



EMALAHLENI MUNICIPALITY

37 Indwe Road
 Private Bag X1161
 Lady Frere, EASTERN CAPE 5410
 Noma Tel: 047 878 2026 / 0792607293
 Fax to E-mail: 047 - 878 0112

FUNDING APPLICATION FORM

1. Introduction

This form serves as an application form for SMME funding. The application will be utilized along with the relevant supporting documentation to evaluate and approve support applications. It is therefore important that the form is completed in full. Failure to complete the application form in full and attaching the required supporting documents will lead to the application being rejected.

2. Targeted Sectors

Please circle the relevant sector:

- Service Industry
- Tourism
- Manufacturing
- Agriculture and Agro-processing
- Creative Industry
- ICT Industry
- Green Economy
- Retail
- Mining
- Other



3. Application

SECTION ONE

Name of the contact person	
Telephone Number – Business	
Mobile/ Cellphone Number/s	
E-mail address	
Company Name	
Company Registration Number (where applicable)	
Names of all the business owner/s	
ID numbers of owner/s	
Business physical address	



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SECTION TWO

Please submit not more than 2 paragraphs in answer to each of the following:

NB: Answers to the below sections MAY be typed out on a separate document and attached to this application form IF THE APPLICANT WANTS TO EXPLAIN FURTHER. Applicants to sign all pages on any document attached to this form.

Company background and ownership

(a) When was your company established and when did it start operations?

(a) In what specific industry area (e.g. manufacturing) does your business operate?

Provide a list of products/services that the business is providing

Financial Performance and employment

How much have you sold over the last 12 months (Sales or Revenue)?	
What have been your expenses over the last 12 months (Total Expenditure)	
How much have you made over the last 12 months (Net Profit or Loss)	
How much are you planning to sell in the next 12 months (Project sales or Revenue)	
Does the business have a separate banking account (Yes or No)	



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How do you plan to increase the sales as planned above?	
How many people are employed on a full-time basis in your business	
How many people are employed on a part-time basis in your business	
How many people are South African	

Market

Give a list of your main customers.

Who are you planning or targeting to sell to?

How do you plan to reach the customers you are targeting?

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Please provide a list of your competitors



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How do you plan to be different from your competitors?

Please describe your current business constraints and how these can be overcome to assist you grow your business? (With the assistance of the grant)

Business Compliance

What kind of license and registration does your business need to have to be compliant if it is not currently compliant?

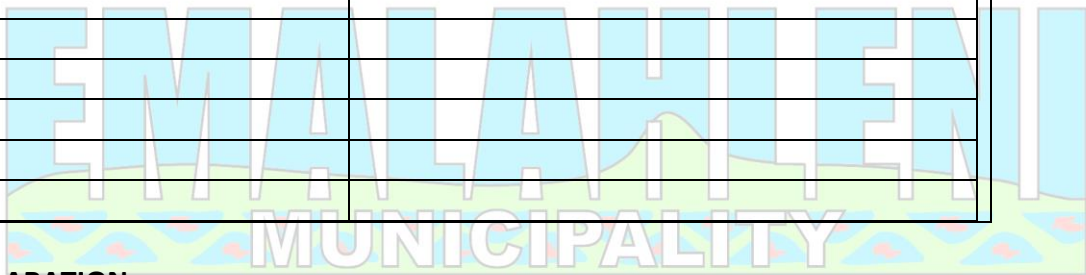


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Company Needs Requirement

Please provide a list of infrastructure, assets and working capital requirements you company needs in the event that your application is successful.



SECTION THREE - DECLARATION

I ACKNOWLEDGE THAT:

- The information I provide will be collected and used by the Emalahleni Local Municipality and stakeholder connected to the programme for purpose of SMME Support.
- I hereby authorize the use and public release in connection with profiling of the business and marketing of the programme. (Sensitive financial information will be withheld from publication.)

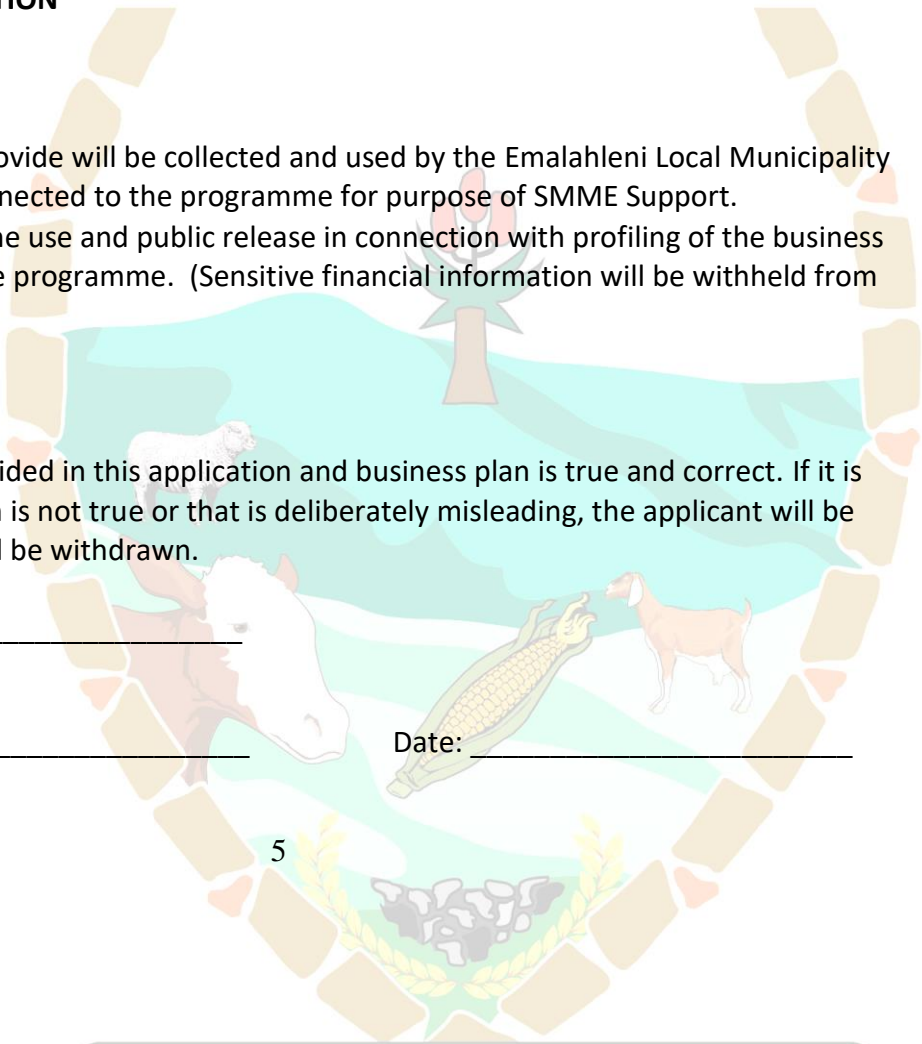
I DECLARE THAT:

The information I have provided in this application and business plan is true and correct. If it is found that such information is not true or that is deliberately misleading, the applicant will be disqualified, or approval will be withdrawn.

Name and Surname

SIGNATURE:

Date:





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SECTION FOUR

Please submit your application together with the following documents in line with the type of your business (formal or informal):

Items	Check (x)
Formal Businesses	
• Business Registration Certificate	
• Valid Tax Clearance Certificate	
• Certified ID copies of applicant(s)	
• Bank Account Confirmation	
• Business plan (proposal)	
• Signed application letter.	
• Business licence	
• Quotation	
Informal Businesses	
• Signed Application Letter	
• Certified copy of Identity Document (ID)	
• Original Proof of Address	
• Municipal Business Licence	
• Quotation	

