



**The Municipal Manager**

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**Fax No/ email:** .....

Dear Sir/ Madam

**ANNUAL TRANSFER FUNDING APPLICATION 2022-2023**

1. The Chief Directorate herewith makes available the annual municipal funding application forms for the financial year 2022-2023.
2. **Please note:** To qualify for funding you need to comply with the following and all the relevant documentation needs to accompany your application.
  - Detailed Project Scope of work with itemised costing (Technical Report);
  - Latest signed audited financials (Signed by the Auditor, Municipal Manager & Chief Financial Officer)
  - Signed banking details form (EFT)
3. The application consists of the following sections:
  - **Section A:** Municipality profile
  - **Section B:** Funding application forms
  - Tick boxes to ensure all your documents have been submitted.
    - Narrative & Financial Report of how DCAS funds were disbursed   
(If funds were received in 2019/2020)
    - Detailed Project Scope of work with itemised costing.
    - Latest signed Audited Financial Statement.

- Confirmation letter if funds were received outside of the financial reporting period
- Bank stamped EFT fully completed
- Annexure 1: DCAS funding receipt schedule

4. **The Department reserves the right to not fund municipalities if they have not concluded outstanding projects funded by the Department for the past years.**
5. Please be advised that the department will engage in a process of the district and local municipality engagements where the said application will be discussed. It is expected that no less than 4 Management members, which shall include the Municipal Manager, Director Community Services, the PMU Manager and Chief Financial Officer, from the municipality shall attend the bi-lateral engagements during November 2021.

<b>ACTION</b>	<b>TIME FRAME</b>
Sending applications	30 June 2021
Application closing date	30 September 2021
Consolidation of applications	30 October 2021
Municipal engagements (Bi-laterals)	November 2021 (Provisional)
<b>Transfer funding handover ceremony</b>	<b>May/June 2022</b>

6. The municipalities that apply and qualify will be invited in the first two weeks of November 2021 to present to the department. The Department will then assess and finalise the submission. The final submission must be submitted to the Head of Department by 30 November 2021.
7. The application forms are available electronically (email & website) and hard copy from the relevant district office or from Ms NC Pietersen.
8. All applications shall be addressed for the attention Nicolette Pietersen, also **note** it can be delivered to the district office in your districts, details below.

Department of Cultural Affairs and Sport  
 Protea Assurance Building  
 Greenmarket Square  
 8000  
 Contact Details:  
 Ph: 021 483 9819/0834136082

## 9. NO LATE APPLICATIONS WILL BE CONSIDERED.

Should you need further information do not hesitate to contact one of the following officials:

**Head Office:** Mr Kent Mkalipi 021 483 9506

Kent.Mkalipi@westerncape.gov.za

Ms Nicolette Pietersen 021 483 9819

Nicolette.Pietersen@westerncape.gov.za

### **District Offices**

Roseline Daniels 021 872 1337(Cape Winelands)

Rosaline.Daniels@westerncape.gov.za

Allen Meyer 023 814 2104 (Central Karoo)

Allen.Meyer@westerncape.gov.za

Jean Neethling 044 272 6165 (Garden Route)

Johannes.Neethling@westerncape.gov.za

Nico Mostert 021 447 5582 (Metropole)

Nico.Mostert@westerncape.gov.za

Andries Mdabuli 021 872 1227 (Overberg)

Andries.Mdabuli@westerncape.gov.za

Craig Cornelson 022 713 2727 (West Coast)

Craig.Cornelson@westerncape.gov.za

Kind regards



Dr Lyndon Bouah

**CHIEF DIRECTOR: SPORT AND RECREATION**

Date: 30 June 2021