



Western Cape
Government

Department of Economic Development and Tourism

Business Chamber Support Programme APPLICATION FORM

CLOSING DATE: 23 September 2020

For more details, please contact:

Rafiqua Mosaval: Rafiqua.Mosaval@westerncape.gov.za | or

Fiona Mabuya at: Fiona.mabuya@westerncape.gov.za

Dear Sir / Madam

Thank you for your interest in the Business Chamber Support Programme.

Below follows the application form that MUST be completed. Ensure that the required annexures that must accompany the application form is emailed to:

DEDAT.BusinessChambers@westerncape.gov.za

A. Purpose of the Programme

The purpose of the Programme is to alleviate the economic impact of COVID-19 on selected business chambers based in the Western Cape. The Programme will be providing temporary relief in the form of a financial grant.

B. Eligibility criteria

The following criteria will be used for eligibility:

- a) Business chambers serving members in Western Cape
- b) Business Chambers that have been operating during lockdown that require assistance with working capital;
- c) Business Chambers who are registered legal entities (proof to be provided);
- d) Business Chambers with a proven membership base
- e) Business Chambers that are in good financial standing with all relevant regulatory authorities (latest tax clearance and audited financial statements)
- f) Business Chambers supporting and having member businesses across sectors and key interest groups (like women, youth and persons with disabilities)

Exclusions

The following will not be considered for support under the Business Chamber Support Programme:

- a) Sector (industry) organisations and or bodies that represent narrow groups of interests/businesses;
- b) Individuals and/ or groups of small businesses loosely arranged around common interests;
- c) Individual businesses.

C. Information

1.Contact information													
Name													
Designation													
2.Business Chamber													
Registered name													
Registration number													
Core business activity													
Physical address								Code					
Postal address								Code					
Telephone			Cell					Fax					
Email													
Tax reference number													
3.Application information													
Application category Please tick the block(s) that are applicable to your application		Organisational overheads (e.g. Rent, levies, electricity, insurance and communications)		Educational and awareness programmes (e.g. Safety and Health regulations and social educations)		Capacity-building programmes (e.g. Content specific training via online platform)		Salaries and wages of full-time employees (up to 30% of the grant can be allocated to staff salaries and wages)					
Funding required (R)													
Please indicate how you heard about the Programme		Facebook			Twitter			LinkedIn			Word of mouth		
		WCG Websites			Email communication								
		Other – please specify											

4. Application documentation checklist		Yes	No	Initial
1	Completed application form (containing the proposal information)			
2	Valid Tax Clearance Certificate/Tax Complaint Status letter (SARS)			
3	Annual Audited Financial Statements			
4	Registration Documents			
5	Database of Membership (in prescribed format listed in E7 below)			

D. Declaration

I (full name) _____ as the (Designation)

_____ hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

Place: _____

E. Proposal Information

Please complete the entire application form and attach the information to be provided as Annexures in order to facilitate evaluation of your proposal. Failure to comply with the proposal requirements will result in your application not being considered.

E1. COVER LETTER

(Annexure 1) The cover letter to introduce the business chamber needs to be signed by the chairperson of the chamber and will need to concisely provide a brief description of the project and include the amount of funds requested.

E2. ORGANISATION PROFILE

(Annexure 2) The Business Chamber profile must contain the following information:

- a) Date of establishment and date that the Business Chamber commenced its operations;
- b) Core activities / mandate of the organisation;
- c) Membership numbers with a breakdown of membership per geographic location, women- owned, youth-owned and businesses or companies owned by persons with disabilities;
- d) Any affiliations or membership to an umbrella body/ies is to be listed;
- e) Concisely list notable achievements in terms of supporting members/businesses including capacity building programmes and support rendered by the organisation;
- f) Any services offered to members during COVID-19 lockdown.

E3. PROJECT INFORMATION

(Annexure 3) is to address the following questions in a narrative response:

E3.1. Describe the proposed support required as indicated above in the Section C (3) application information (is it capacity building services or working capital support or both) and highlight the key elements of support;

E3.2. How does the organisations' proposed interventions align to the objectives of DEDAT (growth and jobs) and support to SMMEs?

E3.3. What benefit will accrue to your members?

E3.4. (Annexure 4) Provide a table detailing the project implementation plan which needs to be aligned to a project budget and cash flow. Clearly show the key deliverables (milestones and activities) that will be undertaken, the related R-value, start- and end-dates.

E3.5. (Annexure 5) Provide an activity-based cash flow detailing activities (items) that will be funded by the Department, aligned to the project budget.

E3.6. (Annexure 6) Provide a table showing the key outputs and outcomes envisaged. In other words, what measurement metrics are used?

E3.7. (Annexure 7) Provide a table that shows the communication plans envisaged that reflects the stakeholders involved, the type of information that will be communicated, through which medium and how often it will be communicated.

E3.8. (Annexure 8) Provide a table that shows which monitoring mechanism will be used and how initiatives be monitored (e.g. reports, minutes, meetings, etc.)

E3.9. (Annexure 9) Provide a table that identifies project risks and possible remedial action identified to improve the project sustainability