



**MATATIELE**  
LOCAL MUNICIPALITY

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## **Grant and Donation Policy**

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1. OBJECTIVE

The objective of this policy is to define the conditions under which grants and donations may be made to organizations or individuals from the municipal operating budget.

2. PRINCIPLES

Grants and donations may be made to Organizations and Bodies outside Government, otherwise than in compliance with a commercial or other business transaction, as defined in Section 67 of the Municipal Finance Management Act.

3. GUIDELINES

Funds will only be transferred to an organization in terms of this policy under the following conditions:

- 3.1. Written application be made to the municipality;
- 3.2. The application be supported by the following documentation:
  - 3.2.1. Certified copy of the Constitution of the institution;
  - 3.2.2. Certified copies of the financial statements of the institution for the previous three (3) years prior to the date of application (or such shorter period since establishment),
  - 3.2.3. A certificate by an accountant registered with a recognised control body regarding the estimated turnover of the institution, in the case of a newly established institution, and
  - 3.2.4. A listing of the membership of the institution at the time of the application (as appropriate).
- 3.3. Approval by the Municipal Manager, in consultation with the Chief Financial Officer, based on the qualifying criteria outlined in the principles above, as ascertained from the documentation submitted.

- 3.4. A Memorandum of Agreement be entered into between the municipality and the organization, which agreement should incorporate at least the following:
- 3.4.1. A business plan to identify how the organization will apply the funds received;
  - 3.4.2. That a report will be submitted on a monthly basis by the organization to the municipality on the actual expenditure incurred against the transfer, the ward within which activities are conducted, and the number of people benefiting from their activities;
  - 3.4.3. The organization submit its audited financial statements to the municipality promptly;
  - 3.4.4. The municipality will have the authority to verify and inspect the existence and activities of the organization from time to time; and
  - 3.4.5. The head of the organization certify to the municipality that the money was received in their bank account, and that the money is utilised in accordance with the role they play in society.
- 3.5. No transfer of funds will be effected to any individual, and all funds transferred for the benefit of beneficiaries will only be made to an organization as defined above.

#### 4. AUTHORITY

The Municipal Manager has the authority to approve the transfer of funds to organizations in terms of the guidelines described above.