



**Western Cape
Government**

Cultural Affairs and Sport

Application for Funding

2020/2021

Closing date: 30 September 2019

PLEASE NOTE ALL APPLICATION FORMS MUST HAVE THE FOLLOWING ATTACHMENTS:

No	ATTACHMENTS	TICK
1.	Narrative and Financial Report of how DCAS funds was disbursed	
2.	Copy of Signed AGM minutes (only applicable to new Federations)	
3.	Financial Report or Audited Financial Statement (Financial Statement must reflect income received from DCAS and an expenditure report reflecting Administration, Development, Capacity Building or Transformation funding)	
4.	Confirmation letter if funds were received outside of the financial reporting period	
5.	Signed and dated Constitution (if amended at last AGM)	
6.	Bank stamped EFT Fully completed (only applies to new Sport Federation)	
7.	Annexure 1: Federation Audit (Application will not be considered without the completion of Annexure 1)	
8.	Annexure 2: DCAS funding receipt schedule	
9.	Annexure 3: Priority Sport Codes	
10.	Annexure 4: Club Development Programme	
11.	Event Report	
12.	Letter of Good Standing from District Sport Council	
13.	Chairperson of Federation to initial on each page	

Application completed by:

.....

Capacity of applicant:

.....

Signature of applicant:

.....

Signature of Chairperson:

.....

Date:

.....

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT
SPORT AND RECREATION FUNDING APPLICATION 2020/21

SECTION A:
FEDERATION PROFILE

(Please complete this section if the Chairperson's details have changed)

1. CLIENT PROFILE:

Name of Federation _____

Contact Person _____ Capacity: _____

Address: _____

Home no: _____

Work no: _____

Mobile no: _____

Fax no: _____

Chairperson E-mail: _____

Secretary E-mail: _____

Treasurer E-mail: _____

Web Address: _____

Capacity	Name and Surname	Gender	Demo-graphics	Contact No	ID Number
a. Chairperson					
b. Vice-Chairperson					
c. Secretary					
d. Treasurer					
e. Development Officer					
f. Women and Girls Representative					
g. Transformation Officer					
h. School Sport Representative					
i. Paid Staff, if any					
j. Other					

2. Is the Federation unified?

YES

NO

3. Are you affiliated to the District Sport Council?

YES

NO

4. Date of your federation's last Annual General Meeting:

(Attach AGM minutes signed by the Chairperson)

5. List the Federation's ranking at national level:

6. List the number of provincial players selected for the national squad:

7. Federation sport code season (calendar months): _____ to _____

8. Does the federation host an annual awards ceremony of recognition? _____

9. FINANCIAL INFORMATION

10.1 Stipulate financial year end: _____

10.2 Banking Account Details: (Please complete EFT bank form)

Name of Account Holder: _____

Bank: _____

Type of Account: _____

Account Number: _____

Branch Number: _____

10.3 Complete Financial Receipt Schedule of funds received from the Department for the period, 2018/2019 and 2019/2020 (Complete Annexure 2)

10.4 Please attach audited financial statements of the federation as accepted at the last AGM of the federation.

SECTION B:

FUNDING APPLICATION FORMS

This section consists of the following:

- A. FORM B1: ADMINISTRATION GRANT**
- B. FORM B2: PROJECT SPECIFIC APPLICATIONS:**
 - Development (Education and training, coaching clinics, etc)
- C. FORM B3: TRANSFORMATION PROJECTS**
- D. FORM B4: CAPACITY BUILDING PROJECTS**
- E. FORM B5: TRAVEL TO INTERNATIONAL EVENTS**
- F. FORM C: HOSTING OF MAJOR EVENTS**
- G. FORM D: ACADEMIES**
- H. FORM E: CLUB DEVELOPMENT**

INCOME		EXPENDITURE	
DETAILS	RANDS	DETAILS	RANDS
TOTAL		TOTAL	
		BUDGET DEFICIT/ SURPLUS	

SECTION B2

DEVELOPMENT PROJECTS

PROJECT NAME: _____

IDENTIFIED AREA: _____

PROPOSED DATE OF THE EVENT: _____

TARGET GROUP: _____

PROJECT OBJECTIVES: _____

INCOME		EXPENDITURE	
DETAILS	RANDS	DETAILS	RANDS
TOTAL		TOTAL	

		BUDGET DEFICIT/ SURPLUS	
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SECTION B3

TRANSFORMATION PROJECTS

Form B3

PROJECT NAME: _____

IDENTIFIED AREA: _____

PROPOSED DATE OF THE EVENT: _____

TARGET GROUP: _____

PROJECT OBJECTIVES: _____

INCOME		EXPENDITURE	
DETAILS	RANDS	DETAILS	RANDS
TOTAL		TOTAL	
		BUDGET DEFICIT/ SURPLUS	

PROJECT NAME: _____

IDENTIFIED AREA: _____

PROPOSED DATE OF THE EVENT: _____

TARGET GROUP: _____

PROJECT OBJECTIVES: _____

INCOME		EXPENDITURE	
DETAILS	RANDS	DETAILS	RANDS
TOTAL		TOTAL	
		BUDGET DEFICIT/ SURPLUS	

PROJECT NAME: _____

IDENTIFIED AREA: _____

PROPOSED DATE OF THE EVENT: _____

TARGET GROUP: _____

PROJECT OBJECTIVES: _____

INCOME		EXPENDITURE	
DETAILS	RANDS	DETAILS	RANDS
TOTAL		TOTAL	
		BUDGET DEFICIT/ SURPLUS	

**SECTION C
(COMPLETE ONLY IF HOSTING A MAJOR EVENT)**

MAJOR SPORT AND RECREATION EVENTS 2020/2021

FEDERATION: _____

1. EVENT DETAILS:

1.1 Type of Event: _____

1.2 Date of Event: _____

1.3 Event Status (mark with X in appropriate box)

International	
National	
Provincial	
District	
Other	

1.5 Objective of the Event _____

1.6 Venue/s where the event is to be held:

Organisation/ Company Name	
Contact Person:	
Telephone Number:	
Cell phone Number:	
E-mail address:	
Address (Physical):	

2.1 Resource Contribution of partner: (mark with X in appropriate block)

Financial	
Administrative	
Marketing	
Other	

2.2 Does the event enjoy the support and endorsement of the concerned National federation?

YES	NO
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(If yes please attach the letter of endorsement and support)

3. PARTICIPANT DETAILS

3.1 Participant Target Audience (mark with X in appropriate box)

TYPE	X
International	
National	
Provincial	
District	

3.2 List the Countries, Provinces or Districts participating

Country/ Province/ District	Anticipated Numbers

3.3 Participant Numbers:

Players	
Officials	
Male	
Female	
Disabled	

4. EVENT MANAGEMENT DETAILS

4.1 Event manager appointed? YES NO

4.2 If yes: please complete Voluntary Consultant

Name of Event Manager/ Co-ordinator: _____

Telephone Number: _____

Cell phone: _____

Fax: _____

E-mail: _____

Physical Address: _____

Federation Capacity: _____

5. SECTION C: EVENT HISTORY

5.1 Brief event history:

5.2 Did the federation receive previous DCAS funding for this type of event?

(If YES please complete 5.2.1 onwards)

 YES NO

5.2.1 Date of Event _____

5.2.2 Event report submitted: YES NO

5.2.3 Financial Report YES NO

5.2.4 Please list and attach relevant documents if 5.2.2 and 5.2.3 have not been submitted:

6. EVENT BUDGET

You are required to disclose all your possible sources of income

EVENT BUDGET			
INCOME		EXPENDITURE	
DETAILS	RANDS	DETAILS	RANDS
TOTAL		TOTAL	
		BUDGET DEFICIT/SURPLUS	

APPLICANT: _____

SIGNATURE OF APPLICANT: _____

CHAIRPERSON: _____

SIGNATURE OF CHAIRPERSON: _____

SECTION D
(DISTRICT SPORT ACADEMY PROGRAMME)
2020/2021
Please refer to Annexure 3 for Academy Codes

Federation: _____

Head Coach: _____

Contact: _____

Coaching Qualification: _____

Number of Athletes in the Academy Programme:

1.4 Athlete Status (Provide number in appropriate box)

International	
National	
Provincial	
District	
Other	

1.5 Support required (Mark with X):

SERVICES RENDERED BY ACADEMIES	
1. Talent development	
2. Life Skills Programmes	
3. Coaching	
4. Education and Training	
5. Sport Science and Medical Support	

SECTION E
(COMPLETE NOMINATION FORM FOR CLUB DEVELOPMENT INTAKE)
2020/2021

(For detailed information regarding the Club Development please refer to Annexure 3)

CLUB NAME: _____

Club Chairperson: _____

Contact: _____

Club Secretary: _____

Physical Address: _____

Contact: _____

Club Treasurer: _____

Contact: _____

District where club resides: _____

Municipality: _____

1.6 Support required: _____

CLUBS SUPPORT	✓ Tick the box below
Transport	
Equipment	
Attire	
Capacity building	

Responsible persons within DCAS: Refer to the attached list

FEDERATION CLUB AUDIT

	2019	2020
Number of Clubs		
Number of Clubs in disadvantaged / rural areas		
Number of Juniors		
Number of Seniors		
Number of Members		
Number of Male Members		
Number of Female Members		
Number of Members with a Disability		
Number of Members on the Executive Committee		
Number of Females on the Executive Committee		

LIST OF CLUBS (Attach the list in the format below)

Name of Club	Municipality	Number of Members	Contact Person and Details

REPORT OF FUNDING RECEIVED FROM THE DEPARTMENT:
PERIOD: 2019/2020 AND 2020/2021

Funding Source	2019/2020	2020/2021	TOTAL
Development			
Ad-hoc			
Major Event			
Transformation			
Administration Grant			
Capacity Building			

I, _____

(Name and Surname), Chairperson of _____

(Name of federation) hereby confirm that the information provided was verified and accurate.

Date: _____

PRIORITY SPORT CODES 2020/2021

District Academies
1. Athletics
2. Basket Ball
3. Boxing
4. Chess
5. Cricket
6. Football
7. Goalball
8. Gymnastics
9. Hockey
10. Netball
11. Rugby
12. Softball
13. Swimming
14. Table Tennis
15. Tennis
16. Volleyball

CLUB DEVELOPMENT

- Clubs are recommended for the DCAS Club Development Programme via the relevant Sport Federation.
- The Federation must be in good standing with the Western Cape Sport Confederation and the relevant District Sport Council.
- Clubs must align to the SASCOG Geo-political boundaries.
- Clubs must conform and meet the regulated prescripts of the relevant Federation (meaning: Clubs must be in good standing and meet all obligations pertaining to their Federation).
- Clubs should not be privately owned: An executive structure must be in place (i.e. President/Chairperson/CEO, Vice Chairperson, Secretary, and Treasurer Etc.)
- The club must be governed by a club constitution.
- The Executive Committee of the club must provide latest contact details.
- The club must submit the latest AGM minutes.
- Clubs must submit monthly reports, season fixture, list of members and year calendar in line with the Federation calendar of events.
- Clubs must participate in all capacity building courses and initiatives.
- Clubs may not qualify for assistance if the above prescripts are not adhered to.

APPLICATION PROCESS:

1. Clubs apply by sending a formal letter to request assistance via their respective federation. All documentation stipulated in the criteria guideline must be attached to the request.
2. Applications can be submitted electronically or hardcopy to the Federation and a carbon copy must be submitted to our Coordinator in the District Offices.
3. Consultation process between the CDP component and the relevant Federation.
4. The Federation then signs-off the recommended club/s.
5. The club then receives an official letter of acceptance into the programme from the DCAS Club Development unit.

PRIORITY SPORT CODES ACCORDING TO SRSA

16 + 1 Principle

The Big Five

Football, Netball, Rugby, Cricket and Athletics

11 Core Group

Hockey, Swimming, Tennis, Table Tennis, Basketball, Gymnastics, Softball, Volleyball, Goalball, Boxing and Chess

+ 1: Indigenous Games (Recreation)

Morabaraba, Ncuva, Dibeke, Kgati, Jukskei, Khokho, Diketo and lintonga

Type of Support offered to clubs:

The DCAS Club Development Programme supports 2 divisions within a club (meaning: 1 junior and 1 senior division)

Within the 3 years on the programme, clubs should receive the following:

- Transport support to league matches (an allocated amount per financial year);
- Access to Capacity Building: Education and Training;
- At least one of the following: Basic sport equipment/basic playing attire/tracksuits, depending on the needs analysis done by the District Coordinator.