**ANNEXURE “A”**

**MANDENI MUNICIPALITY EVENT APPLICATION FORM**

**Please complete ALL sections.**

**SECTION 1: Organization Details**

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| **1*.*** | **EVENT /FESTIVAL TITLE** |
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| **2.** | **ORGANISATION DELIVERING THE PROJECT** | |
| **Name:** | **Physical Address:** |
| **Email Address:** | **Postal Address:** |
| **Description of your organization’s Purpose/Activities:** | |

|  |  |  |
| --- | --- | --- |
| **3.** | **CONTACT PERSON 1.** | **CONTACT PERSON 2.** |
| **Name:** | **Name** |
| **Telephone:** | **Telephone:** |
| **Mobile / Cell No.:** | **Mobile /Cell No.:** |
| **Email:** | **Email:** |
| **In what capacity do you serve?** | **In what capacity do you serve?** |
| **Is this a fulltime or part time function /**  **position?** | **Is this a fulltime or part time function /**  **position?** |

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| **4.** | **BUSINESS INFORMATION** | | | | | | | |
| **Entity’s Registration Number:** | | | | **Tax Registration Number:** | | | |
| **Is this a new or existing event?** | | |  | **New** |  | **Exiting** | |
| **If it exists, how long?** | | | | | | | |
| **Please indicate the appropriate event segment/s** | | | | | | | |
|  | **Sport** |  | **Cultural** |  | **Business** |  | **Music** |

**SECTION 2: Grant Details**

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| **5.** | **ORGANISATION DELIVERING THE PROJECT** | |
| **Please indicate the nature of support required:** | |
|  | **Non-Financial (e.g. letters of support, attendance at events)** |
|  | **Financial (including requests for municipal services)** |
|  | **Both financial and non-financial** |

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| **6.** | **Have you applied for funding to any of Government Organization?** | | |  | **Yes** |
|  | **No** |
| **If yes, please indicate the name of the Grant Program and the name of the project:** | | | | |
| **Name of Program** | **Name of Project** | **Date of Application** | **Amount Applied For** | |
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| **7.** | **PREVIOUS GRANTS** | | | | | |
| **Have you applied for funding from one of Mandeni Municipality’s Programs in the previous three years (either successfully or unsuccessfully)?** | | | |  | **YES** |
|  | **NO** |
| **If yes, please indicate the name of the Grant Program and the name of the project:** | | | | | |
| **Name of Program** | **Name of Project** | **Date of Application** | **Amount Applied For** | | |
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**SECTION 3: Event Summary**

**If you require extra space, please attach your responses to the following questions on a separate page.**

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| **8.** | **EVENT / FESTIVAL OVERVIEW (Provide a short paragraph of the festival, outlining its**  **primary aims)** |
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| **9.** | **KEY DATES (List all major project phases with accompanying dates, including**  **commencement of planning)** | |
| **Phase** | **Date** |
| 1. **Commencing of Planning** |  |
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| **10.** | **PARTICIPANT DETAILS** | | | | |
| **Estimated number of people involved in creating event /festival (including committee, artists and volunteers)** |  | | | |
| **Estimated number of Visitors to Mandeni** |  | | | |
| **iLembe District Municipality** |  | | | |
| **Provincial** |  | | | |
| **National** |  | | | |
| **International** |  | | | |
| **Does the event have any media partners?** |  | **YES** |  | **NO** |
| **If yes, please specify whether community, national or international**  **TV \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Radio \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Media \_\_\_\_\_\_\_\_\_\_\_** |  | |  | |
| **Please provide details of your media plan:** | | | | |
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| **11.** | **VENUE INFORMATION** | | |
| **Name of Venue/Location for the Event /**  **Festival (if applicable)** |  | |
| **Have you obtained any necessary (attach relevant approval documents) permits/approval from the Committee or Management and/or owners of the property? (This includes Council-owned buildings and land)** |  | **Yes (attach relevant**  **approval documents)** |
|  | **No** |
| **If the Festival or Event is to be conducted outdoor site, do you have a Solid Waste Management Plan.** |  | **Yes (attach relevant**  **approval documents** |
|  | **No** |
| **Have you applied for an Event Permit**  **and SAPS rating?** |  | **Yes (attach relevant**  **approval documents** |
|  | **No** |

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| **12.** | **EVENT / FESTIVAL MANAGEMENT STRUCTURE** |
| **Please list key people involved and management structure of event / festival.** |
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**SECTION 4: Events support criteria**

**If you require extra space, please attach your responses to the following questions on a**

**separate page.**

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| **13.** | **Describe the cultural and artistic opportunities provided by the festival/event. Include information about any involvement of local artists.:** |
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| **14.** | **Explain how the festival/event directly benefits the residents of Mandeni Municipality. Please list the number of temporary job opportunities the festival/ event will create?** |
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| **15.** | **Provide information to show community support for the project. Describe the community consultation process, if any. (Please attach letters of support, if any).** |
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| **16.** | | **Outline the marketing and promotion strategy of the festival/event.** |
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| **17.** | **Describe how other organisations contribute to the project through voluntary or in-kind services.** | |
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| **18.** | **Detail any previous festival/event that your organization has successfully delivered.** |
|  |

**SECTION 5: Support required from Mandeni Municipality**

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| **19.** | **ROAD CLOSURES** | | |
| **Date(s)** | **Name of Street** | **Time** |
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| **20.** | **SOLID WASTE MANAGEMENT SERVICES** | | |
| **Dates** | **Venue** | **Time** |
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| **21.** | **ELECTRICITY** |
| **Type of support required:** |
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| **22** | **VENUES (which Council owned venues will be required for the event)** | | | |
| **Dates** | **Venue** | **What Purpose** | **Time** |
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| **23.** | **TRAFFIC & LAW ENFORCEMENT** |
| **Type of support required:** |
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| **24.** | **FIRE & EMERGENCY SERVICES** | | |
| **Have you developed a disaster management plan** |  | **Yes (please attach)** |
|  |  | **No** |
| **What type of assistance will be required:** | | |

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| --- | --- | --- | --- |
| **25.** | **HEALTH AND SAFETY PLANS** | | |
| **Have you developed a Health and Safety Plan** |  | **Yes (please attach)** |
|  |  | **No** |

**SECTION 6: Project Budget**

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| **26.** | **Please provide all the details of your budget in the tables below (please attach an extra page if you require more space or want to present it differently)** |
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| **INCOME** | | | **EXPENDITURE** | | |
| **Earned Income** | **Anticipated** | **Confirmed** | **Activities/Content (itemize)**  **i.e. Fees, materials etc.** | |  |
| **Donations** | **R** | **R** |  | **R** |  |
| **Sponsorship** | **R** | **R** |  | **R** |  |
| **Entry Fees** | **R** | **R** |  | **R** |  |
| **Other** | **R** | **R** |  |  |  |
|  | | | | | |
| **Contribution by Organisation** | | | **Administration Costs (itemise)** | | |
| **Cash** | **R** | **R** |  | **R** |  |
| **In-Kind** | **R** | **R** |  | **R** |  |
| **Other** | **R** | **R** |  | **R** |  |
|  | | | | | |
| **Contribution by Community** | | | **Marketing & Promotion (itemise)** | | |
| **Community**  **Fundraiser** | **R** | **R** |  | **R** |  |
| **In-kind Support** | **R** | **R** |  | **R** |  |
| **Other** | **R** | **R** |  | **R** |  |
|  | | | | | |
| **Grants** | | | **Venue/Site (itemise** | | |
| **Mandeni Event/Festival** | **R** | **R** |  | **R** |  |
|  | **R** | **R** |  | **R** |  |
|  | **R** | **R** |  | **R** |  |
|  |  |  | **Production and Equipment (itemise)** | | |
|  |  |  |  | **R** |  |
| **Other Income** | **R** | **R** |  | **R** |  |
|  | **R** | **R** |  | **R** |  |
|  | **R** | **R** |  | **R** |  |
|  | | | | | |
|  |  |  | **Other expenditure (itemise)** | | |
|  |  |  |  | **R** |  |
|  |  |  |  | **R** |  |
|  |  |  |  |  |  |
| **Total Anticipated Income** | | **R** |  |  |  |
| **Total Confirmed Income** | | **R** |  |  |  |
|  | | | | | |
| **TOTAL INCOME** | | **R** | **TOTAL EXPENDITURE** | | **R** |

**SECTION 7: Funding Agreement & Application Authorization**

**APPLICATION FORM AUTHORISATION**

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| **27.** | **This section should be signed by the person completing the Application Form** | |
| **1. I confirm, on behalf of the applicant organization, that any funds provided by Mandeni Municipality will be expended:**   * **In accordance with the Mandeni Financial Support for Events Policy of 2025.** * **Within the Mandeni Municipal boundaries.** * **As outlined in this application** | |
| **2. I confirm that all details supplied in this application and attachments are true and correct to the best of my knowledge and that the application form has been submitted with the full knowledge and agreement of the applicant organization.** | |
| **3. Signed for and on behalf of (insert**  **name of Organization Undertaking**  **Project)** |  |
| **4. Name of Person completing application** |  |
| **5. Position in Organization** |  |
| **SIGNATURE** |  |

**For Official Use**

**1. Does this proposal contribute to achieving Mandeni Municipal objectives?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** |  | **NO** |

**2. Event Support Recommendation by Events Committee**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Recommended** |  | **Not Recommended** |

**□ Recommended □ Not Recommended**

**3. Comments**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**