



REFERENCE: 13/3/5/2/R
ENQUIRIES: Ms F. Groenewald

DEPARTMENTAL CIRCULAR NUMBER 6 of 2014

TO: PROVINCIAL COUNCILS/CO-ORDINATING BODIES
FUNDED FACILITIES/INSTITUTIONS/ORGANISATIONS
REGIONAL OFFICES OF THE DEPARTMENT OF SOCIAL DEVELOPMENT

NOTIFICATION OF THE FUNDING MANAGEMENT PROCESS FOR 2015/16 FINANCIAL YEAR AND THEREAFTER

With reference to the Department's previous **Circular 3 of 2014 dated 15th April 2014** on the funding management process for 2015/16 financial year and thereafter.

Please take note of the following:

1. The purpose of the Circular is to inform the Department's service delivery partners that the NPO comprehensive call for proposals for 2015/16 financial year and thereafter are being advertised during the week of **1st June 2014 to 7th June 2014 in provincial and local newspaper publications across the Western Cape Province.**

2. Funding is transferred to NGOs in accordance with the Department's Amended Policy on Funding of Non-Governmental Organisations (NGOs) For The Rendering Of Social Welfare as well as Community and Partnership Development Services (March 2014) as well as related policy prescripts. This policy is available on the Social Development Western Cape website on the link:
<http://www.westerncape.gov.za/dept/social-development/documents/policies/>
or request a copy by emailing:
 - Fiona Groenewald: Fiona.Groenewald@westerncape.gov.za
 - Melanise Hindley: Melanise.Hindley@westerncape.gov.za

3. **The Process for 2015/16 financial year and thereafter is as follows:**
 - Attached hereby find the application package that includes the following documentation:
 - **NPO Call for Proposals Advertisement:** 2015/16 and thereafter
 - **Supporting Documentation:** Programme Specifications for services to be rendered in the Western Cape Province and eligibility criteria.

 - Applications must be completed in the attached approved business plan template format only.

- All NPOs funded by the Department of Social Development need to apply (residential and non-residential facilities included) and the business plan must be completed for a three (3) year funding cycle
- The due date for submission of applications is **18th July 2014 at 16h00**. **Applications should ONLY** be delivered via registered post (for tracking purposes) or be handed in at the DSD Western Cape Head Office in Cape Town. **Emailed applications will not be accepted. Delivery details are as follows:**
 - **Physical Address:** Dept. Social Development, 14 Queen Victoria Street, Union House, Cape Town, 8000. *(To be placed in clearly marked application box in the foyer at reception)*
 - **Postal Address:** Dept. Social Development, Private Bag X9112, Cape Town 8001.
- All NPOs that have submitted their business plans will be acknowledged by the Department in writing on receipt of application.
- After a thorough assessment of the application, NPOs will be informed about the outcome of their application in accordance with the policy.

4. Closing Remarks

Enquiries can be referred to the following officials at Helpdesk Support:

Name of Official	Telephone Nr	E-mail Address
Fiona Groenewald	021 -483 4350	Fiona.Groenewald@westerncape.gov.za
Melanise Hindley	021 -483 5760	Melanise.Hindley@westerncape.gov.za

- **DSD Toll-free helpline :** 0800 220 250
- **Provincial Website Address:** <http://www.westerncape.gov.za/dept/social-development>
- The Department will make every effort to ensure that NGOs are informed of the outcome of funding decisions for 2015/16 financial year by **March 2015**.
- In closing the Department would like to thank its service delivery partners who despite numerous challenges, continued in their commitments to serve the needs of those most vulnerable within the province. We trust we can depend on your continued commitment and support during the ensuing financial years.

Regards



HEAD OF DEPARTMENT (ACTING)

DATE:

23/5/14