



Province of the
Eastern Cape

Department of Economic Development,
Environmental Affairs and Tourism

**Local & Regional Economic Development (LRED)
Fund**

2011-2012 Funding Round: Ref – LREDF001/2011

APPLICATION FORM

FOR PROJECT PROPOSALS SEEKING SUPPORT UNDER DEDEAT'S LRED FUND

Please note that this funding round is restricted to Projects' Implementation only

Project Name		
Name of Applicant		
Type of LRED funding applied for (tick one) <small>The level of detail presented in applications will be commensurate with type of funding applied for</small>	Funding for Project Preparation	N/A
	Funding for Project Implementation	

Applications for this funding round close on 21 October 2011

LREDF Application Ref No.	
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(for office use only)

APPLICATION FORM & BUSINESS PLAN

Please complete the following form (including the boxes in the preceding page) to provide all information requested about the proposed project for which funding is being sought through the Eastern Cape Department of Economic Development, Environmental Affairs and Tourism's (DEDEAT) Local and Regional Economic Development (LRED) Fund. Please pay careful attention to the instructions in each section to ensure that you provide the necessary information. Please also refer to Department's Criteria and Guidelines for the LRED Fund accompanying this application form (also available on the DEDEAT website at www.dedea.gov.za).

The information provided in this application will be used to assess the project in terms of the eligibility and assessment criteria as set out in the accompanying Criteria and Guidelines for the LRED Fund document.

All applicants will be informed of the outcome of their applications as soon as the fund's Evaluation Committee has concluded the evaluation process.

Completed applications should be submitted to the Regional Offices of DEDEAT in all Districts of the Province, by 21 October 2011, no later than 15h00. Following an administrative check¹ at the regional offices, all applications submitted will be forwarded to the Provincial Office of DEDEAT for the substantive evaluation process.

1. Organisational & Institutional Information

(Please fill in the requested information in the right column. Proof of registration and legal status of applicant can be provided with application, but will be verified, should application be shortlisted)

Name of Organisation/ Company requesting LRED Funding (lead applicant):	
Registration & VAT Registration Numbers	
Legal Status	
Contact Person	
Physical Address	
Postal Address & Code	
Telephone Number	
Cell Phone Number	
Facsimile:	
E-mail Address:	
Website:	

¹ There will be a clear separation of this function (and persons) from that of supporting the preparation of projects.

2. Project Information

2.1. Project Location Please provide details on where project is/ will be located. <i>Projects can be operational across a number of areas.</i>	District(s) :	
	Local Municipality(ies) :	
	Ward(s)/ Village(s) :	

2.2. Overview of lead applicant

Please provide a brief overview of the lead applicant: *vision and purpose of applicant organisation, current main activities, organisational structure and years in operation.* Please keep this overview to not more than $\frac{3}{4}$ page.

(Add space as required)

2.3. Project Summary

Please provide a descriptive summary of the project, in about 2 pages. Your summary should include –

- *A statement of the project's overall goal and purpose, the developmental problem it proposes to address, as well as main activity*
- *An indication of how the project relates to the objectives of, and key outcomes addressed by the LRED Fund, as well as the developmental challenges of, and strategic priorities of the local economy in which the project will be located.*
- *A statement on the project's state of development or readiness for implementation – indicating what preparatory actions have been undertaken prior to writing this application, e.g. feasibility studies, EIAs, etc. Applications for project preparation should also indicate what is in place – mobilisation, concept plan, etc.*
- *An indication of the numbers of jobs and other related impact projected for the project.*

(Add space as required)

2.4. Project Objectives

In the table below, please state both the main objectives set out for your project, and against these – objectives specific to your proposal to DEDEAT for the LRED Fund. *It is acknowledged that DEDEAT funding may be sought to contribute to resources addressing other elements of certain project objectives pursued, hence the need to state what is specific to the DEDEAT application against key objectives outlined for the project.*

Project Objectives	Specific Objectives for DEDEAT LRED Funding Proposal
<u>Example of key objective</u> “Establishment of public infrastructure and technology for sustainable small-scale agriculture and community agri-business”	<u>Example of objective targeted at DEDEAT funding</u> “Adaptive research and development in appropriate productivity-enhancing technologies in food processing and preservation” <i>Lifting the above for addressing through the DEDEAT fund can thus be complementary to contributions sought from others towards say the communal pack-houses, buildings and other fittings for agro-processing plants. At the same, time, if none of the core essential infrastructure exists, the proposal to DEDEAT can apply for such in full.</i>
<i>(Add space as required)</i>	<i>(Add space as required)</i>

2.5. Project Partners

In the table below, please list the main partners in the project, their roles and expected contributions. ***Please also provide a signed agreement between the partners confirming such roles as well as stakes in the partnership.***

Partner	Role and contribution
<i>(Add space as required)</i>	<i>(Add space as required)</i>

Your responses to the above questions under section 2 of the application will to a significant degree determine how you score on the *Relevance* criteria as set out in the DEDEAT LRED Funding Criteria and Guidelines document.

3. Project Implementation Plan

3.1. Results-based Implementation Framework

In the table below, against each objective set out under 2.4 above, indicate the outcomes and outputs expected, key activities to be undertaken, as well as inputs expected towards undertaking such activity.

Objectives	Outcomes <i>(outcomes represent what is intended to be achieved through the action)</i>	Outputs <i>(outputs are what is produced or delivered through the action)</i>	Key Activities <i>(what we actually do to produce desired outputs and outcomes)</i>	Inputs <i>(inputs are resources needed – reflect both what is requested from LRED Fund, plus resources from other sources)</i>
<i>(Add space as required)</i>				

3.2. Activity Plan

In the table below, against each the key activities and outputs outlined in table 3.1 above, establish timelines for the implementation of the activities, and also indicate key actions that mark the implementation of the project over the period proposed to be covered through the DEDEAT LRED Fund.

Key Activities <i>(draw these from 3.1 above)</i>	Outputs <i>(draw these from 3.1 above)</i>	Start Date	End Date	Activity Milestones <i>(against each key activity, establish what will be significant actions marking the project over the years of its implementation)</i>		
				2012	2013	2014
<i>(Add space as required)</i>						

3.3. Performance Management Plan

In the table below, against each output drawn from 3.1 (or 3.2) above, indicate the kinds of indicators through which the outputs will be verified. Indicate also the baseline of these indicators, as well as measurable targets hoped to be achieved at various phases of the implementation of the project.

Outputs	Indicators	Baseline	Targets		
			2012	2013	2014

3.4. Jobs and Other Impact

Please provide estimates of jobs expected to be created and/or sustained through the project, as well as other related benefits expected to accrue from the project.

3.4.1. JOBS

Permanent Jobs				Short-term & Temporary Jobs			
Numbers	% Historically dispossessed & disadvantaged	% Women	Explanatory notes (briefly explain how you have determined the estimates)	Numbers	% Historically dispossessed & disadvantaged	% Women	Explanatory notes (briefly explain how you have determined the estimates)
			(Add space as required)				(Add space as required)

3.4.2. OTHER IMPACT

Please list other benefits expected to accrue from the project, both quantifiable and otherwise – e.g. *training opportunities, value-chain enhancement, other direct and indirect beneficiaries, other multiplier effects, etc*

(Add space as required)

3.5. Assumptions and Risks

Describe the key assumptions upon which the project is based – e.g. market demand, availability of institutional support, community support and organisation, etc. Against this provide your assessment of risks that can compromise the project's success, as well as your strategy for containment or mitigation of the impact of such risks.

3.5.1. Assumptions

(Add space as required)

3.5.2. Risks and Mitigation

(Add space as required)

3.6. Implementing Capability, Management and Governance

Provide the organisational structure of your project, with an indication of responsibility for various elements of your enterprise –

- Core technical and management team and its capability. Also provide names and CVs of key personnel.
- Governance structure and accountability systems.

It should be noted here that this is meant to provide the Evaluation Committee with an understanding of the levels of capacity available to make good on the DEDEAT LRED Fund investment. As such, the Evaluation Committee will objectively consider both skills and knowledge acquired through formal education means as well as knowledge and skills acquired through alternative systems of learning.

(Add space as required)

4. Financial implications

4.1. Total Project Costs

Total Grant Allocation Requested from DEDEAT LRED Fund	Other Resources Financial Contribution from other sources <i>(specify)</i>	Total Project Costs

4.2. Summary Budget

The following activity-based summary budget should be completed to indicate expected expenditure commitments against specific activities and outputs over the implementation of the action. *The estimates should be all inclusive – capital expenditure, materials, human resources, consumables and running expenses.*

Activities <i>(drawn from Action Plan under 3.2)</i>	Outputs <i>(drawn from Action Plan under 3.2)</i>	(Rands) <i>Period 1</i> 2012	(Rands) <i>Period 2</i> 2013	(Rands) <i>Period 3</i> 2014	(Rands) <i>Total</i>
<i>(Add rows as required)</i>					

The above table should be backed by more detailed calculations that will show how the above summarised budget was arrived at. The following is an example of how each year's figures could be determined:

Activities	Outputs	2011-2012								
		Technical experts			Infrastructure & Equipment	Materials & Consumables	Workshops, Events and meetings	Travel and related	Incidentals & Overheads	Totals (R)
		Full time & Long-term	Short term	Total						
<i>(Add rows as required)</i>										
TOTAL (R)										

The above calculations/feeder-table can itself be further backed by an explanatory table on assumptions on inputs required, the unit-cost thereof, as well as the anticipated timing of the expenditure flows. Whatever presentation is ultimately preferred, it should clearly demonstrate how costs have been calculated, and also show their clear link to the action applied for.

Remember also to indicate clearly in these assumptions how much of the budget will benefit those who are historically disenfranchised, marginalised and/or under-represented in the economy.

4.3. Projected Cash Flow Statement

Using realistic projections please complete the following quarterly cash flow projections over the implementation term of the project.

PROJECTED CASH FLOW STATEMENT

		IMPLEMENTATION QUARTERS (The 3-monthly flows do not necessarily have to match the normal calendar-year quarters; they must suit project)													
	Particulars	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	TOTAL (horizontal)	Notes
CASH INFLOWS															
1	Cash sales / Services														
2	DEDEAT LRED Grant Drawdown														
3	Other cash income (please specify source(s) in notes column)														
4	TOTAL CASH INFLOW [1+2+3]														
CASH OUTFLOWS															
5	Infrastructure, Buildings, Equipment & Other Fixed Assets (please specify in 'notes' column)														
6	Direct Costs - production or services operations [6.1 + 6.2]														
6.1	Materials (raw materials and other)														
6.2	Labour														
7	Indirect Costs & Overheads [7.1 + 7...]														
7.1	Managers' salary(ies)														
7.2	Other salaries / wages														
7.3	Rent														
7.4	Telephone / fax / internet														
7.5	Water / electricity														
7.6	Advertising														
7.7	Bank charges														
7.8	Insurance														
7.9	Repairs & maintenance														
7.10	Office Consumables (eg Stationery)														
7.11	Transport														
7.12	Legal / Accounting Fees														
7.13	Other Professional & Consultancy Fees														
7.14	Other (please add rows as relevant)														
8	TOTAL CASH OUTFLOWS [5+6+7]														
NET CASH FLOW [4 - 8]															

5. Sustainability

Provide a motivation on prospects for the sustainability of the project beyond funding support from DEDEAT and other sources. Your motivation should be based on reasonable assumptions of the future, and should at the least indicate (i) how the project will be financially sustainable, and (ii) how it will establish an adequate institutional capability to be sustained.

(Add space as required)

6.

7. Signatures

Application signed by :	
Position/ Role in Applicant Organisation :	
Witness :	
Association with, or Position/ Role in Applicant Organisation	

8. Supporting documentation

The applicant organisation can attach to the completed application form any documentation they deem relevant to providing additional motivation for their application. This would be in addition to the required partnership agreements and CVs expected. Other than this, once recommended for eligibility, each applicant project will be visited for a verification exercise, where more relevant documentation may be requested.

It remains the responsibility of the applicant organisation to submit the proposal on time at the DEDEAT offices.