
THEMBISILE HANI LOCAL MUNICIPALITY



DEPARTMENT: MUNICIPAL MANAGE

UNIT: YOUTH DEVELOPMENT

THEMBISILE HANI LOCAL MUNICIPALITY

CALL FOR PROPOSALS FOR BUSINESS IMPROVEMENT AND SUPPORT FOR SMME`s, COOPERATIVES AND INFORMAL TRADERS IN THEMBISILE HANI LOCAL MUNICIPALITY APPLICATION FORM 2024

Overview

Thank you for your interest in Thembisile Hani Local Municipality's (THLM) call for proposals for business improvement for SMMEs, Cooperatives and Informal Traders.

The call for proposals for business improvement and support for SMMEs, Cooperatives and Informal Traders has been established by the THLM in order to provide limited grant funding to SMMEs, Cooperatives and Informal Traders within the municipality that require capital grow and improve their businesses. The funding will mainly be allocated in the form of a grant in-kind, for example through the purchasing of equipment or tools on behalf of the SMME by the Municipality. The THLM does not transfer money directly to the SMME.

General Eligibility Requirements for SMMEs, Cooperatives and Informal Traders

To be eligible for the funding, SMMEs, Cooperatives and Informal Traders must have been in operation for the last 12 months.

General criteria for selecting SMMEs, Cooperatives and Informal Traders

In determining which applicants among all those submitting applications will be considered for funding, THLM considers and weighs those SMMEs, Cooperatives and Informal Traders that submit evidence of the following criteria:

1. SMMEs, and Cooperative current business registration documents;
2. SMME, Cooperative and Informal Trader has clearly defined, measurable and achievable goals and objectives;
3. Applicant adequately describes the managerial, financial and technical capability of the SMMEs, Cooperatives and Informal Trader to be viable;
4. All supporting documents are attached to the application.

5. Each applicant **must** complete and attach a Declaration of Interest form. If not completed and signed, your application will not be considered.

CLOSING DATE: 17 May 2024

-SECTION A: VERIFICATION

CONTACT INFORMATION

1. Name of business: _____

2. Address:

3. Telephone: _____ Cell: _____
Fax: _____
Email Address: _____
Website Address: _____

4. The Ward where business is located: _____

5. Are you, your staff or business partner/s currently employed by Government?
Yes/No: _____

If yes please provide details

Name of Official: _____

Employer: _____

6. Are you, your staff or business partner/s currently related to anyone employed at Thembisile Hani Local Municipality?

Yes/No: _____

BACKGROUND INFORMATION ON BUSINESS

1. Indicate the year and month on which your business was established

2. Is your business registered?

Yes _____ No _____ In process _____

2.1 Please indicate the category of your business registration: (circle relevant category)

Company/ Cooperative/ Trust and other. If other, please specify.....

3. If answer is yes, please attach a copy of the business registration document.

4. Who started/established the business?

5. Who manages the business? List the manager's name, title and educational background.

6. How many owners are there?

Men ___ Age(s) _____ Women ___ Age(s) _____ Disabled ___

How many full time employees are there?

Men ___ Age(s) _____ Women ___ Age(s) _____ Disabled ___

How many part time employees are there?

Men ___ Age(s) _____ Women ___ Age(s) _____ Disabled ___

7. In chart below provide the requested information about your staff:

Name	Title	Full time	Part time	Educational Background

8. How long has your business been in operation? (State years and months)

The undersigned persons acknowledge that the information provided is correct

Please write the names in print.

Name:

Signature :

Date :

SECTION D: PROJECT DESCRIPTION

1. Why is the business needed? Please state the developmental problem(s) you plan to address as a community member with your business and the proposed business location and/or address.

2. State the objectives of the business and explain how the proposed business will address the developmental problem(s) in your community as stated above?

3. Has the business previously received funding from government? If yes, what type, under which programme, and how much?

5. List two references who can vouch for the integrity, reliability and usefulness of your business.

Reference (1)
Name: _____
Contact Information

Reference (2)
Name: _____
Contact Information

N.B: Exclusions

1. No support will be provided for
 - (a) Stock, perishable goods, vehicles, buildings, animals and
 - (b) Items above the value of R40 000.00.

6. **Supporting Documents. Please tick the attached**

1. Business plan of the applicant/s		
2. Business must be 51% black owned and residing within THLM		
3. Preference will be given to youth, women and people with disabilities(confirmation of disability)		
4. Prior exposure to business operations or training at least 1 year experience		
5. FICA documents(e.g Municipal account, letter from the traditional authority)		
6. Proof of business bank account		
7. CIPC registration certificate of the applicant		
8. Annual returns by CIPC (to verify the status of the enterprise)		
9. Plans/ designs/specifications/ quotations of the cost items		

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