

# **APPENDIX B**

## **Communication received in relation to Grants**

Schedule SE  
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Department of Cooperative Governance	Municipal Infrastructure Grant				
	Column A 2020/21 Major allocations	Column B August Gazette (No. 43605 of 07 August 2020)	Column B February Gazette Dutlall	March Gazette	Column C 2020/21 Adjusted allocation
<b>NORTH WEST</b>					
B NW371 Mootsina	113 968		( 1 599)	6 000	118 589
B NW372 Modibong	279 801		( 1 434)	( 30 000)	246 367
B NW373 Rensburg	231 448		( 2 863)		228 585
B NW374 Kgatlangrivier	35 697		( 438)	16 000	31 259
B NW375 Maasi Kotane	148 649		( 1 824)	( 15 000)	131 825
C DC17 <i>North West Province Municipalities</i>					
<b>Total North West Municipalities</b>	<b>813 563</b>		<b>( 9 158)</b>	<b>( 27 000)</b>	<b>777 405</b>
B NW381 Roshou	29 234		( 359)	( 8 700)	20 175
B NW382 Tswaing	29 099		( 357)	6 000	34 742
B NW383 Matlaga	80 825		( 992)	15 000	94 833
B NW384 Dimochon	46 612		( 372)	10 000	56 240
B NW385 Ramotswana Modun	36 923		( 433)	( 10 200)	26 290
C DC18 <i>North West Province District Municipalities</i>	297 376		3 644		293 732
<b>Total North West District Municipalities</b>	<b>920 609</b>		<b>( 6 512)</b>	<b>( 12 100)</b>	<b>891 997</b>
B NW392 Naledi	16 893		( 207)		16 686
B NW393 Mmasen	15 618		( 192)		15 426
B NW394 Oosers Tswang	47 297		( 980)		46 317
B NW396 Lefuwa-Tswang	14 722		( 181)	( 2 000)	12 541
B NW397 Kagiso-Molepo	29 887		( 367)	8 300	38 020
C DC19 <i>Dr Ruth Segamane Municipal District Municipality</i>	137 431		1 686		139 117
<b>Total Dr Ruth Segamane Municipal District Municipality</b>	<b>283 698</b>		<b>( 3 213)</b>	<b>( 9 988)</b>	<b>270 497</b>
B NW403 City of Mafikeng	86 894		( 1 066)	( 10 000)	75 828
B NW404 Mampodi Hills	28 042		( 344)	( 3 826)	23 872
B NW405 Dr Machelo	66 245		( 813)	20 146	85 378
C DC20 <i>Dr Kenneth Kaunda District Municipality</i>					
<b>Total Dr Kenneth Kaunda District Municipality</b>	<b>181 181</b>		<b>( 2 223)</b>	<b>( 13 676)</b>	<b>165 282</b>
<b>Total North West Municipalities</b>	<b>1 774 673</b>		<b>( 21 176)</b>	<b>( 1 208)</b>	<b>1 752 289</b>
<b>WESTERN CAPE</b>					
A CPT <i>City of Cape Town</i>					
B WC011 Matieland	31 190		( 883)		30 307
B WC012 Calenberg	15 590		( 191)	500	15 899
B WC013 Bergvliet	14 478		( 178)		14 300
B WC014 Saldanha Bay	19 311		( 237)		19 074
B WC015 Swartkops	21 183		( 269)	2 000	22 914
C DC1 <i>Ward Council District Municipality</i>					
<b>Total West Coast District Municipality</b>	<b>101 753</b>		<b>( 1 668)</b>	<b>( 2 500)</b>	<b>97 585</b>
B WC022 Witsiesburg	22 286		( 273)		22 013
B WC023 Drakenstein					
B WC024 Saldanha Bay					
B WC025 Breede Valley	34 240		( 420)		33 820
B WC026 Langeberg	21 840		( 268)	1 000	22 572
C DC2 <i>Wynburg District Municipality</i>					
<b>Total Central West Coast District Municipality</b>	<b>78 366</b>		<b>( 961)</b>	<b>( 1 000)</b>	<b>76 405</b>
B WC031 Theewaterskloof	26 275		( 321)		25 954
B WC032 Overstrand	21 897		( 269)		21 628
B WC033 Cape Agulhas	10 961		( 133)	1 500	12 328
B WC034 Swellendam	20 887		( 9 148)		11 739
C DC3 <i>Swartkops District Municipality</i>					
<b>Total Overberg District Municipality</b>	<b>80 019</b>		<b>( 9 869)</b>	<b>( 1 500)</b>	<b>68 650</b>
B WC041 Kameelkool	10 233		( 126)		10 107
B WC042 Hantover	13 388		( 167)	( 1 000)	12 221
B WC043 Mossel Bay	23 267		( 298)	( 1 000)	21 969
B WC044 George	39 851		( 489)	( 3 000)	36 362
B WC045 Oudtshoorn	21 827		( 267)		21 560
B WC047 Elands	20 063		( 346)		19 717
B WC048 Knysna	24 887		( 303)		24 584
C DC4 <i>Eden District Municipality</i>					
<b>Total Eden District Municipality</b>	<b>164 216</b>		<b>( 2 006)</b>	<b>( 5 000)</b>	<b>157 210</b>
B WC051 Lelandsburg	6 609		( 80)		6 529
B WC052 Prins Albert	7 543		( 93)		7 450
B WC053 Beaufort West	13 906		( 172)		13 734
C DC5 <i>Central Karoo District Municipality</i>					
<b>Total Central Karoo District Municipality</b>	<b>28 058</b>		<b>( 245)</b>		<b>27 813</b>
<b>Total Western Cape Municipalities</b>	<b>441 613</b>		<b>( 3 171)</b>	<b>( 10 008)</b>	<b>428 434</b>
<b>Unallocated</b>					
<b>National Total</b>	<b>14 671 181</b>		<b>( 180 016)</b>	<b>( 1 208)</b>	<b>14 490 065</b>

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Schedule 5B  
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Department of Water and Sanitation Vote 30)	Water Service Infrastructure Grant				
	Column A Initial Allocation	Column B Annual Grants (Rn. 43485 of 07 August 2018)	Column B February Grants SARCLAB	Column C March Grants	Column C 2020/21 Adjusted Allocation
<b>NORTHERN CAPE</b>					
B NC061 Richtersveld	11 000				10 000
B NC062 Nama Khoi	15 700			10 000	26 700
B NC064 Karooiberg	12 000				12 000
B NC065 Hantam	21 000			9 000	30 000
Total Northern Cape Municipalities	60 000			19 000	81 700
B NC071 Uitenhage	7 500				10 900
B NC072 Umsoobovvu			3 300	3 000	3 300
B NC074 Karooiberg	15 000			( 5 000)	10 000
B NC077 Siyathamba	16 600		9 671	4 000	30 271
B NC078 Siphithamba	15 000				21 749
Total Ficks-Ka-Sara-Munich Municipalities	54 100		12 971	6 749	75 820
B NC082 Ka-Garib	2 000				2 000
B NC086 Kangoopale	5 000			15 000	23 000
B NC087 David Kruiper	15 000				15 000
Total EF Maseko Municipalities	22 000			15 000	40 000
B NC091 Sol Plaatje	25 943		( 12 971)	( 1)	12 971
B NC092 Dikgatlong	7 000				7 000
B NC094 Phokwane	21 000			10 500	10 500
Total Fransca-Bard Municipalities	53 943		12 971	10 500	39 473
B NC451 Joe Morolong	50 000			6 001	56 001
B NC452 Ga-Segonyana	40 000				40 000
B NC453 Gungahama	15 000			5 300	9 700
Total John Tshepo-Gasterwa Municipalities	105 000			791	105 791
Total Northern Cape Municipalities	300 743			31 842	333 682
<b>NORTH WEST</b>					
B NW371 Moretele	84 400				84 400
B NW373 Rustenburg	72 840				72 840
B NW375 Mooko-Koegas	58 025				58 025
Total Benjamin-Potgieter Municipalities	215 265				215 265
C DC39 Dr Ruth S. Simons District Municipalities	32 000				32 000
Total Dr Ruth Simons District Municipalities	32 000				32 000
B NW403 City of Mmabatho	16 000			5 000	21 000
B NW404 Mafikeng Hills	30 000				30 000
B NW405 JB Marks	15 000			5 000	20 000
Total Dr Kenneth Kape District Municipalities	61 000			10 000	71 000
Total North West Municipalities	308 265			10 000	318 265
<b>WESTERN CAPE</b>					
B WC011 Matieland	47 000		( 17 000)		30 000
B WC013 Pletstroom			6 596		6 596
Total West Coast District Municipalities	47 000		6 596		53 596
B WC023 Drakenstein			4 095		4 095
B WC026 Jansenville			21 092		21 092
Total Cape Winelands District Municipalities			25 187		25 187
B WC031 Theresiakroef			2 500		2 500
B WC033 Cape Agulhas			7 700		7 700
B WC034 Swellendam			10 707		10 707
Total Overberg District Municipalities			20 907		20 907
B WC041 Kaniemond	20 000		( 10 000)		10 000
B WC043 Oudtshoorn	40 000		( 30 000)		10 000
B WC048 A. J. Swales			3 833		3 833
Total Eden District Municipalities	60 000		3 833		25 833
B WC051 Lancelotti			7 454		7 454
Total Central Karoo District Municipalities			7 454		7 454
Total Western Cape Municipalities	137 000		20 971		116 923
Unallocated					
National Total	3 445 165		71 801		3 347 587

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Western Cape  
Government

Cultural Affairs and Sport

## Library Service: Municipal Support Services

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tel: +27 21 483 5990: +27 21 419 7541  
C/O Hospital and Chiappini Street, Cape Town, 8001

**REFERENCE:** 4/1/6 (Knsyna)  
**ENQUIRIES:** M. Simema

**The Municipal Manager**  
Memorial square Main Road  
Knysna  
6570

Dear Sir/Madam

### **CONDITIONAL GRANT FOR LIBRARIES ADDITIONAL ALLOCATION FOR 2020/2021**

This letter serves to confirm that an additional amount of **R1 603 000** will be transferred in April 2021.

These funds are for 3 months (April 2021 – June 2021) and are within the municipality's 2020/21 financial year.

I hope that you find this in order.

Yours faithfully

**MS C SANI**

**DIRECTOR: LIBRARY SERVICE**

02/02/2021

**DATE**

C/o Chiapinni & Hospital Street  
Cape Town  
8001

PO Box 2108  
Cape Town  
8000

Cultural Affairs and Sport : ImiCimbi yeNkcubeko nezembiDlalo : Kultuursake en Sport



Mr D Adonis  
Acting Municipal Manager  
Knysna Municipality  
Knysna

Dear Mr Adonis

### 2020/2021 IDP REVIEW PROCESS

1. The Department acknowledges your email dated 15 February 2021.
2. We engaged with the Netball Western Cape Structure to identify the netball project within the Western Cape as part of the Netball World Cup Legacy programme.
3. We as the Department of Cultural Affairs has for the 2020/2021 financial year allocated an amount of R600,000.00 to the Karatara Sport Facility (netball courts).
4. Each year we send out application forms by the end of June each year for the following financial year, to encourage municipalities to apply for funding from our equitable funding for the support to sport facility projects.
5. As part of the sport development programmes we have a club development programme and MOD Center programmes and we will share information on this.
6. We are hoping to engage further on these matters during our visit in April 2021.

Kind regards

  
Dr L Bouah

**Chief Director: Sport and Recreation**

**Date: 6 April 2021**

Protea Assurance House, Greenmarket Square,  
Cape Town, 8001

Private Bag X9067, Cape Town 8000  
web address: [www.westerncape.gov.za](http://www.westerncape.gov.za)

Cultural Affairs and Sport : ImiCimbi yeNkcubeko nezembiDlalo : Kultuursake en Sport

This document is available in Afrikaans and isiXhosa on request



**File Reference: 3/11/2/16**

The Municipal Manager (Acting)  
Knysna Municipality  
PO Box 21

**KNYSNA**  
6570

Per email: [mm@knysna.gov.za](mailto:mm@knysna.gov.za) / [lscheepers@knysna.gov.za](mailto:lscheepers@knysna.gov.za) / [astridom@knysna.gov.za](mailto:astridom@knysna.gov.za)

Dear Dr Scheepers

**CONTRIBUTION TOWARDS COSTS OF INVESTIGATION AGAINST ALLEGATIONS OF MISCONDUCT, FORMER MUNICIPAL MANAGER, DR. SW VATALA**

The request received from the Knysna Municipality for a contribution towards costs of investigation against allegations of misconduct, former Municipal Manager, Dr SW Vatala, and a previous communication from the Minister in this regard, dated 24 February 2020 (at Tag 1) as well as the correspondence to further assist you with the investigation of the CFO, dated 30 June 2020, refer.

I wish to confirm that my Department will thus contribute a total amount of R400,000.00 towards the two (2) investigations.

It is furthermore noted that the independent investigators were / will be appointed by the Municipality in terms of the Municipal Supply Chain Management Regulations. I wish to inform that the funding will be transferred to the Municipality following the completion of the provincial adjustments budget process in November 2020. You will furthermore be required to present the Department with progress and close out reports in respect hereof.

Mr Kamal Makan can be contacted at 082 775 4548 or [Kamal.Makan@westerncape.gov.za](mailto:Kamal.Makan@westerncape.gov.za) for any further enquiries in this regard.

Yours sincerely



Mr. Graham Paulse

**HEAD OF DEPARTMENT**

Date:



**AGREEMENT**

**ENTERED INTO BETWEEN**

**NEDBANK LIMITED**

(Reg No 1951/000009/06)

represented by Herman de Kock and Mark Boshoff

('Nedbank')

**AND**

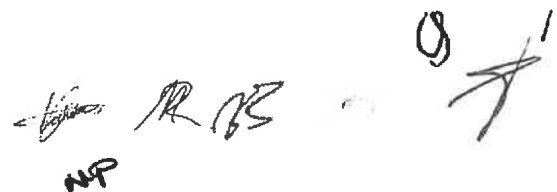
**KNYSNA MUNICIPALITY**

represented by Dr Louis Scheepers

in his capacity as Municipal Manager of Knysna Municipality

('the municipality')

(collectively 'the parties')



Handwritten signatures and initials, including 'NP' and 'RBS', and a large stylized signature.



## 1 BACKGROUND

Nedbank has agreed to make a grant contribution of R440 000 to the Knysna Incubator Programme with the goal of contributing to the sustainable growth and development of its beneficiaries. The municipality has agreed to accept the grant as well as the obligations relating to the administration of the grant.

## 2 DEFINITIONS

- 2.1 **'Beneficiary'** means a business entity where a black person holds at least 51% of the exercisable voting rights and the economic interest, and receives benefits or advantages as a result of its interactions with the small, medium and microenterprise incubator. The criteria of the beneficiaries must meet the Amended Financial Sector Services Code in terms of section 9(1) of the Broad-based Black Economic Empowerment Act, 53 of 2003, as amended by the BBBEE Act, 46 of 2013.
- 2.2 **'Black person'** means a natural person who is African, Coloured or Indian who is a citizen of South Africa by birth or decent or by naturalisation before April 1994.
- 2.3 **'Grant'** means the payment of R440 000.
- 2.4 **'LED Unit'** means the Local Economic Development Unit of Knysna Municipality, which the municipality has mandated to achieve the goal of job creation and poverty alleviation within the municipal boundaries.
- 2.5 **'Nominated account'** means an account of which the municipality is the accountholder which is held at Nedbank.
- 2.6 **'POPI'** means the Protection of Personal Information Act, 4 of 2013.
- 2.7 **'SMME incubator'** means a programme that is designed to accelerate the successful development of entrepreneurial small, medium microenterprise beneficiaries through the business support resources and services described in Annexure 1.
- 2.8 **'Service period'** means the time frame extending from 1 November 2020 to 31 October 2023.

## 3 GRANT

Nedbank will pay out the grant to the nominated account within 30 days of the last signing party signing this agreement and the municipality will accept the payment.

## 4 USE OF THE GRANT

The municipality warrants and undertakes that the grant will be used solely for interventions and activities specific to the SMME incubator (as detailed in Annexure 1) and on condition that the beneficiaries benefit directly from the proceeds.

## 5 OBLIGATIONS OF THE MUNICIPALITY

The municipality warrants the following:

- 5.1 The grant will be used solely for the purpose indicated in clause 4.
- 5.2 In the performance of such duties, the LED Unit will comply with any reasonable request and directions of Nedbank as detailed in this agreement, including giving bi-annual written reports on the progress and impact of the programme for the service period by fax or email to the following designated persons:

**Mark Boshoff**

Head: Transformation and Sustainability  
Nedbank Business Banking  
and

**Nirmala Reddy**

Senior Manager: Enterprise Development  
Nedbank Business Banking

**6 WARRANTS**

The municipality warrants and undertakes that it will ensure the following management requirements:

- 6.1 The LED Unit of the municipality will manage the grant.
- 6.2 The management of the grant will be done in line with the Municipal Finance Management Act, 56 of 2003, and the Municipal Manager undertakes to be accountable for the actions of the LED Unit.
- 6.3 The municipality will comply with the provisions of POPI if it discloses information about the beneficiaries according to this agreement.

**7 OBLIGATIONS OF THE MUNICIPALITY**

- 7.1 The municipality must use the grant within the service period.
- 7.2 The municipality must give a close-off report with a comprehensive breakdown of the disbursement of the grant to Nedbank within three months of the service period ending.

**8 MONITORING**

- 8.1 The municipality must give Nedbank progress reports relating to the execution of the SMME incubator twice a year as laid out in Annexure 2.
- 8.2 The municipality must give a final written report with beneficiary updates to Nedbank within one month of the completion of the three-year service period. Nedbank reserves the right to request additional information relating to any matters raised in or relevant matters omitted from a report and reserve the right to carry out onsite inspections of SMME incubator projects in respect of which the grant has been allocated.
- 8.3 The municipality must give Nedbank information to assist Nedbank to evaluate the relevant SMME Incubator project. The information required is indicated in Annexure 2. The municipality undertakes to ensure that the contents of the information and the timelines will be complied with.
- 8.4 Notwithstanding that the municipality must use the grant within the service period, the municipality agrees to comply with the monitoring provisions stipulated herein until the service period has passed.

**9 BREACH**

- 9.1 If the municipality breaches any of the terms and conditions of this agreement and fails to remedy the breach within 10 working days of receiving written notice from Nedbank, Nedbank will be entitled to claim back an amount equal to the unspent portion of the grant.
- 9.2 The municipality agrees that it will be liable for repayment of an amount equal to the unspent portion of the grant, after failing to comply with the notice as per 9.1.


**10 DURATION**

The parties agree that no representation has been made in respect of any further granting, and the terms and conditions of this agreement apply only to this grant, which will be for the Service Period, being 1 November 2020 to 31 October 2023.

**11 INDEMNITY**

The municipality agrees to indemnify and hold harmless Nedbank against any claims Nedbank may be held liable for and any costs Nedbank may incur as a result of such claims, including any claims arising from the grant or the use by the municipality of the grant.

**12 NO AGENCY**


  
 NP

The municipality agrees that all right, title and interest in and to the grant is transferred to the municipality and the municipality is not an agent of Nedbank or in any way mandated by Nedbank in respect of the use of the grant.

**13 VARIATION**

This agreement constitutes the entire agreement between the parties and no modification, variation or alteration of it is valid unless in writing and signed by both parties.

**14 RELAXATION**

No latitude, extension of time or other indulgence that may be given or allowed by any party to any other party in respect of the performance of any obligations under this agreement or enforcement of any right arising from this agreement and no single or partial exercise of any right by any party will under any circumstances be construed to be an implied consent by such party or operate as a waiver or a novation of or otherwise affect any of that party's rights in terms of or arising from this agreement or estop such party from enforcing, at any time and without notice, strict and punctual compliance with each and every provision or term of this agreement.

**15 DISPUTE RESOLUTION**

- 15.1 If a dispute arises between the parties, neither party may interrupt or suspend the performance of its obligations in terms of this agreement pending resolution of the dispute.
- 15.2 All issues that arise between the parties will be resolved amicably through consultation and negotiations.
- 15.3 If an issue remains unresolved, any of the parties may on notice to the other declare a dispute and refer the dispute to a single arbitrator in accordance with the Arbitration Act, 42 of 1965, or any re-enactment or amendment of this act.

**16 DOMICILIUM CITANDI AND NOTICES**

- 16.1 For the purposes of this agreement, including the giving of notices and the serving of legal process, the parties choose *domicilium citandi et executandi* (legal addresses) as follows:

**Nedbank:**

Head: Transformation and Sustainability  
135 Rivonia Road  
Sandown  
T: +27 (0)10 214 7499  
F: +27 (0)11 294 9038

**Knysna Municipality:**

The Municipal Manager  
Queen Street  
Knysna  
T: +27 (0)44 302 6590

- 16.2 A party may at any time change their legal address by notice in writing to the other party, provided that the new legal address is in the Republic of South Africa and consists of or includes a physical address where documents can be delivered.
- 16.3 Any notice given in connection with this agreement will be deemed to have been delivered to the legal address chosen by the party concerned and will be delivered by hand or prepaid registered mail (post). Such notice will be deemed to have been duly given:
- 16.3.1 if by hand, on the date on delivery, or
- 16.3.2 if by post, four days after posting.

Handwritten signatures and initials of the parties, including a large signature on the right and several initials (R, B, WP) below it.

## 17 GENERAL

- In consultation with the municipality, Nedbank may:
- 17.1 host sessions with beneficiaries to position products, services and opportunities to encourage the beneficiaries to use Nedbank as their primary bank;
  - 17.2 host or participate in networking and events when and as they arise;
  - 17.3 provide ad hoc training when relevant; or
  - 17.4 do any combination of the above.

This done and signed at Sandton on this 3 day of November 2020 in the presence of the undersigned witnesses.

For and on behalf of:  
Nedbank Limited



**Herman de Kock**  
Executive Head: Business Banking Sales and Service  
Nedbank Business Banking  
Duly authorised

**Mark Boshoff**  
Head: Transformation and Sustainability  
Nedbank Business Banking  
Duly authorised

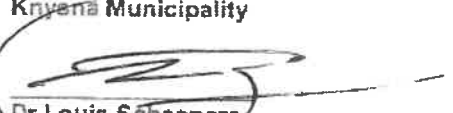
As witnesses:

1   
Name: Nirmala Reddy

2   
Name: Onkgopotse Lechaba

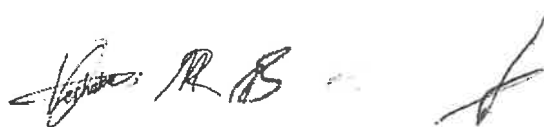
This done and signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 2020 in the presence of the undersigned witnesses.

For and on behalf of:  
Knysna Municipality

  
**Dr Louis Scheepers**  
Municipal Manager, Knysna Municipality  
Duly authorised

As witness  
1   
Name: \_\_\_\_\_

2   
Name: \_\_\_\_\_



## 1 Knysna SMME Incubator

The Knysna Municipality Local Economic Development Unit (LED Unit) will manage an SMME incubator where SMMEs will be screened and selected for incubation across a period of three years. During this period the SMMEs will be taken through various interventions.

## 2 Objectives

The objectives of the incubator programme are the following:

- To facilitate training, capacity-building programmes and non-financial assistance for the beneficiaries.
- To facilitate an environment in which emerging contractors can develop themselves into competent market competitive contractors.
- To ensure empowerment through the training programmes in partnership with business institutions and other government departments.

## 3 Process

The following process will be followed.

- Screening and selection for a shortlist will be conducted.
- Individual business diagnosis will be conducted with service providers and a programme will be finalised.
- The participating SMMEs will receive equipment for the business as well as non-financial services. The non-financial support extends to training, capacity building and mentorship. This includes:
  - Joint-venture and business-to-business facilitation
  - Business registration
  - Cooperative facilitation
  - Drafting of business plans
  - Mentorship

**ENTERPRISE DEVELOPMENT BENEFICIARY AGREEMENT  
BETWEEN  
NEDBANK LIMITED**

Registration number: 1951/000009/06

Physical address: Nedbank 135 Rivonia Campus, 135 Rivonia Road, Sandown, Sandton,  
Johannesburg, 2196

Postal address: PO Box 1144, Johannesburg, 2000, South Africa  
(Nedbank')

AND


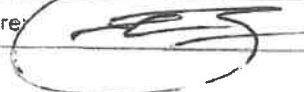
Company name: Knysna Municipality  
 Company registration number: Not applicable  
 Physical address: Clyde Street, Knysna, 6571  
 Postal address: PO Box 21, Knysna, 6570  
 ('Beneficiary')

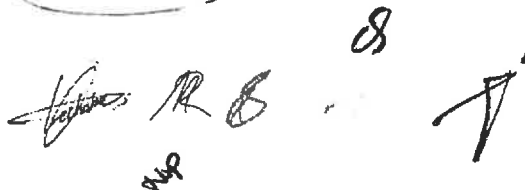
(collectively 'the parties')

The parties agree to the following:

- 1 To help ensure the financial, operational or development sustainability of the Beneficiary or all three aspects together, Nedbank wishes to assist the Beneficiary in terms of enterprise development as defined in the Amended Broad-based Black Economic Empowerment Codes of Good Practice gazetted 11 October 2013
- 2 Nedbank wishes to provide such enterprise development in the form of continued training and mentorship.
- 3 The parties warrant the following.
  - 3.1 The information provided in this agreement is correct in all respects and that Nedbank has provided documentary evidence that is a true reflection of Nedbank's status at the date of signing this agreement.
  - 3.2 Enterprise development contributions will be used for the purpose to which they are made and sound governance will be maintained in the use of these contributions.
  - 3.3 The parties will take all steps necessary to ensure the sustainability of the Beneficiary.

This done and signed at Sandton on this 3 day of  
November 2020

Nedbank	Beneficiary
For and on behalf of:	For and on behalf of: <u>Knysna Mun.</u>
By: <u>H. B. de Kock</u>	By: <u>Louis Adriaan Schreppers</u>
Signature: 	Signature: 



## 1 Governance, monitoring and reporting

The LED Unit will do the following:

- 1.1 Assume line responsibility for the implementation and management of the SMME incubator.
- 1.2 Manage the necessary procedures across all aspects of the SMME incubator.
- 1.3 Manage all income and expenditure associated with the SMME incubator and relevant reporting.
- 1.4 Administer and manage appropriate monitoring mechanisms for service providers.
- 1.5 Administer and monitor the performance of each beneficiary SMME, this monitoring and administration extending to the following:
  - 1.5.1 Financial performance, including compliance issues.
  - 1.5.2 Technical performance.
  - 1.5.3 Measurement of the effectiveness of external-support provision to the SMME.
  - 1.5.4 Growth and development of the beneficiaries as they are exposed to various training and capacity-building interventions.

## 2 Monitoring and evaluation

**Reports to be maintained and copies sent to Nedbank**

- 2.1 The municipality must maintain the following documents for each of the beneficiaries and send each of them to the designated persons at Nedbank (as mentioned in paragraph 5.2 of the main agreement) at the start of the programme:
  - 2.2 Identity documents and company documents (this is compulsory).
  - 2.3 Signed Enterprise Development Beneficiary Agreement (see Annexure 3).
  - 2.4 An application form for each applicant, including the business profile and relevant assistance received from the initial committee, ie funding of equipment and material.

**Bi-annual reporting to be sent to designated persons at Nedbank as detailed in paragraph 5.2 of the main agreement**

- 2.5 The LED unit must submit quarterly reporting packs detailing the following:
  - 2.5.1 Biannual update on disbursement of funds.
  - 2.5.2 Progress updates for each beneficiary encompassing the following:
    - 2.5.2.1 Monthly financial performance, including compliance issues.
    - 2.5.2.2 Technical performance.
    - 2.5.2.3 Measurement of the effectiveness of external support provision to the SMME, eg training and mentorship.
    - 2.5.2.4 Growth and development of the beneficiaries as they are exposed to various training and capacity-building interventions

## 3 Audit requirements

All information detailed in 2.1 and 2.2 should be available for random audit checks at the municipality premises.

Handwritten signatures and initials, including a large 'B' and a signature that appears to be 'R B'.