



Department of Provincial and Local Government
Local Economic Development Fund
Application Form

Municipality Name

Project Name

(Please be creative with the name of the project)

(for office use only)

Ref No

LEDF

Date Application received

Eligibility to Apply to the Fund

- (a) Proof of land ownership or land lease details must be attached to the application form and business plan.
- (b) All equipment and other resources purchased with project approved funds, should become an asset of the municipality.
- (c) Projects must be innovative
- (d) Planning processes for the project should have been completed
- (e) The project must begin implementation within 1 month after approval of the project.
- (f) Approved funds will be transferred directly to the municipality's bank account. Separate votes should be taken.
- (g) District Councils will assume financial responsibility for projects where appropriate.
- (h) The original application form must be accompanied by a business plan. A pro forma of a business plan is available from the department.
- (i) It is imperative to provide detailed information on the application form as this application form is used during the evaluation of the project
- (j) All information supplied must be factual and accurately calculated. Incorrect information will jeopardize the project being approved.
- (k) Writing must be legible in black ink.
- (l) Please provide proof of documentation where required, signed by the CEO of the municipality.
- (m) *The LEDF does not fund feasibility studies. Funding for feasibility studies can be accessed from other government programs e.g. the Social Plan Fund of the Department of Provincial and Local Government.***

Please forward the completed application form and business plan before the **15th July 2000** to the following address:

Department of Provincial and Local Government
87 Hamilton Street, **Arcadia**, 0083
Private Bag X804, **Pretoria**, 0001

For the attention of:

Karen Harrison
Rashnee Parhanse
James Mapunda or
Nolene de Beer

For further information please contact one of the above on 012 334 0801 or 012 334 0782.

1 APPLICANT DETAILS

1.1 Name and Contact of municipality

Contact Person: Title _____ Surname _____ Initials _____

Position _____

1.1.1 Address

Physical Address

Postal Address *(if different from Physical Address)*

Postal Code _____

Postal Code _____

Tel (office) _____ Fax _____

Cellular _____

E-mail address _____

1.2 Name and Contact of district council

Name of District Council: _____

Contact Person: Title _____ Surname _____ Initials _____

Position _____

1.2.1 Address

Physical Address

Postal Address *(if different from Physical Address)*

Postal Code _____

Postal Code _____

Tel (office) _____ Fax _____

Cellular _____

E - mail address _____

2 ENDORSEMENT

2.1 Does the project have support of the following:

	YES	NO
Municipality	<input type="checkbox"/>	<input type="checkbox"/>
District Council	<input type="checkbox"/>	<input type="checkbox"/>
Province	<input type="checkbox"/>	<input type="checkbox"/>

If not, why? _____

Please provide copies of council resolution to support the submission of this application. Letters of endorsement are requested supporting this application from the relevant partners in this project, including other Departments that will provide counter funding. The applicant must submit a memorandum of explanation in the absence of such letters.

3 Declaration by Municipality/District Council (please indicate which is applicable)

3.1.1 All details contained in this application are correct.

3.1.2 Please attach an original letter from the municipality, which confirms that council resolution has been taken for the above mentioned project.

Signed for municipality

Title:	Surname:	Initials:
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Designation:

Date signed:

4 PROJECT LOCALITY DETAILS

4.1 Nature of Location

Urban Rural

Name of Area

4.2 Area Location

Province

Magisterial District

Municipality

4.2.1 Main Access Routes to the Project

Main National Route

Main Provincial Route

Main District Route

5 Estimated Duration of the Project

(Assuming project will be approved by 30/072000)

Start Date

Completion Date

Total Months

6 Project Description

6.1 Give a short description of the project?

6.2 List 4 primary development objectives of the project that will improve the local economy of your municipality?

- i. _____
- ii. _____
- iii. _____
- iv. _____

6.3 Which of the following strategies will be used to achieve the goals and objectives of the project?

6.3.1 *Industrial recruitment*

6.3.2 *Place marketing*

6.3.3 *Business retention and expansion*

6.3.4 *SMME promotion and support*

6.3.5 *Export Promotion*

6.3.6 *Community Economic Development*

6.3.7 *Other* _____

6.4 Project Sectors

Select a sector and type that *best* describes the project? Also indicate the nature of the project?

Project Sectors		Nature of Project (Please Tick)					
Sector	Specify item	Marketing	Infrastructure	Training	Manufacturing	Recycling	Other (Please specify)
Agriculture (e.g. hydroponic farming)							
Tourism (e.g., hiking trails)							
Mining (e.g. granite mining to produce tiles)							
Environmental Management (e.g. development on mining dumps)							
Social and Recreational Development (e.g. cultural centers)							
Integrated Infrastructural Development (e.g. business hive development)							
Technology (e.g. software development)							

6.5 Will the municipality use its local resource capacity (human and natural resources) for the project?

YES

NO

6.6 If yes, please complete the following:

Local labor content %

Local supplier content %

Local natural resources %

No of local SMME's involved

6.7 If no, please indicate what resources and where will it be accessed?

Type of Resource	Place of accessibility

**6.8 Does the project meet the following criteria?
that every project meets all these criteria)**

(Please note that it is not expected

- Creates new jobs
- Retains jobs
- Targets the disadvantaged
- Is sustainable
- Counter-funds a project
- Emerges from an IDP/LDP process
- Is linked to the provincial growth and development strategy ?
- Involves other local partners

7 Sustainability

It is important to establish how the project will be sustained over the next 3-5 years. Please complete the following information.

7.1 Who will be responsible for the operations and maintenance costs of the project over the next 3-5 years?

7.2 What management structures will be in place to facilitate the project?

7.3 Should the project require further finances over the next 3-5 years who/what will be the source of such finances?

7.4 What role will the municipality undertake?

8 Direct Beneficiaries

8.1 Employment Generation

Type of Employment	Number of Employees			Category of employees		
	Part-time	Full-time	Total number	Women	Youth	Disabled
Labourer						
Semi-skilled						
Skilled						
Supervisor						
Clerical						
Managerial						
Professional						
Total						

8.2 What percentage of the above total is:

Unemployed

Retrenched

8.3 Training

Type of Training	Number of Employees				
	Total	Women	Youth	Disabled	Other
Literacy					
Numeracy					
Life-Skills					
Instructors					
Vocational and task related					
Leadership					
Other					
Total					

9 Indirect beneficiaries of this project?

9.1 Who are the indirect beneficiaries of the project?

9.2 What benefits will these indirect beneficiaries expect?

9.3 How will this project contribute to the empowerment of the local community?

10 TOTAL FUNDING APPLIED FOR THE PROJECT

10.1 Amount applied for on the project

Budget Item	Amount
a. Consultants Fees	
b. Overhead Costs	
c. Capacity building (training)	
d. Labour	
e. Capital Costs	
Equipment	
Construction	
TOTAL	

10.2 Infrastructure

Type of Asset	Total Expenditure	Description of Assets	Ownership of assets
Equipment and tools			
Buildings			
Transport			
Other (specify)			
Total			

10.3 Support of small and medium enterprises

Type of Businesses	Total value of support	Description of Support
Equipment and tools		
Buildings		
Transport		
Other (specify)		
Total		

11 General

11.1 Is the municipality

YES NO

- Directly managing its equitable share grant?
- Able to enter into legal contracts?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

11.2 Does the municipality benefit from other government programmes

YES NO

- Social Plan fund
- CMIP
- Housing Development
- Land Reforms Programs
- SDI's
- Other (specify) _____

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

11.3 What linkages exist between this project and the above programs?
