



MAKANA MUNICIPALITY
FUNDING, DONATIONS AND GRANTS POLICY

FUNDING AND GRANTS POLICY	
Policy Number	O
Policy Name	Funding Donations and Grants Policy
Policy Status	Draft
Version	No.1
Date of Approval	
Date of First Implementation	
Date Last Amended	New
Date of Next Review	
Purpose	See Policy
Aims and Objectives	See Policy

Policy Custodian	Director Corporate and Shared Services
Related Policies and Legislation	<ul style="list-style-type: none"> • Local Government: Municipal Finance Management Act, Act 56 of 2003 • Local Government: Municipal Systems Act, Act No. 32 of 2000;
Approving Authority	Council
Applicability	This policy applies to requests for grants, funding, donations and sponsorships received by the offices of the Executive Mayor and Municipal Manager
Policy Benchmark and References	
Stakeholders Consulted	

PREAMBLE

In an attempt of ensuring that all the requests for funding, grants, donations and sponsorship that are received by the Makana Municipality receive equal, just, fair, consistent and transparent attention and treatment the Makana Municipality is hereby adopting the Funding and Grants Policy. This policy is applicable to all received applications for funding, grants and sponsorships requesting such from the Offices of the Executive Mayor and the Municipal Manager. The Mayoral Committee may consider the review of the policy should a convincing and factual submission to that effect is made verbally or in writing, and such should be subject to Council's approval.

**FUNDING, DONATIONS AND GRANTS POLICY FOR THE OFFICES
OF
THE EXECUTIVE MAYOR AND THE MUNICIPAL MANAGER**

1. INTRODUCTION.

The Offices of the Executive Mayor and the Municipal Manager have been receiving many requests for a variety of things and from different sectors within the Makana Municipality area. Assessing these requests has been posing a lot of difficulty because of the absence of an approved funding policy in the Office of the Executive Mayor.

NB: The regulations that are set in the Municipal Finance Management Act should supersede any of the set criteria recommended here below. The final decision on any matter relating to funding and grants rests with the Offices of the Municipal Manger and the Executive Mayor.

2. THE CRITERIA THAT MAY BE USED WHEN ASSESSING REQUESTS MADE TO THE OFFICE OF THE EXECUTIVE MAYOR OR THE MUNICIPAL MANAGER BY INDIVIDUALS.

2.1 The Office of the Executive Mayor/Municipal Manager may not fund a request:

- For catering by an individual for the hosting of an event of any nature for personal or private reasons.
- For assistance with decorations by an individual for the hosting of an event of any nature for personal or private use.
- For cash or funds by an individual for private use or otherwise.

2.2 The Office of the Executive Mayor/Municipal Manager **may consider** funding any request by an individual:

- If the individual has done exceptionally well in what they do that they have received a national or international invitation or call, being a citizen who resides in the Makana Municipality area. In a case of this nature the municipality may assist with a pre-determined percentage or portion of the total costs or donate in kind.

3. THE CRITERIA THAT MAY BE USED WHEN ASSESING REQUESTS MADE TO THE OFFICES OF THE EXECUTIVE MAYOR AND THE MUNICIPAL MANAGER BY NGOs AND CBOs.

3.1 The Office of the Executive Mayor/ Municipal Manager may not fund any request:

- For catering or decorations by an NGO or CBO for their programmes.
- For transport costs by an NGO or CBO for their programmes.
- For the purchasing of raw material for the production of goods by an NGO or CBO.

3.2 The Office of the Executive Mayor/Municipal Manager may consider funding a request by an NGO or CBO if:

- The NGO or CBO that is applying for assistance is involved in a joint venture activity that has been initiated by or in partnership with the Makana Municipality in the

pursuance of the municipality's strategic objectives. In such an instance the municipality should reserve the right to determine the extent and the nature for the ultimate assistance.

4. CRITERIA THAT MAY BE USED FOR ASSESSING A REQUEST MADE BY PRIVATE BUSINESS TO THE OFFICES OF THE EXECUTIVE MAYOR AND THE MUNICIPAL MANAGER.

4.1 The Office of the Executive Mayor/ Municipal Manager may not fund any request by a private business or company if:

- The request is for assistance with cash.
- The request is for the purpose of generating an income or a profit for the company or business.
- The request is for catering, decorations, transport and venue for the private activities of the company or business.
- The request is for the financing of the production of a business plan for the establishment of a company or business.
- The request is for the payment of rental fees for a place that is used by the company or business for its operations.

4.2 The office of the Executive Mayor/ Municipal Manager may assist a company or a business in kind if:

- The request made by the company or business is in pursuance of the company's or business's social responsibility programme. In this instance the municipality shall treat the activity as the promotion of public-private partnerships. The municipality shall reserve to pre-determine the nature of contribution it will make towards such a joint-venture.

5. CRITERIA THAT MAY BE USED BY THE OFFICES OF THE EXECUTIVE MAYOR AND THE MUNICIPAL MANAGER WHEN ASSESSING REQUESTS MADE BY SCHOOL.

5.1 The Office of the Executive Mayor/ Municipal Manager may not assist a school if:

- The request is for the buying of uniforms, sports kit and equipment for the school.
- The request is for the assistance with catering, of any kind or form, for the activities of the school.
- The request is for the transport of the school on a touring excursion.
- The request is for a farewell ball or function for the school.

5.2 The Office of the Executive Mayor may assist a school if:

- The request is a once off request for needy children who have been identified by the school.
- The request is viewed as an exceptional or extra-ordinary situation due to its nature.

6. CRITERIA THAT MAY BE USED WHEN ASSESSING REQUESTS THAT ARE MADE TO THE OFFICES OF THE EXECUTIVE MAYOR AND THE MUNICIPAL MANAGER CHURCHES.

6.1 The Office of the Mayor/ Municipal Manager may not assist a church if:

- The request is for assisting the church with catering, of any kind or form, for the activities of the church.
- The request is for the church youth who are going on a camping adventure.
- The request is for assistance with cash donation to the church.

7. CRITERIA THAT MAY BE USED WHEN ASSESSING REQUESTS THAT ARE MADE TO THE OFFICES OF THE EXECUTIVE MAYOR AND THE MUNICIPAL MANAGER BY GOVERNMENT DEPARTMENTS.

7.1 The Office of the Executive Mayor/ Municipal Manager may not fund:

- Any government department unless there is a signed Service Level Agreement or a Memorandum of Understanding between the Makana Municipality and that particular government department. Any joint venture or partnership activity between the municipality and any government department that may result because of a special event should be viewed according to its merit.

8. AUTHORISATION

The authorisation of any municipal funds for assistance with financial requests should be done by the Municipal Manager after the receipt of a memo requesting for such with all the necessary and supporting documentation.

9. USE OF FUNDS FROM THE MAYORAL GOODWILL AND HOSPITALITY FUNDS.

The funds from the Mayoral Goodwill and Mayoral Hospitality Funds should remain strictly under the discretion of the Executive Mayor or the designated official.

No official of the Makana Municipality should use any funds dedicated to the votes under the Office of the Executive Mayor without any authorisation by or approval from the Municipal Manager.

10. REVIEWAL OF THE FUNDING DONATIONS AND GRANTS POLICY

The Funding and Grants Policy may be reviewed upon receipt of a submission to that effect and such review should be subject to Council's approval.