

Strandfontein Community Police Forum

in partnership with

Department of Police Oversight & Community Safety



2026 MITCHELLS PLAIN SAFETY AND DEVELOPMENT PLAN MARCH / APRIL SCHOOL HOLIDAY PROGRAMME PROJECT APPLICATION FORM FOR FINANCIAL ASSISTANCE

INSTRUCTIONS

1. The applicant must complete **ALL SECTIONS** in **PRINT** (use black ink only) including the **BAS Supplier Bank Form**, which must be certified by the Bank. **The two (2) original bank forms must be submitted** with the application form.
2. A signed copy of your organization's **(a)** NPO certificate, **(b)** charter or constitution, the **(c)** governance model & accountability structure of the organisation as well as **(d)** certified ID copies of the chairperson, secretary and treasurer **MUST** be attached to this Application Form
3. Only applicants that are NPO registered, located and operating in the Mitchells Plain area may apply.
4. The content and format of the holiday programme must be based on the trauma informed approach
5. Applicants must ensure the application is eligible and complete in full to avoid unnecessary queries which might delay consideration or approval for financial assistance.
6. The approval for financial assistance lies within the **SOLE DISCRETION** of the Strandfontein CPF in partnership with Department of Police Oversight & Community Safety (PoCS).
7. Applicants may apply for more than one zone. However, an equal allocation of programmes across all targeted zones will be maintained. Successful applicants might therefore be assigned a different zone to ensure fair distribution.
8. NO LATE APPLICATIONS WILL BE CONSIDERED.
9. The venue to be used for the holiday club must adhere to municipal safety standards
10. **The targeted areas/zones for implementation are as follows;** (1). Beacon Valley; (2) Eastridge;(3) Hyde Park; (4) Portlands; (5) Rocklands;(6)Tafelsig East ;(7) Tafelsig West; (8) Town Centre; (9)Westridge; (10) Colorado Park/Rondevlei Park ;(11)Lentegeur/Montrose Park ;(12) Mandalay; (13)Lentegeur West/New Woodlands ;(14) Woodlands ; (15) Strandfontein . Applicants are **required to clearly indicate** the area in which their proposed school holiday programme will be implemented. **Applications proposing implementation outside of the listed areas will NOT be considered.**
11. The **target group** for the programme is **children between the ages of 5 -14 years.**
12. Project activities will be subsidised at a rate of R120 per child on condition that the activity runs for at least 8 hours and should include lunch and an additional meal. The project must consist of a minimum of 20 youth and maximum of 50 youth.
13. It is **highly recommended that the successful organisation make use of the Mitchells Plain Yeboneers Facilitators** at a rate of R150 per facilitator per day. These facilitators are experienced holiday programme practitioners, trained in the trauma-informed approach, and fully vetted. They will provide additional support to the programme through on-site monitoring. A maximum of 4 Yeboneers will be allocated per project. The Yeboneers incentive will be included in the overall approval
14. Project activities may include activities such as education & awareness, sport & recreation, coding workshops, discussions groups, screening of movies, open MIC sessions etc
15. The applicant will be required to complete a Memorandum of Agreement (MOA) once the application is successful.
16. The applicant must ensure each **child participant must have a signed indemnity form** from his or her parent/guardian and **should be available on site for inspection purposes.**

17. The organisation will be required to submit attendance registers (as prescribed) indicating the names of the participants, their ages and signatures who attended the activity.
18. The successful applicant will be required to submit a project evaluation report (as prescribed) and submit not later than 14 days after the completion of the activity. Failure to comply might have a negative impact towards future funding.
19. **Applications must be submitted no later than 24 February 2025. Completed applications must be submitted electronically to; Ntombolwandle.Casa@westerncape.gov.za**
20. **For enquiries, please contact;**

Strandfontein CPF Secretary – Charlene Morris	strandfonteincpf@gmail.com contact no 0618240511
Liesl Dreyer - Department Police Oversight & Community Safety	Liesl.Dreyer@ westerncape.gov.za contact no 083 333 2880

FOR OFFICE USE

DATE OF RECEIPT		RECEIVED BY	
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1. Details of Applying Organisation

Organisation Name			
Contact Person			
NPO / NGO registration number			
Telephone			
Cellular		E-Mail	
Physical Address		Postal Address	
Postal Code		Postal Code	

2. Bank Details (Please submit with 2 stamped EFT bank forms)

Bank Name		Branch Name	
Account Name		Branch Code	
Account Number			

3. Project Name			
4. Implementation Area & Date			
Indicate the <u>area</u> where the project will be implemented		Indicate street address	
Project start date		Project end date	
5. Situational Analysis of Crime in the area			
5.1 What are the main top 3 safety concerns in your area?			
5.2 Which of these safety concerns are you going to address with this project?			

6.2 Project Budget

Please indicate the estimated youth that will be occupied during your activity, and cost

	Date	Number of youth	Cost
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Total cost			

7. Project Outcomes (e.g. 20 youth are more aware of the risks and dangers of drug abuse.)

State your intended outcomes

No	Project Outcomes
1.	
2.	
3.	
4.	
5.	

8. Project Target Group / Beneficiaries

Please indicate the TARGET GROUP of the project:

Target Group			
Number to be reached		Age Group	

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9. Preparation of Meals & Kitchen Facility

Provide details of the kitchen facility & meals which will be provided daily

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9.1 Provide details of how and where daily meals will be prepared ?

9.2 Describe the menu for each day

Day 1 Meals ;

Day 2 Meals ;

Day 3 Meals ;

Day 4 Meals ;

Day 5 Meals ;

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10. Project Recruitment

How do you plan to recruit children for the programme ? Kindly explain

11. Safety and Security Measures

Describe in detail on what measures will be put in place to ensure the safety and well-being of the child participants over the 5days

12. Sustainability of the Project

Describe how will you contribute towards sustaining the project beyond the school holiday period ?

13. Project Evaluation

Please describe how you will measure the success of the project: What would your success indicators be? **e.g. 5 youth referred to DSD Social worker for counselling support**

1.	
2.	
3.	
4.	
5.	

12. Monitoring of daily attendance

Who will take responsibility and keep record of daily attendance?

Contact Person		Contact Number	
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13. Governance Structure of the Organisation

EXECUTIVE COMMITTEE

NO	POSITION	NAME & SURNAME	CONTACT DETAILS	E-MAIL
1	Chairperson			
2	Treasurer			
3	Secretary			
4	Additional Member			
5	Additional Members			
6	Project Manager			
7				
8				
9				
10				

14. Names of members who will be on duty for the 5 days ?

1.

2.

3.

4.

5.

6.

7.

15. DECLARATION

To be signed by an authorized signatory of the organization

I hereby confirm that the information contained in this application is accurate and complete

Name & Surname

Chairperson

Date