



uMGUNGUNDLOVU MUNICIPAL LOCAL ECONOMIC DEVELOPMENT INITIATIVE THROUGH SMME/COOPERATIVES SUPPORT PROGRAMME

2024/25 SMME/CO-OPERATIVE SUPPORT APPLICATION FORM

LOCALITY _____ WARD _____

VILLAGE / TOWNSHIP _____ SECTOR _____

AREA OF BUSINESS OPERATION _____

BUSINESS ADDRESS _____

LOCAL MUNICIPALITY OR COUNCILLOR STAMP



uMgungundlovu District Municipality
Economic Development & Planning
 Telephone/uCingo: (033) 897 6700
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 P.O. Box/lbhokisi 3235
 Pietermaritzburg/ePietermaritzburg 3200

**uMGUNGUNDLOVU MUNICIPAL LOCAL ECONOMIC DEVELOPMENT
 INITIATIVE THROUGH SMME/COOPERATIVES SUPPORT PROGRAMME**

APPLICATION FORM PLEASE NOTE:

- a) Read the funding guidelines information before completing the application form.
- b) All the questions in the application form must be answered in detail – do not only refer to attachments.
- c) The application must be signed and dated.
- d) Submit all the supporting documents as listed on the checklist and / or guidelines.
- e) Incomplete applications will not be eligible for technical consideration.
- f) Applications submitted after the closing date will not be considered.

SECTION A: DETAILS OF APPLICANT

First name(s)	
Surname	
ID Number	
Mobile number	
Alternative Mobile number	
Email address	
Physical Address	
Ward No	
Township/ Village	

SECTION B: BUSINESS INFORMATION

Business Name	
Type of business entity (CC, Cooperative, PTY)	
Business Registration No (CIPC)	
Business Address	
Local Municipality	
Ward No	
Township/ Village	
Years in Operation	

Is the business currently operational? If not, indicate why.	
Has the business benefited from government support in the past (provide details)	
Was the business destroyed/damaged by floods/unrest (Specify if applicable)	
Date when the business was vandalized. Please provide a SAPS case number	

SECTION C: BUSINESS DESCRIPTION

1. Business Description / Profile (What does the business do?) – use extra paper where necessary

2. Business Operations (How does the business operate and function?) - – use extra paper where necessary

3. Business Management (Indicate how the business is managed) – use extra paper where necessary

4. Business Challenges and Risk (indicate challenges and risks that hamper the business) - use extra paper where necessary

SECTION D: MOTIVATION AND IMPACT THE REQUESTED SUPPORT

Provide a problem statement and motivate why the business requires support and what the impact of the support provided will be in terms growth and sustainability. – use extra paper where necessary

SECTION G: NON-FINANCIAL SUPPORT REQUIRED

List and indicate any non-financial support required by the business (if training is required, please clearly indicate the type of training)

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SECTION H: SECTION H: EMPLOYMENT (CURRENT & NEW)

1. Current jobs (Employees currently employed)

No	Position	Job Description	Full /Part Time
1.			
2.			
3.			
4.			
5.			
6.			

Total Number of current full-time employees	
Total Number of current part-time employees	

New jobs (Employment opportunities to be created if business is supported)

No	Position	Job Description	Full /Part Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Total Number of current full-time employees	
Total Number of current part-time employees	

SECTION I: REQUIRED EQUIPMENT AND GOODS TO SUPPORT THE BUSIN

Please check that each of the following components is complete before submitting your application. Please explain the reasons if you are unable to provide any of the information listed below. Please note that failure to provide the necessary information or provide an adequate explanation may result in your application not being considered for funding.

Documents to be submitted with the application form	Yes	No	If No, please state reason(s)
1. Completed, signed, and dated application form for 2024/25 uMDM SMME/Co-operatives Support			
2. Certified copies of applicant and/or business owners Identity Document			
3. Proof of business and residential address			
4. CIPC business registration certificates (for formal micro businesses)			
5. Business licenses and/or permits (for informal businesses) is an added advantage.			
6. Valid Tax Clearance Certificate (Pin) for formal micro businesses.			
7. Three months business banking account (for formal micro businesses)			
8. Business Plan indicating how the requested support will enhance the business and create growth.			
9. Portfolio of evidence of operation i.e. Photos			
10. Signed copy of lease agreement or proof of ownership (business premises)			
11. Two quotations for all the goods, equipment and services requested that are not more than 30 days old			

SECTION J: DECLARATION AND CONSENT

I/we, the undersigned declare that the information provided in this application form is to the best of my/our knowledge true and complete.

I/We also understand that any wilful misrepresentation of the information in this application form will disqualify my application and may lead to legal action against me/us including the laying of criminal charges against me/us as sureties as well as against the entity I/we represent for furnishing false statement or information to uMgungundlovu District Municipality.

I/We hereby grant the Municipality consent to perform an entity/personal search and check on my/our records with any other party (e.g., credit bureau and/or a government agency) relating to this application I/we further authorize Municipality to disclose my personal information to these parties to obtain the information they require and acknowledge the Municipality will never disclose more information than they are required to.

The Municipality warrants that it will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013.

_____	_____
Name of Applicant	Designation
_____	_____
Signature of Applicant	Date

For office use only

Date Application Capture	
Capture	
Technical evaluation	
Verification	
Approved / Not Approved	
Ref Number for Awarded beneficiary	