



**UMZIMVUBU**  
LOCAL MUNICIPALITY

## Full Business Proposal

The following template shall be used for the elaboration of the full project proposal. Please complete ALL sections below. Please consider the following before completing the project proposal:

**Be clear about what your request and how it is going to benefit your company.**  
**Write clearly and accurately.**  
**Ensure the budget relates to outputs listed**

### 1. APPLICANT INFORMATION

<b>Company Name:</b>	
<b>Registration Number:</b>	
<b>Representative's Details:</b>	
First and Last Name:	
Full Address:	
Contact information (tel, email, etc.):	
Position in the organization:	
Languages spoken:	





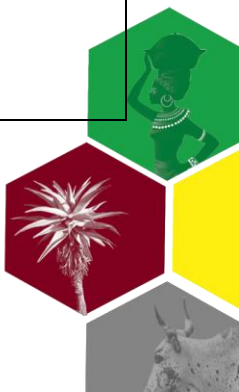
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**1.1. Describe your business**

*(Please give details about your business activities) (max 250 words)*

**1.2. Staff involved in your business**

*(Please provide information on the number and the expertise of the staff involved in your business)*





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**1.3. How long have you been in business?**

*Please provide information on the number of years your business has been operating.*

**PROPOSED REQUEST INFORMATION**

<b>2.1 Proposed request</b>	<i>(specify your request)</i>
<b>Amount requested</b>	

**2.2 Motivation for Funding**

*How this funding will assist OR how will it be used to your business to grow?  
(No more than 200 words)*





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**2.3. Specific objective(s) of your business**

*(Please define objectives that are specific, measurable, and achievable)*

**2.4. Expected results after receiving funding**

*(Please explain where do you see your business in the next 5 years to come and how are you going to achieve that)*





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### 2.5. Sustainability

*(Please describe what measures are being put in place to ensure sustainability of your business?)*

### Part 3: General Information

- The funding may only be used for tools, equipment and machinery and will not cover operational Costs.
- The fund will cater for two types of business cases: a). Already existing business with a turnover not exceeding R500 000 b). A new business initiative/project that demonstrates sustainability and job creation.
- The Funding will be non-financial and to the maximum of R 50 000 per applicant.
- The Municipality at its discretion might choose not to fund certain items of the proposal.
- The fund will cater for all cross-sectoral businesses with significant development impact:
  - a. **Job Creation/Retention:** Funding must create direct new jobs and/or retain existing ones.
  - b. **Empowerment:** Funding must directly promote development of the Historically Disadvantaged, Youth, women and people living with disability.
  - c. **Value addition:** Funding must add value towards revitalizing township economy by funding viable and sustainable businesses/initiatives.
  - d. **Development of both rural and urban/township SMMEs/ Cooperatives situated within ULM:** Businesses/projects must fall within the boundaries of ULM to be eligible for funding.





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### Attachments to be submitted with this Application Form

- Business Registration Certificate (if applicable)
- Valid Tax Verification Pin (If applicable)
- Certified ID copy of applicant
- Proof of Residence of applicant, not older than 3 months.
- Letter of Good Standing from the Bank
- Business Plan or Proposal, giving a clear breakdown of funding request.
- At least two (2) quotations of the required equipment's/tools/machinery
- Signed Application Form

### Selection Criteria / Generals Rules

- Applicants need to be South African citizens residing in Umzimvubu Local Municipality.
- Business must be 100% owned by South African Citizens.
- Business must at least have or be able to employ 70% local people who are South Africans.
- Businesses dealing with sin products will not be considered (Tobacco, Alcohol, gambling, sex-related etc).
- Fraudulent activities such as fronting, and misrepresentation will lead to direct disqualification.
- Late applications will not be considered.
- For queries regarding this funding contact Mr Azola Makanda ( LED Manager ) on (039) 255-8500/41 alternatively on 076 4123 285 during office hours.

### Application Process

- SMMEs submitting incomplete applications will be disqualified and not considered.
- SMMEs are expected to submit all required and valid documentation for their application to be considered.
- SMMEs should ensure that they meet the eligibility Criteria before applying.
- **The municipality reserves the right to approve or decline an application.**
- Completed application forms with all required documents should be dropped off at the **Municipal Offices in Kwa-Bhaca and E-MaXesibeni** –Tender box at the reception in an enclosed envelope.





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**Declaration**

I.....hereby declare that the information I have provided for this SMME Funding Application concerning me and my business, that it is true, and I give consent that my details be presented to Council and any other interested/ affected party for this application.

I commit to make myself available and fully participate in the SMME Development Programme as part of my Funding Agreement and that I will give full cooperation to Umzimvubu Municipality and any agent appointed by it as part of this programme.

I fully understand that Umzimvubu Municipality is under no obligation to approve my application and will not be liable for any cost I have incurred in the process of this application.

Are you presently in the service of the state Yes  No

Have you been in the service of the state for the past twelve months?  
Yes  No

Applicant's Signature: .....

- **Closing Date: 25 November 2022; 12H00.**

**NO LATE SUBMISSIONS WILL BE ACCEPTED**

22. This application is hereby submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Witness: \_\_\_\_\_





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**SUPPORTING DOCUMENTS**

Ensure that ALL necessary supporting documents are attached. Use the table below in ensuring that you have the correct required documents.

**N.B: Note that certified documents must not be older than 3 months.**

APPLICATION CHECKLIST	Please mark with X if documents are attached
Completed the application in full	
Attach Certified Copy of ID or IDs of Company Directors	
Attached Proof of Residence	
Attached Business Registration Certificate	
Attached proof of SARS Tax Application or SARS Tax Certificate	
Attached Letter of Good Standing/ Proof of Banking	
Attached BBB-EE Certificate/ Sworn Affidavit	
Attached Business Profile/ Plan	

\*\*\*\*POPIA DISCLAIMER\*\*\*\* POPIA DISCLAIMER: Umzimvubu Municipality complies with the Protection of Personal Information Act, Act 4 of 2013 (POPIA) and has adopted a privacy policy to this effect. Data Subjects who submit their personal information to the municipality's Responsible Parties or Processors confirm that they have read and understand the municipality's POPIA Policy. Such Data Subjects agree that their personal information may be recorded and processed by the municipality in executing its day-to-day activities. Data Subjects submitting personal information confirm that they are aware of their rights, such as the right to request that their personal information be amended or removed from the municipality's records at any time.





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Signature: \_\_\_\_\_

Date (DD/MM/YY): \_\_\_\_\_

