



# GRANTS-IN-AID POLICY

in terms of Section 67 of the  
Municipal Finance Management Act, 2003  
(Act 56 of 2003)

Approved: with effect from 1 July 2019

Reviewed and amended: May 2025

**Reviewed and amended: May 2026**

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### ANNEXURES:

Appendix A Grants-in-aid Application Form

Appendix B Memorandum of Agreement (MOA)

## 1. DEFINITIONS

“**Appendix A**” means the application for grant-in-aid, detailed more fully below, and provided for in clause 7;

“**Appendix B**” means the memorandum of agreement (MOA), detailed more fully below, and provided for in clause 10;

“**Beneficiary**” means an organisation as defined herein to which the Municipality has allocated a grant-in-aid;

“**Grant-in-aid**” means a grant-in-aid, allocation or contribution, as referred to in Section 17(3)(j)(iv) of the MFMA, made by the Municipality to any organisation or body outside any sphere of government, which does not constitute a commercial or business transaction, and refers only to a monetary donation;

“**Memorandum of agreement (MOA)**” means the agreement entered into between the Municipality and any beneficiary who receives a grant-in-aid in terms of this policy and Appendix A;

“**MFMA**” means the Municipal Finance Management Act, 2003 (Act 56 of 2003);

“**organisation**” means an organisation or body as contemplated in Section 67 of the MFMA, which is either –

- registered in terms of Section 13 of the Non Profit Organisations Act, 1997 (Act 71 of 1997);
- a company incorporated as a non-profit company in terms of the Companies Act, 2008 (Act 71 of 2008);
- a non-governmental organisation (NGO) that is a legally constituted non-profit organisation that operates independently from any form of government;
- an organisation providing community based care and support services to the aged;
- an organ of state or properly constituted community; or
- a welfare or voluntary organisation which have a constitution, provable active membership, have regular meetings with their membership and subscribe to sound accounting practices, and which is located and serve communities and individuals who are most in need within the jurisdiction of the Municipality.

## 2. PURPOSE, AIMS AND OBJECTIVES

2.1 This policy aims to provide a framework for grants-in-aid to organisations as defined in the policy that serve the poor, marginalised or otherwise vulnerable as envisaged by Sections 12 and 67 of the MFMA.

2.2 The purpose of the Grants-in-Aid Policy is to complement the goals, objectives, programmes and actions of the Swartland Municipality’s Integrated Development Plan (IDP), in order to give effect to the Municipality’s vision of establishing a Swartland 2040 where people can live their dreams.

- 2.3 Grants-in-aid should not duplicate services already provided for by the Municipality or which falls within the geographical jurisdiction in which the Municipality operates.
- 2.4 Grants-in-aid should improve the opportunity for the Municipality to elicit the support of external organisations which fall within the Municipality's area of responsibility in a way that allows the Swartland community to create an enabling environment for community development.

### **3. LEGAL FRAMEWORK**

- 3.1 The Municipality derives its competency to allocate and distribute grants-in-aid in terms of Section 156 of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) read with Section 8 of the Municipal Systems Act, Schedule 4 Part B and Schedule 5 Part B, which contains the local government matters which falls under a municipality's powers and functions. Thus a municipality may distribute grants-in-aid to organisations and bodies which promote and support these different matters as listed.
- 3.2 All transfers of funds in terms of this policy shall comply with the Constitution, the Municipal Systems Act, 2000 (Act 32 of 2000), the Municipal Finance Management Act, 2003 (MFMA), the Municipal Regulations on Cost Containment, 2019; and any other applicable legislation, regulations and policies that may govern the transfer of municipal funds and that are not in contradiction to the above.

### **4. RESTRICTIONS**

- 4.1 This policy applies to all transfers or grants made by the Municipality towards support of services for the poor, marginalized or otherwise vulnerable people, but excludes –
- (1) grants made by the Executive Mayor from the proceeds of special fund-raising activities, such as golf days;
  - (2) donations made from specific amounts which may be set aside by the Municipality from which the Municipal Manager, after consultation with the Executive Mayor, may at his/her discretion, make donations to support individual, meritorious cases in order to assist and/or recognise individual excellence in whichever field; and
  - (3) donations made in the form of services rendered to events that meaningfully contribute towards local economic development, authorised by the Municipal Manager in his sole discretion, which services could be calculated in monetary terms.
- 4.2 Individuals may not apply for grants-in-aid and no payment may be made under this policy to individuals. Bursaries to individuals are treated according to the applicable municipal policy guidelines.
- 4.3 The total expenditure on grants may not exceed 1% of the operating budget of the Municipality.
- 4.4 Grants will only be made for organisations operating within the Swartland municipal area.

- 4.5 The decision regarding the amounts to be transferred to beneficiaries as grants-in-aid in terms of this policy is solely at the discretion of the Municipality and subject to the availability of funds in its operating budget.
- 4.6 Grants-in-aid transfers/payments shall be restricted to deserving organisations serving especially those working with the poor, aged, youth, disabled, women and the unemployed, unless otherwise so approved in the annual budget, as per the eligible categories in clause 6, provided that such organisations or bodies:
- (1) operate as a separate legal entity and are recognized as such by South African legislation;
  - (2) are governed by their constitutions, have regular meetings with their membership and subscribe to sound accounting principles; and
  - (3) are allocated and serves communities and individuals who are most in need within the jurisdiction of the Swartland Municipality.
- 4.7 No grant will be allocated, under this policy, to organisations or bodies in cases where a member of Council, an official of Swartland Municipality or close relative of said individuals receive any financial or other gain.
- 4.8 Funds may only be transferred to an organisation if provision has been made for the expenditure that has been appropriated in the approved budget.
- 4.9 An organisation is only entitled to one allocation per financial year, but disbursements can be made more often, e.g. by means of monthly instalments.
- 4.10 Payments shall not be processed as grants-in-aid for goods and services provided to the municipality, which must be subjected to a proper supply chain management process.
- 4.11 Funding will not be considered in the following instances: -
- (1) Where a project or organisation is already receiving funds from the Municipality in terms of the Municipality's functions.
  - (2) Where, in the Municipality's opinion, an organisation receives sufficient funds from other sources to sustain its activities or the project applied for. For this purpose, in its sole discretion, the Municipality may require from a beneficiary during the annual screening/review process as contemplated herein, to submit financial statements and a budget for the ensuing financial year;
  - (3) To organisations who cannot account for the expenditure of a previous grant-in-aid;
  - (4) Where only one individual will benefit;
  - (5) For political ratepayers organisations/groupings;
  - (6) For projects outside the boundaries of the Municipality;
  - (7) Where expenses have already been incurred;
  - (8) Where the applicant seeks to establish a new organisation;

- (9) Where the application form was not properly completed by the applicant and not all documentation provided without a reasonable explanation;
- (10) Where applications were received after the due date and time for submissions, unless on good cause shown by the applicant, permission to submit the application and/or required documents has been granted by the Director: Corporate Services; and
- (11) Where the applicant is more than three months in arrears to the Municipality.

## **5. GENERAL GUIDELINES AND CONDITIONS**

### **5.1 General Guidelines**

The following general guidelines shall apply to all applications for grants-in-aid:

- (a) Receiving any grant-in-aid, irrespective of the amount granted is a privilege not a right;
- (b) No precedent is established in respect of applicants who have been awarded grants-in-aid before;
- (c) Funding of applications will largely be considered on an annual basis. However, ad hoc applications may be considered by the Municipal Manager, in consultation with the Executive Mayor, subject to such ad hoc funds having been made available during the annual budget process.
- (d) All funds received from the Municipality in the same financial year through any other means will be taken into consideration.

### **5.2 Conditions**

- (a) All applicants must complete a grant-in-aid application form and submit with it all relevant information and documents requested therein.
- (b) The Municipality reserves the right to, or not to, fund an organisation for more than one year;
- (c) Where funding is made available for more than one year, beneficiaries will be screened annually by the Municipality to determine, in its sole discretion, whether the beneficiary will qualify for funding during the ensuing financial year.
- (d) Beneficiaries must implement effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement;
- (e) The grant must be exclusively utilised for the purposes defined in the MOA to be concluded with a beneficiary;
- (f) The MOA signed with a beneficiary must be complied with, including all reporting, financial management and auditing requirements as may be stipulated in the agreement
- (g) Grant-in-aid applications must be accompanied by a business plan which clearly sets out what any grant-in-aid from the Municipality would be used for.

### **5.2.1 Specific conditions**

Crèches and Soup Kitchens –

- must be affiliated with a Non-Profit Organisation (NPO) for service delivery;
- must be registered with the Western Cape Department of Social Development.

## **6. CATEGORIES ELIGIBLE FOR GRANTS-IN-AID**

The following categories currently apply. Cognisance should be taken that these categories are not exhaustive. Other than the general guidelines and conditions set out above, categories indicated below may require specific criteria applicable to its projects/programmes:

### **6.1 Social development and wellbeing**

Projects/programmes include the following but are not limited to:

- (1) Poverty alleviation
- (2) Upliftment of communities, inclusive of sporting bodies
- (3) Vulnerable groups (poor/aged/youth/disabled/women) within communities
- (4) Early childhood development
- (5) Museum preservation as part of the Swartland identity

### **6.2 Environmental wellbeing**

Projects/programmes include the following but are not limited to:

- (1) Organisations promoting community involvement in environmental projects
- (2) Projects aimed at the sustainable management of:
  - Biodiversity
  - Heritage resources
  - Ecological conservation areas
  - Nature area management
  - Wetlands

### **6.3 Local economic development**

Projects/programmes that promote the Swartland identity, including but not limited to sporting events

## **7. APPLICATIONS**

7.1 Organisations identified by the Municipality to qualify for financial assistance in terms of this policy shall be required to duly complete an application form as per Appendix A hereto, and to submit same, along with the required documents and information, to the Director: Corporate Services in time to complete all relevant processes.

- 7.2 The Director: Corporate Services shall annually, by 31 July annually, invite existing beneficiaries in respect of whom provision has been made by the Council in the applicable operating budget, to submit their applications and all documents that may be required by 30 August, unless on good cause shown extension is granted by the Director: Corporate Services.
- 7.3 No grant will be considered if no or an incomplete application form is submitted.
- 7.4 A grant-in-aid will be made to deserving organisations for a period not exceeding three years, provided that financial assistance will be reviewed on an annual basis in terms of the deliverables in the MOA concluded with the beneficiary, in order to ensure that the Municipality complies with its legislative duties.
- 7.5 New applicants will be screened and existing beneficiaries reviewed annually by a committee comprising of the Chief Financial Officer, Director: Corporate Services and Manager: Community Development, which committee shall have the sole discretion to decide whether or not a grant-in-aid will be made or continued.
- 7.6 Old age homes are deemed to be the backbone in serving the vulnerable and the poor in the Swartland area and due to past acknowledgements and controls need not apply annually. Any change in their status must be communicated to the Municipality. Upon status review if and when required, the need to not submit annual financial statements or not will be reconsidered. The Department of Community Development will bi-annually exercise the necessary oversight based on the memorandum of agreement.

## **8. RIGHTS OF THE MUNICIPALITY**

- 8.1 The Municipality shall be entitled, from time to time, to verify and inspect the existence and activities of the beneficiary. The Municipality will therefore have the right to physically visit the premises where the organisation of the funded project is based, to peruse the budgets and any progress reports related to the project (in contract).
- 8.2 The Municipality shall manage contracts entered into with organisations by receiving reports and doing the necessary site visits and inspections to ensure that this policy and contract are being complied with.
- 8.3 The Municipality has the sole discretion to determine the duration for which the grant-in-aid would be provided, and to determine the amount of grant to be awarded, subject to budget provision. Having been awarded a grant previously does not give a beneficiary the right to receive a grant again.
- 8.4 The grant-in-aid will be cancelled where a beneficiary has failed to remedy deliverables set in the MOA.

**9. OBLIGATIONS OF THE BENEFICIARY**

- 9.1 The head of the beneficiary must acknowledge in writing to the Municipal Manager that the money was received in its bank account and that the amount is/will be utilised to the benefit and in accordance with the role of the beneficiary. The funds shall only be used as outlined in the MOA.
- 9.2 The beneficiary shall report as per the requirements stipulated in the MOA, but at least annually, to the Municipal Manager (or designated official) regarding the activities conducted.

**10. AGREEMENT**

Before any funds are transferred to a beneficiary an agreement, generally in accordance with Appendix B hereto must be concluded by the Municipal Manager to protect the interest of the Municipality.

**11. DEVIATION**

Notwithstanding the provisions of this policy, the Municipal Manager, after consulting with the Executive Mayor, may authorize any deviation from this policy under justifiable circumstances.

**12. REVIEW**

The Director Corporate Services shall ensure that the policy is reviewed and updated annually by end May latest to reflect changing needs, priorities, and best practices.



**APPENDIX A**

**APPLICATION FOR GRANT-IN-AID**

**PLEASE NOTE:** All the questions must be answered and if not applicable, be marked as such. Each page of the application must be initialled and the last page must be signed by the applicant. If there is not enough space for answers, please use and attach further sheets of pages which must also be initialled by the applicant.

Applicants desiring assistance with regards to the completion of this form must contact the applicable project manager within the Municipality.

The allocation of Grant-in-Aid will only be considered if the application has been fully completed and signed and is accompanied by the required and supporting documentation referred to herein.

<b>A</b>	<b>REGISTERED NAME OF ORGANISATION</b>			
<b>B</b>	<b>DATE AND YEAR IN WHICH THE ORGANISATION WAS FOUNDED</b> (Include a brief description of the business or activities of the organisation)			
<b>C</b>	<b>ADDRESS OF REGISTERED ORGANISATION (Within the municipal area of jurisdiction)</b>			
	<b>PHYSICAL ADDRESS</b>		<b>POSTAL ADDRESS</b>	
	<b>CODE</b>		<b>CODE</b>	
<b>D</b>	<b>CONTACT DETAILS</b> (Details of the person to contact regarding this GIA application)			
	<b>NAME &amp; SURNAME</b>			
	<b>POSITION</b>			
	<b>TEL</b>	<b>( )</b>	<b>FAX</b>	<b>( )</b>
	<b>MOBILE</b>		<b>ALTERNATIVE</b>	
	<b>E-MAIL ADDRESS</b>			
<b>E</b>	<b>REGISTRATION</b>			
	<b>Is the organisation a non-profit or non-governmental organisation?</b>		<b>YES</b>	<b>NO</b>
	<b>If YES, please provide the Registration Number</b> (Attach a copy of the registration certificate or proof of other affiliation where applicable)		Registration number:	

<b>F</b>		<b>BOARD/COMMITTEE MEMBERS OF THE ORGANISATION</b> (List ALL Board/Committee members of the organisation. Insert a separate page if the space is not enough.)	
<b>1</b>	<b>NAME AND SURNAME</b>		
	<b>POSITION</b>		
	<b>ADDRESS</b>		
	<b>CONTACT NUMBER</b>		
<b>2</b>	<b>NAME AND SURNAME</b>		
	<b>POSITION</b>		
	<b>ADDRESS</b>		
	<b>CONTACT NUMBER</b>		
<b>3</b>	<b>NAME AND SURNAME</b>		
	<b>POSITION</b>		
	<b>ADDRESS</b>		
	<b>CONTACT NUMBER</b>		
<b>4</b>	<b>NAME AND SURNAME</b>		
	<b>POSITION</b>		
	<b>ADDRESS</b>		
	<b>CONTACT NUMBER</b>		
<b>5</b>	<b>NAME AND SURNAME</b>		
	<b>POSITION</b>		
	<b>ADDRESS</b>		
	<b>CONTACT NUMBER</b>		
<b>6</b>	<b>NAME AND SURNAME</b>		
	<b>POSITION</b>		
	<b>ADDRESS</b>		
	<b>CONTACT NUMBER</b>		
<b>7</b>	<b>NAME AND SURNAME</b>		
	<b>POSITION</b>		
	<b>ADDRESS</b>		
	<b>CONTACT NUMBER</b>		

8	<b>NAME AND SURNAME</b>			
	<b>POSITION</b>			
	<b>ADDRESS</b>			
	<b>CONTACT NUMBER</b>			
9	<b>NAME AND SURNAME</b>			
	<b>POSITION</b>			
	<b>ADDRESS</b>			
	<b>CONTACT NUMBER</b>			
10	<b>NAME AND SURNAME</b>			
	<b>POSITION</b>			
	<b>ADDRESS</b>			
	<b>CONTACT NUMBER</b>			
<b>G PREVIOUS FUNDING</b>				
Have you received Swartland Municipality Grant-in-Aid funding previously?				
If YES, for which financial year/s?				
What amount was received?				
Did you submit Financial Reports for the funds received?				
Do you receive any other sources of funding, and if so, list the applicable amounts.				
<b>H CATEGORY</b> (For more information refer to clauses 5 and 6 of the Grant-in-Aid Policy for general guidelines and categories eligible for GIA. Tick the applicable box below.)				
<b>SOCIAL DEVELOPMENT AND WELLBEING</b>			<b>LOCAL ECONOMIC DEVELOPMENT</b>	
<b>ENVIRONMENTAL WELLBEING</b>				
<b>OTHER</b> (Please specify)				
<b>I REQUEST FOR FUNDING</b>				
<b>Is funding required for a specific project?</b> (If YES, attach details separately, including the duration of the project)		YES		NO
<b>Is funding required for general support?</b> (If YES, attach a copy of the organisation's overall budget)		YES		NO
<b>Budgeted amount requested</b>				
<b>J THE FOLLOWING MUST BE ATTACHED TO THIS APPLICATION</b> (Please use this form as a check-list, to ensure that you comply with the specified requirements.)				
1	<b>AUDITED FINANCIAL STATEMENTS</b> (A copy of the latest audited financial statements or independently reviewed financial statements were when-applicable.)			



**PLEASE TAKE NOTE:** The completed application forms, together with all the required supporting documentation must be posted to The Municipal Manager, Private Bag X52, Malmesbury 7299 or hand delivered to The Municipal Manager, 1 Church Street, Malmesbury 7300.



**MEMORANDUM OF AGREEMENT**

entered into by and between

**SWARTLAND MUNICIPALITY**

(hereinafter called the  
"MUNICIPALITY")

herein represented by **Joggie Scholtz**, in his capacity as **Municipal Manager**, being duly authorised

and

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(hereinafter called the "BENEFICIARY")

herein represented by \_\_\_\_\_ in his/her capacity as \_\_\_\_\_,  
being duly authorised

**WHEREAS** Section 67(1) of the Local Government: Municipal Finance Management Act, Act 56 of 2003 (MFMA) obliges the Accounting Officer of a MUNICIPALITY to satisfy himself that, before transferring funds of the MUNICIPALITY to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, that such organisation or body:-

- (a) has the capacity and has agreed-
  - (i) to comply with any agreement with the MUNICIPALITY;
  - (ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;
  - (iii) to report at least monthly to the Accounting Officer on actual expenditure against such transfer (should transfers be done on a monthly basis); and

- (b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and
- (c) has in respect of previous similar transfers complied with all the requirements as set out above; and
- (d) give permission to site visits done by the MUNICIPALITY.

**WHEREAS** the MUNICIPALITY has approved a Grants-in-Aid Policy, in terms whereof applications are considered;

**WHEREAS** the BENEFICIARY has applied for a grant-in-aid as per the official grant-in-aid application form; and

**WHEREAS** the MUNICIPALITY has approved such application, subject to certain conditions;

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

**1. TRANSFER OF FUNDS**

1.1 The MUNICIPALITY hereby undertakes to transfer an all-inclusive amount of R..... (.....), being a donation for the period 01 Jul 20... to 30 June 20... to the BENEFICIARY.

1.2 Bank Account details: (The following are confirmed through a correctly completed Suppliers Bank Account Form which is to accompany the BENEFICIARY's application.)

Account number	:	_____
Name of financial institution	:	_____
Name of account holder	:	_____
Branch code	:	_____
Type of account	:	_____

1.3 The all inclusive amount will be transferred in equal amounts on the following dates (if applicable):

\_\_\_\_\_

**2. OBLIGATIONS OF BENEFICIARY**

2.1 The BENEFICIARY must acknowledge in writing to the Municipal Manager that the amount(s) was(were) received in its bank account.

2.2 The BENEFICIARY hereby certifies that the money will be utilised in accordance with the role of the organisation or society, to the benefit of the community and in accordance with the project(s) / programme(s) as indicated in the application form.

2.3 The BENEFICIARY undertakes to report to the Municipal Manager regarding the activities conducted, actual expenditure against such transferred funds, as well as the number of people benefiting from the activities as determined below.

Reporting requirements: .....  
.....

**3. SPECIFIC CONDITIONS**

3.1 The parties specifically agree on the following:

That the organisation will commit to active involvement in any program run by the MUNICIPALITY in the area of operation of the organisation when such a program is active in the community.

**Other conditions:**

\_\_\_\_\_  
\_\_\_\_\_

**4. DECLARATION OF INTEREST**

The BENEFICIARY declares that the following municipal employees and/or councillors have a vested interest in the business of the BENEFICIARY. However, they do not benefit directly from this donation and were not part of the decision making process in the allocation of the donations:  
(Name and designation)

\_\_\_\_\_  
\_\_\_\_\_

## **5. ACQUISITION OF ASSETS**

Should the BENEFICIARY wish to acquire any moveable or immovable assets with the money donated in terms of this Agreement, the BENEFICIARY hereby undertakes to take all reasonable steps to ensure that such assets are maintained and that a system of internal control of such assets is in place.

## **6. RIGHTS OF THE MUNICIPALITY**

6.1 The MUNICIPALITY shall be entitled, from time to time, to verify the existence and to inspect the activities of the BENEFICIARY, having regards for its right to privacy as entrenched in terms of the Constitution of the Republic of South Africa.

6.2 The MUNICIPALITY shall further be entitled to peruse the budgets and any progress reports related to the project / programme as per this Agreement.

## **7. FAILURE TO COMPLY**

7.1 Failure by the BENEFICIARY to comply with the obligations as set out in Clause 2 of this Agreement, may lead to the cancellation of this Agreement, in which case the MUNICIPALITY may demand that the organisation pays back any unspent funds as per this Agreement. The MUNICIPALITY may even, depending on the circumstances leading to the non-compliance by the BENEFICIARY, demand that the organisation pays back the full amount paid to the BENEFICIARY.

## **8. INDEMNIFICATION**

8.1 The BENEFICIARY hereby acknowledges that it receives the grant voluntarily and that it shall keep the MUNICIPALITY indemnified at all times against any loss, cost, damage, injury or liability suffered by the MUNICIPALITY resulting from any action, proceeding or claim made by any person (including themselves) against the MUNICIPALITY caused directly or indirectly by the use/spending of the grant.

## **9. DISPUTE RESOLUTION**

9.1 Any dispute arising from this Agreement shall be mediated between the Parties by a mutually agreed upon and suitably skilled mediator. Should the mediator be unsuccessful and the Parties fail to reach agreement, the dispute may be referred by the aggrieved Party to the arbitration of a single arbitrator, to be agreed upon between the Parties, or failing agreement, to be nominated on the application of any Party, by the President for the time being of the South African Association of Arbitrators. The decision of the single arbitrator shall be final and binding on the Parties.

**10. NOTICES AND DOMICILIA**

10.1 The parties choose as their *domicilia citandi et executandi* their respective addresses as set out in this clause for all purposes arising out of or in connection with the agreement at which addresses all processes and notices arising out of or in connection with this Agreement, its breach or termination, may validly be served upon or delivered to the Parties.

10.2 For purposes of this Agreement the Parties' respective addresses shall be:

**10.2.1** The MUNICIPALITY:

1 Church Street Malmesbury

7300

Fax: 022 487 9440

**10.2.2** The BENEFICIARY:

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**e-mail address:** \_\_\_\_\_

or at such other address of which the Party concerned may notify the other(s) in writing provided that no street address mentioned in this sub-clause shall be changed to a post office box or poste restante.

10.3 Any notice given in terms of this Agreement shall be in writing and shall-

10.3.1 if delivered by hand be deemed to have been duly received by the addressee on the date of delivery;

10.3.2 if posted by prepaid registered post be deemed to have been received by the addressee on the 8<sup>th</sup> (eighth) day following the date of such posting;

10.3.3 if transmitted by facsimile be deemed to have been received by the addressee on the day following the date of despatch;

10.4 Notwithstanding anything to the contrary contained or implied in this Agreement, a written notice or communication actually received by one of the Parties from another, including by way of facsimile transmission, shall be adequate written notice or communication to such party.

**11. ENTIRE AGREEMENT**

This Agreement, including the **Grant-in-Aid policy and application form**, constitutes the entire Agreement between the Parties and no variation, amendment or addendum shall be of any force and effect between the Parties unless contained in writing, signed and agreed on by both Parties.

Signed at Malmesbury on this \_\_\_\_\_ day of \_\_\_\_\_ 20....

WITNESS: 1. ....  
2. ....

..... for the MUNICIPALITY

Signed at Malmesbury on this \_\_\_\_\_ day of \_\_\_\_\_ 20....

WITNESS: 1. ....  
2. ....

..... for the BENEFICIARY