|  |
| --- |
| ***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 2024 as per the requirements of Provincial Treasury Circular Mun No. 08 of 2024.
2. Details of our application per conditional grant allocated in **2023/24** is outlined in the **attached grant register** and below:
3. «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» «attach proof that the unspent funds are committed» «Time period when funds will be spent» |

1. «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» « attach proof that the unspent funds are committed » «Time period when funds will be spent» |

1. «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» « attach proof that the unspent funds are committed » «Time period when funds will be spent» |

1. «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» « attach proof that the unspent funds are committed » «Time period when funds will be spent» |

1. Considering the information supplied we herewith request that approval be granted for the roll-overs of the unspent grants as at 30 June 2024 as follows:
2. Unspent «Insert Grant Name» to an amount of «Insert R amount».
3. Unspent «Insert Grant Name» to the amount of «Insert R amount».
4. Unspent «Insert Grant Name» to the amount of «Insert R amount».
5. Unspent «Insert Grant Name» to the amount of «Insert R amount».
6. **I certify that the motivation for each of the grants applied for reflects the requirements as stipulated in the circular and reconciles to the attached grant register as well as the 30 June 2024 reports submitted to the transferring departments.**

Yours faithfully

**«INSERT NAME OF CFO»**

**CHIEF FINANCIAL OFFICER**

**«INSERT NAME OF MUNICIPALITY»**