

# **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:
- 2.2 The Local Government Municipal Systems Act, 2000 [Act 32 of 2000] as amended.
- 2.3. Local Government Municipal Finance Management Act, 2003 [Act 56 of 2003] as amended.
- 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. Gee 'n kort beskrywing van die doel en projekte waarvoor die bedrag(e) aangewend sal word:  
Give a brief description of the purposes and projects for which the amounts will be used for:

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12. Enige ander besonderhede wat as belangrik geag word:  
Any other detail deemed important:

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Comment by Office Bearer

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Application Approved		Application not Approved		Donation approved R
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\_\_\_\_\_  
NAAM  
NAME

\_\_\_\_\_  
HANDTEKENING  
SIGNATURE

\_\_\_\_\_  
DATUM  
DATE

