



Nama Khoi Plaaslike Munisipaliteit Nama Khoi Local Municipality /

4 Namakwa Street, Springbok, 8240

info@namakhoi.gov.za

027 718 8100

Donation Request Form

This donation request (form) and eligibility for funding is in line with Section 12 and 67 of the Local Government: Municipal Management Act, 2003 (Act no 56 of 2003)

1. All donation requests must be submitted using the donation request form.
2. No donation request will be considered until the form has been received.
3. The donation review committee meets monthly. The application must be received at least 60 days in advance in order to be considered.
4. All applications are reviewed on a first-come, first-served basis. Due to the limited donation budget, early submission of your application is recommended.
5. Past support of an organization or event does not guarantee future support.
6. Organizations defined as non-profits under (NPO Act Section 1(1)(x)(a)); It does not distribute income or property to members or officers except for "reasonable compensation for services rendered" (NPO Act Section 1(1)(x)(b)).
7. The monetary support for the organization or organization event must result in the overall benefit of Nama Khoi Local Municipality residents and local businesses.
8. No politically affiliated individual, group, or organization will be considered for donations or financial support.
9. The entity must be conducting business or activities in and for residents within the jurisdiction of the Nama Khoi Local Municipality.
10. The organization must be in 'good standing' with the South African Revenue Service (SARS). The Nama Khoi Local Municipality maintains the right to request Year End Reports from the organization at any time.
11. No more than 20% of the donation granted may be used for Administrative Costs. The Nama Khoi Local Municipality reserves the right to request this information and a formal accounting of it.
12. To request a donation, please complete the Donation Request Form below, answering each question with as much detailed information as possible.
13. All "Donation Request Forms" are to be collected from the registry Office and delivered to the registry office of the Nama Khoi Local Municipality, once completed.
14. All the information requested below is required for Nama Khoi Municipality to consider your request.

| | | | |
|--|-----------------------------|--------------------------------|-----------------------|
| Requestor information | | Organization: | |
| Name of representative: | | Email: | |
| Organization mailing address: | | | |
| Organization phone number: | | Representative phone number: | |
| | | | |
| About the organization | | Geographic area served: | |
| Organization website: | | | |
| Programs and activities: | | | |
| Organization mission: | | | |
| | | | |
| Purpose | Event sponsorship: Yes / No | | Amount requested: |
| | Fundraising: Yes / No | | Overall funding goal: |
| Other _____ | | | |
| Purpose of request: | | | |
| Explain how the funding results in the overall benefit of Nama Khoi Municipal residents and local businesses: | | | |
| Please indicate if funding is to support a specific event, program, service, etc. Provide specific details about how funding will be used: | | | |
| Timeline for utilization of the funding: | | | |
| Highlight other sources of funding sought: | | | |
| If an event or program will take place, are you also seeking additional assistance? If so, please explain: | | | |
| Indicate total anticipated costs to run the event or program, if applicable. Provide details about anticipated costs: | | | |
| | | | |

If an organization or NPO is requesting the donation on behalf of a resident, residing within the Nama Khoi Municipal jurisdiction, please complete the form below:

| | | |
|--------------------------------------|-----|----|
| Name and surname of resident in need | | |
| Cellphone number | | |
| Email address | | |
| Physical address | | |
| Purpose of donation request | | |
| Supporting documents | YES | NO |

I acknowledge that I have read and understand the guiding principles for donations and/ or Contributions and/or Sponsorships approved by the Nama Khoi Local Municipality. I understand that any request for consideration will be contingent upon meeting the guiding principles. I also understand that meeting the guiding principles does not guarantee my organization will receive any funding from the Nama Khoi Local Municipality.

| Printed name | Signature | Date |
|--------------|-----------|------|
| | | |

For more information, please call (027) 718 8100

Completed requests should be submitted to the Registry Office of the Nama Khoi Local Municipality

Office of the Municipal Manager

info@namakhoi.gov.za

| | |
|---------------------------------------|-----------------------------------|
| <u>Internal use only:</u> | <u>Registry date stamp</u> |
| Name and Surname of Registry Officer: | |
| Signature of Registry Officer | |

Internal use only: Required information from submitting Municipal Department

| | |
|-----------------------------|--|
| Title - Name and Surname | |
| Head of Department / Office | |
| Phone extension | |
| Date submitted | |
| Signature | |

Internal use only: Office of the Municipal Manager (MM)

| | |
|--------------------|--|
| Date of review | |
| Accounting Officer | |
| Designation | |
| Signature | |

Internal use only: Office of the Chief Financial Officer (CFO)

| | |
|--------------------|--|
| Date of review | |
| GL- Account number | |
| Accounting Officer | |
| Designation | |
| Signature | |

