



APPLICATION FOR EVENTS SUPPORT

Please note that all fields with an asterix * are compulsory.
Kindly read page 6 before completing the application form.

1. PLEASE PROVIDE US WITH YOUR COMPANY INFORMATION :

*Company Name : _____

*Event Organisers Name : _____

*Address : _____

*Contact Number : _____

*E-Mail Address : _____

*Company Physical Address : _____

*Board Members : _____

*Profit or Not for Profit Company _____ Registration Number: _____

2. *NAME OF EVENT : _____

3. *EVENT VENUE (Attach proof of booking) : _____

4. *DATE OF EVENT : _____ ALTERNATIVE DATES : _____

5. *NATURE OF CITY SUPPORT REQUESTED:

Non-Financial - Letters of support (draft included)
 Attendances at Events

Financial

City/Event Services

All of the above

6. *PLEASE SPECIFY THE NATURE OF THE CITY SUPPORT REQUESTED?

NB: Complete the below table by specifying the items to be sponsored by the City and include the cost/estimated cost of each item.

No.	ITEM TO BE SPONSORED (Expand lines as needed)	COST OF ITEM (Rand Value)
1.		
2.		

3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
TOTAL		

7. *HAVE YOU APPLIED FOR AN EVENT PERMIT AND A SAPS RISK RATING?

If yes, provide date of

Yes No application : _____

8. IS THIS A NEW EVENT OR AN EXISTING EVENT? *(Please tick the box)*

New Existing, If existing, how long? _____

9. *PLEASE INDICATE THE APPROPRIATE EVENT SEGMENT/S : *(Please tick the box)*

Sports Cultural Business Conference/Exhibition

10. *PROVIDE A DETAILED DESCRIPTION OF THE EVENT :

11. TELL US MORE ABOUT THE EVENT :

11.1 *Description & number of Participants : _____

11.2 *Description and number of Supporters/Spectators:

11.3 *Where do the participants and supporters come from and how many are expected?

Cape Town National Continental International
 No. No. No. No.

11.4 *Does the Event have any media partners? Y/N

11.5 If yes, please specify whether community, national or international

Television :

Radio :

Print :

New Media :

11.6 *Please provide details of your media plan?

11.7 *Tell us about the event financial model:

Ticket/Entry value p/p :

Sponsorships value :

List of confirmed sponsors:

Value in Kind :

Hospitality value :

Merchandise sales value :

Other :

*Total Event Budget :

11.8 Please indicate if your event will impact on the following key City of Cape Town objectives:

1. ECONOMIC	YES	NO
1.1 The event will have positive Economic and Social Impact		
If Yes, specify how your event will contribute positively:		
1.2 The event will create employment and trading opportunities	YES	NO
If Yes, specify how will your event create opportunities:		
1.3 The event will attract a high proportion of national and/or international visitors to Cape Town.	YES	NO
If Yes, specify how many national and/or international visitors your event will attract:		
2. MARKETING AND MEDIA	YES	NO

2.1 The event will create Marketing and Promotional opportunities for the City of Cape Town.		
If Yes, specify how Marketing and Promotional opportunities will be created:		
2.2 The event will have a high proportion of media coverage – locally, nationally and/or internationally.	YES	NO
If Yes, specify:		
2.3 A high proportion of Media coverage of destination	YES	NO
If Yes, specify:		
3. DEVELOPMENT OPPORTUNITIES	YES	NO
3.1 The event will create Sports, Business or Arts & Culture development programmes		
If Yes, specify the type of development programmes:		
3.2 The event will provide training opportunities	YES	NO
If Yes, specify the type of training and target market:		
4. INCLUSIVITY	YES	NO
4.1 Beneficiaries of proceeds are charities or disadvantaged groups.		
If Yes, specify beneficiaries:		
4.2 Post-event benefits or legacies	YES	NO
If Yes, specify:		
5. EVENT GREENING	YES	NO
5.1 The event will have a positive environmental impact and responsible tourism initiatives will be implemented.		
If Yes, specify greening initiatives and responsible tourism initiatives:		
6. EVENTS CALENDAR	YES	NO

6.1. Seasonability - Does the event take place between (May – October)		
6.2. Reasonable Timing of event (e.g. ends by 23h00)		
6.3. Geographical / spatial spread (Outside of City centre and Green point precinct)		
7. BUSINESS PLAN	YES	NO
7.1. *Provide a Business Plan or Project Plan with full budget of your event.		
8. PUBLIC LIABILITY INSURANCE	YES	NO
8.1 *Provide proof of public liability insurance cover of R20million as per legal requirement.		
9. POST EVENT FEEDBACK	YES	NO
9.1 Have you submitted your previously supported event close-out and/or expenditure report (If applicable)		
10. AUDITED FINANCIAL STATEMENTS OF YOUR REGISTERED COMPANY	YES	NO
10.1 Provide proof of audited financial statements of your registered company		

Please submit supporting documentation for the items marked **YES** above.

Email your application to
events.applications@capetown.gov.za

For Office Use

1. Event Support Recommendation

Recommended Not Recommended

Comments:

IMPORTANT NOTICES

1. Please be advised to continue with the planning of your event as if City is not supporting. This way you will prevent disappointment, as support is not guaranteed.
2. Kindly ensure that you have a **provisionally booked venue** before applying for support. If you do not have a venue, the application will be deemed incomplete and therefore **NOT** be considered.
3. Kindly submit a copy of your financial statements, if cash funding is approved, **audited financial statements** will be required.
4. Kindly ensure that you have a minimum of R 20 mil **public liability insurance** cover for your event.
5. Financial request must be in **Rand Value**. If not supplied, the application will be deemed incomplete and therefore **NOT** be considered.
6. Kindly ensure that you provide a breakdown of how the requested funds will be utilised to assist your event, kindly also **submit your quotations** for venues, sound, catering, etc.
7. Kindly ensure that no **Prevention of Organised Crime Act (POCA)** judgements exist against any directors of your organisation. If there are POCA judgements against any of the directors of the organisation, the application will not be considered.

8. We prefer a **typed document in MS Word format**.
9. Your proposal should reach our office at least **3 months** before your event starts and **6 months** for annual events.
10. Kindly **minimize the photos** in your proposal for printing purposes.
11. Please **state the name of your event** in the subject line of **all e-mails correspondence and enquiries**.
12. All event proposals/communications should be e-mailed to:
events.applications@capetown.gov.za.
13. Kindly ensure that you apply for an event permit timeously, the City cannot support your event if you do not have a permit to host your event. E-mail your permit requests to events.permit@capetown.gov.za

GRANT CHECKLIST

NB: The following documentation is required if the City approves financial support. All documentation has to be valid and submitted before payment can be processed.

1.	Register on CSD
2.	Income & Expenditure Reports is required if The City approves funding less than R50 000. Audited Financial Statements for the approved amount of R50 000 and above
3.	Business Plans and/or Project Plan
4.	Company Registration certification
5.	Valid original Tax clearance certificate
6.	Proof of banking details (cancelled cheque or 3 months bank statements)
7.	City of Cape Town Vendor Registration Form (if not a vendor) Certified copy required with all supporting documents listed in section 8 of the VRF plus: <ul style="list-style-type: none"> • declaration of interest (applicable for all vendors) • letter from bank with signatories • Proof of address
8.	If renting a copy of the lease agreement and the owner's municipal account to be forwarded. The municipal account must be up to date, if not the arrears to be paid in full or arrangements must be made to pay the arrears off and proof to be forwarded.
9.	Invoice if beneficiary does not have a VAT number. Invoice to be addressed to accounts payable, private bag X6,Bellville 7530 – City VAT number to be added to invoice - 4500193497
10.	Memorandum of agreement to be completed with ID's of signatories



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Appendix "A"

CITY OF CAPE TOWN (the City) EVENTS Policy (the Policy)

PROJECT PLAN

Financial Year (the City's financial year): 1 July to 30 June

No.:

DETAILS AND REQUIREMENTS

1.	ORGANISATION:
2.	AIMS AND OBJECTIVES OF ORGANISATION:
3.	PROJECT OR PROGRAMME DETAILS:
3.1	Project or Programme Description – What is the proposed project's focus, purpose or level of intervention?
3.2	Location/area - Where will this project be carried out? I.e. What is the target area? Target:
3.3	Number of attendees and/or participants: How many people attend the event?
3.4	Beneficiaries - Which community (the target community or group) will benefit from this project? Target:
3.5	Sponsorship objectives: Which companies are sponsoring the event?
3.6	Swot Analysis: Strengths and Weaknesses:

	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>3.7</p>	<p>Opportunities: How will you grow your event:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>3.8</p>	<p>Threats: Any concerns about the event:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>3.9</p>	<p>Marketing and Media: Brief information on the plans (challenges):</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>3.10</p>	<p>Economic Development and Tourism impact:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>3.11</p>	<p>Legacy:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>4.</p>	<p>BUDGET</p>
<p>4.1</p>	<p>Expenditure Budget - What is the anticipated expenditure to be incurred on this specific project or programme and what will the money be spent on? NOTE: - Transfer funding RECEIVED FROM THE CITY CANNOT BE USED TO FUND salaries and wages, municipal service accounts, telephone accounts, general administration expenses, etc. Any transfer funding that your organisation may receive from the City must only be used to fund expenditure directly related to the approved event ensuring that the target beneficiaries receive the full benefit of the transfer funding which will not happen if any funds are misused or are used to fund the types of expenditure mentioned. Your organisation must fund your own normal operating costs and any structures and other improvements made to your property and / or buildings. Your organisation must be properly registered, established and viable and provide the City with copies of your audited Annual</p>

Financial Statements where transfer funding received from the City is R50 000 or above or Income and Expenditure statement where transfer funding is less than R50 000.

No	Details (What will be done or how will the income reflected be utilised?)	Amount (R)
(i)		
(ii)		
(iii)		
(iv)		
(v)		
(vi)		
(vii)		
(viii)		
(ix)		
(x)		
TOTAL BUDGET - EXPENDITURE		

4.2

Income Budget: - What are the anticipated income sources for **the specific event** in order to fund the expenditure?

NO	SOURCES	AMOUNT (R)
4.2.1	TRANSFER FUNDING AND/OR OTHER CITY SUPPORT REQUESTED FOR THIS PROJECT / PROGRAMME	
4.2.2	OWN FUND RAISING BY YOUR ORGANISATION	
4.2.3	OTHER SOURCES (SPECIFY BELOW) Please provide details and identify the source of the funds e.g. National Government, the Provincial Government: Western Cape, Private Donors and donor organisations etc. and including other sources of funding that your organisation may receive from the City	
(i)	TICKETING/ENTRY FEES	
(ii)	MERCHANDISING	
(iii)		
(iv)		
(v)		
(vi)		
TOTAL BUDGET – INCOME		

Duly authorised person of the organisation:

Full Name:

RSA ID Number:

Position

Signature



EVENT SUPPORT APPLICATION DECLARATION

- I am duly authorised to submit this application on behalf of the organisation.
- I have read and understood this declaration.
- The information contained in the event support application form is a true reflection of the event.
- If the City supports the event, I or a member of my organisation will inform the assigned City project manager of changes to the event within 48 hours of confirmation of changes.
- I understand that the City's support is not guaranteed, and that I should plan my event as if the City is not supporting.
- If assistance is granted in terms of cash funding, I have the required documentation in place and understand that payment cannot be processed without these documents. (Kindly see list on the last page of the Event Support Application Form).
- The organisations' board of directors or executive management are free of any Prevention of Organised Crime Act, 21 of 1998 convictions.
- The organisations' board of directors or executive management are free of any court convictions relating to fraud and/or corruption during the past 5 years.
- The organisations' board of directors or executive management have not been listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or the Database of Restricted Suppliers.
- The organisation's municipal account/s or lease agreement attached to the account is up to date.
- The organisation has a confirmed or provisional venue booking for the event.
- The organisation has submitted an event permit application to the City's Event Permit Unit.
- The organisation has a valid public liability insurance cover for said event with a minimum value of R20 million (or quotation).
- I understand that my application needs to be submitted 3 months before the event start date, to obtain the necessary approval timeously.
- I have submitted all the required documentation for previously supported events i.e. signed agreement, close-out reports, and expenditure reports.

I, _____ **(NAME & SURNAME)**, in my capacity as, _____ **(POSITION)** of _____ **(COMPANY NAME)**, certifies that the information set out in this schedule and/or attached thereto is true and correct. The application may be disqualified, and/or (in the event that the application is successful) the cancellation of the application if the City finds that the above declaration was not completed truthfully.

SIGNATURE: _____

DATE: _____