8.4 of the National Treasury Regulations and Article 8.6 of the Provincial Treasury Directives and in terms of Article 38.1(J) of the Public Finance Management Act.
2. The submission of a completed Business Plan does not guarantee funding from the Western Cape Cultural Commission.
3. Kindly attach a copy of your Constitution / Registered Deed of Trust / Articles of Association.
4. Include certified copies of the latest minutes of the Annual General Meeting confirming election of office bearers.
5. The full amount allocated must go towards the project mentioned. Should the allocated funds not be used for the purpose stated, or should the project not be completed in full as stated in your application (or to the satisfaction of the Western Cape Cultural Commission), you could be liable to repay a portion of the allocated amount to the WCCC, or the full amount plus interest.
6. The Western Cape Cultural Commission and the Provincial Administration of the Western Cape wishes to remind the undersigned to this agreement that its financial support should be acknowledged in a relevant and appropriate manner throughout the various phases if the project, including further development / phases relating to it.
7. Please return the signed agreement with the following:
 - a) Two (2) black and white passport photographs of the project convenor
 - b) Copy of the convenor's ID;
 - c) A cancelled cheque of the group / organisation or a letter from the bank confirming the accounting details of the group / organisation.
8. You may be expected to submit regular progress reports.
9. Please submit a final comprehensive report and detailed and audited financial statements to the Western Cape Cultural Commission before end May 2002.

Western Cape Cultural Commission, 68 Orange Street, Gardens Cape Town, 8001.
Private Bag X9067, Cape Town, 8000.

Tel (021) 424 0410 Fax (021) 424 0457 E-mail: Jpillai@pawc.wcape.gov.za