

LETTERHEAD OF MUNICIPALITY

Reference: «F11 - Insert»

Date: «Insert Date»

The Head Official: Provincial Treasury
Western Cape Government
Private Bag X9165
CAPE TOWN
8000

For attention: Mr S Kenyon

Dear Sir

PROVINCIAL CONDITIONAL GRANTS ROLL-OVER APPLICATION

1. The «Insert name of Municipality» Municipality hereby applies for the roll-over of unspent provincial conditional grants at 30 June 2023 as per the requirements of Provincial Treasury Circular Mun No. XXX of 2023.
2. Details of our application per conditional grant allocated in **2022/23** is outlined below:
 - a) «Insert Grant Name» as per Provincial Gazette Extraordinary «Insert Gazette Number» dated «Insert Gazette Date»:
Amount Transferred: « RXXX XXX»
Interest: « RXXX XXX»
Expenditure: « RXXX XXX»
Unspent Amount: « RXXX XXX»

Motivation

«List of projects» «Progress» «Funds Committed» «Time period when funds will be spent»

- b) «Insert Grant Name» as per Provincial Gazette Extraordinary «Insert Gazette Number» dated «Insert Gazette Date»:
Amount Transferred: « RXXX XXX»
Interest: « RXXX XXX»
Expenditure: « RXXX XXX»
Unspent Amount: « RXXX XXX»

Motivation

«List of projects» «Progress» «Funds Committed» «Time period when funds will be spent»

- c) «Insert Grant Name» as per Provincial Gazette Extraordinary «Insert Gazette Number» dated «Insert Gazette Date»:
Amount Transferred: « RXXX XXX»
Interest: « RXXX XXX»
Expenditure: « RXXX XXX»
Unspent Amount: « RXXX XXX»

Motivation

«List of projects» «Progress» «Funds Committed» «Time period when funds will be spent»

- d) «Insert Grant Name» as per Provincial Gazette Extraordinary «Insert Gazette Number» dated «Insert Gazette Date»:
Amount Transferred: « RXXX XXX»
Interest: « RXXX XXX»
Expenditure: « RXXX XXX»
Unspent Amount: « RXXX XXX»

Motivation

«List of projects» «Progress» «Funds Committed» «Time period when funds will be spent»

- e) Considering the information supplied we herewith request that approval be granted for the roll-overs of the unspent grants as at 30 June 2023 as follows:
- a) Unspent «Insert Grant Name» to an amount of «Insert R amount».
 - b) Unspent «Insert Grant Name» to the amount of «Insert R amount».
 - c) Unspent «Insert Grant Name» to the amount of «Insert R amount».
 - d) Unspent «Insert Grant Name» to the amount of «Insert R amount».
- f) I certify that the motivation for each of the grants applied for reflects the requirements as stipulated in the circular.

Yours faithfully

«INSERT NAME OF CFO»
CHIEF FINANCIAL OFFICER
«INSERT NAME OF MUNICIPALITY»