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 TradersTo 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

	Name of business:					
Address:						
	Telephone: Cell:					
	Fax:					
	Email Address:					
	Website Address:					
	The Ward where business is located:					
	Are you, your staff or business partner/s currently employed by Government? Yes/No:					
	If yes please provide details					
	Name of Official:					
	Employer:					
	Are you, your staff or business partner/s currently related to anyone employed a Thembisile Hani Local Municipality?					
	Yes/No:					
	BACKGROUND INFORMATION ON BUSINESS					
	Indicate the year and month on which your business was established					
	Is your business registered?					
	Yes No In process 2.1 Please indicate the category of your business registration: (circle releva					
	category)					
	Company/ Cooperative/ Trust and other. If other, please specify					
	If answer is yes, please attach a copy of the business registration document.					
	Who started/actablished the business?					
	Who started/established the business?					

5.	Who n backg	_	e busine	ess? List the n	nanager's nan	ne, title and edu	cational		
6.	How many owners are there? Men Age(s)								
		How many full time employees are there? Men Age(s) Disabled							
7.	Men	Age(s)_		loyees are the Wome e requested in		out your staff:	_ Disabled		
	Name		Title	Full time	Part time	Educational Ba	ackground		
8.	How lo	ong has you	ır busine	ess been in op	peration? (Sta	te years and mo	onths)		
The u	ındersig	ned person	is ackno	wledge that tl	ne information	provided is cor	rect		
Pleas	e write	the names	in print.						
Name	e:								
Signa	ture	:							
Date		:							

SECTION B: BUSINESS PLAN

EXECUTIVE SUMMARY A brief description of what the business is, who the market is, why the business is likely to be successful, what the overall strategy is, and how much money is required to grow. **Business Description** Short description of the business and what it does. (Services and goods) 1. Business Operations Longer description of the business, what it does, how, etc. Describe the concept and exactly how the business will work. If applicable, please list important suppliers and contracts that you have.

2. MARKET AND COMPETITION

2.1 Environment Analysis

Describe the overa business to be ope		usiness. V	Vhy is this the	right place, time	e, etc for this
2.2Target Market	Analysis				
Describe the client services? What is	s. Who are they, it they're looking fo	why woul or?	d they buy fro	om you or make	use of your

2.3 Competitor Analysis

Who are your major competitors? What are they doing right? And wrong? What will the do to respond to your business?	ıey
	
3. Marketing Plan and Strategies	
2.4 Ctratagias	
3.1 Strategies	
What strategy will the company employ to market and sustain the business?	
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ORGANISATION STRUCTURE AND HUMAN RESOURCES

3.2 Management and Support Personnel

Give a brief description of the people behind the company. The full CV's must be attach at the end, so these are very brief descriptions of who people are, what their experience and what they are doing (i.e. what are they responsible for).							
and what they a	re doing (i.e. w	hat are they	responsible	tor).			

4. FINANCE

Established SMMEs and Cooperatives are required to provide financial statements which must be attached to this application form.

4.1 Owners Contribution

Specify what the owner contribute to the business.

Owner's cash)	assets	(e.g.	stock,	equipment,	Estimated value in Rand
,					
		T	otal owr	ner's assets:	

4.2 Total funding requirements

Item(s) Required	Estimated value

NB: Please attach quotations for items indicated above. However, the quotation is for guidance purposes only. The Municipality reserves the right to procure comparable items.

4.3 Monthly cash flow statements

Please project what the monthly movement of cash will be into and out of the business.

				M	onths		
Particulars	Pre- operating	1.	2.	3.	4.	5.	6.
Cash Inflow							
T							
Total Cash Inflow							
0 1 10							
Cash outflows							
Total Cook Outland							
Total Cash Outflow							
Fadian balance							
Ending balance							

SECTION D: PROJECT DESCRIPTION

location and/or address.	
State the objectives of the business and exaddress the developmental problem(s) in y	
Has the business previously received fund under which programme, and how much?	ing from government? If yes, what typ
	ing from government? If yes, what typ
	ing from government? If yes, what typ
	ing from government? If yes, what typ
under which programme, and how much?	

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	