



DEPARTMENT of AGRICULTURE

Provincial Government of the Western Cape

REQUEST FOR ASSISTANCE OF SMALL-HOLDER OR COMMERCIAL AGRICULTURAL PROJECTS

This section for official use only			
Office of submission:		Date:	
Received by: (Name in print)		Signature:	
Extension Officer Assigned:		Reference no.:	
Category of Farmer:	Sub-Category	Mark with (X) where applicable	
Small Holder Farmers:	Lifestyle farmers		
	Farmers with commercial potential		
Commercial Farmers	Small		
	Medium		
	Large		

REQUEST FOR ASSISTANCE of AGRICULTURAL PROJECTS

PLEASE NOTE:

- THE COMPLETION OF THIS FORM DOES NOT MEAN THAT YOU WILL AUTOMATICALLY QUALIFY FOR ANY FORM OF ASSISTANCE.
- INCORRECT INFORMATION SUPPLIED ON THIS FORM WILL DISQUALIFY YOUR APPLICATION AUTOMATICALLY.

INSTRUCTION FOR COMPLETION:

1. Please note that all information will be regarded as strictly confidential.
2. Please supply and complete ALL information required.
3. Please write legible, using black ink or complete electronically.
4. Please ensure that the application is signed by all the authorized parties.
5. Mark tick boxes with (X).

GENERAL INFORMATION

Business Name:							
Legal Entity:	Yes	No	Type of Legal Entity:				
Registration Number:			Number of Shareholders:				
Access to land	Yes	No	Own:			NB!!! Please provide title deed.	
			Lease:	Term:		NB!!! Please provide lease agreement.	
			Right of use:	Term:		NB!!! Please provide necessary proof from owner.	
Farm Number/Portion:							
Farm Name:							
Postal address:							
Contact Person:						Cell no:	
Telephone:				Fax:		E-mail:	
District Municipality:			Local Municipality:				
Nearest Town:			Distance to nearest town				

GROUP/INDIVIDUAL DETAILS

Total Number of Beneficiaries:		Male		Female		Youth (18-35)		Disable	
		African		African		African		African	
		Coloured		Coloured		Coloured		Coloured	
		Indian		Indian		Indian		Indian	
		White		White		White		White	

WHO ARE THE PEOPLE RESPONSIBLE FOR THE DAY-TO-DAY MANAGEMENT OF THE PROJECT?

***Management position held (e.g. Production, Finance, Marketing, Labour, Administration and Information)**

Name and Surname:		Farming Experience:	
*Position:		Education:	
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*Position:		Education:	

LABOUR

Number of Permanent Workers:		Number of permanent workers that can be classified as skilled in terms of the farming activities:			
Number of Seasonal Workers:		Number of seasonal workers that can be classified as skilled in terms of the farming activities:			
Availability of skilled labour force:	Good	Moderate	Poor	Distance to nearest town where labour is sourced (km)	

NATURAL RESOURCES

LAND:

NB!!! Please provide soil analysis.

Farm Units:	ha	Capacity and yield per farm unit				
Natural Grazing (veld):		Grazing capacity (ha per large stock unit):				
Irrigated Pastures :		Grazing capacity (large stock unit per ha):				
Dry Land (rain fed):		Total yield (ton):				
		Grazing capacity (ha per large stock unit):				
Irrigated Annual Crops:		Total yield (ton):				
Irrigated Perennial Crops:		Total yield (ton):				
Total Farmable Land:						
Area not suitable for farming (buildings, dams, roads, conservation):						
Total Farm Size:						
Chemical Soil Analysis:	Yes	No	Soil Classification Map:		Yes	No
Average rainfall (mm):		Summer %		Winter %		

Maximum and minimum temperatures and its effect (positive: e.g. cold units):

Maximum and minimum temperatures and its effect (negative: e.g. sunburn pigs):

Occurrence of Frost:	Rare	Moderate	High	Occurrence of Hail:	Rare	Moderate	High
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Wind and its effect:

WATER:

NB!!! Please provide water analysis and official proof of water.

Dams:		Source (% contribution):		
Dam (private)	Capacity (m ³ -cubic metre)	Runoff	River	Scheme
1.				
2.				
3.				
4.				

Other private water sources (boreholes, fountains, etc.)		Quality		
Description	Capacity (m ³ per hour)	Good	Moderate	Poor
1.				
2.				
3.				

Irrigation schemes: (Name of scheme e.g. Theewaterskloof, Breede River)	Listed (ha)		Allocation/ha (m ³ /ha)		Annual cost	Flow rate (m ³ /hour)	
	Summer	Winter	Summer	Winter	Rand/ha	Summer	Winter
1.							
2.							
3.							

Water analysis for crop suitability is available:	Yes	No	Is water suitable for crops?			Yes	No
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Does farm have mainline network?	Yes	No	Is map of this network available?	Yes	No	Condition of mainlines	Good	Moderate	Poor
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CURRENT LAND USE

(crops – perennial and annual)

Crop	Cultivar	Area (ha)	Average Yield (ton/ha)	Average Price (Rand/ton)	Production System (e.g. flood, sprinkle, micro, drip, pivot, dry land)	Percentage of Produce Exported

FARM INFRASTRUCTURE

Describe the type and condition of access roads:

Describe the electricity distribution network and condition:

Structure	Number	Total size (e.g. 50m ²)	Capacity (e.g. 10 ton/day)	Condition		
Homestead and labour housing:				Good	Moderate	Poor
Storage:				Good	Moderate	Poor
Packaging and processing facilities:				Good	Moderate	Poor
Animal housing:				Good	Moderate	Poor
Other:				Good	Moderate	Poor
Other:				Good	Moderate	Poor
Other:				Good	Moderate	Poor

MOVEABLE ASSETS

Vehicles, machinery and implements	Number	Suitable for Purpose		Condition		
		Yes	No	Good	Moderate	Poor
		Yes	No	Good	Moderate	Poor
		Yes	No	Good	Moderate	Poor
		Yes	No	Good	Moderate	Poor
		Yes	No	Good	Moderate	Poor
		Yes	No	Good	Moderate	Poor
		Yes	No	Good	Moderate	Poor
		Yes	No	Good	Moderate	Poor
		Yes	No	Good	Moderate	Poor

FINANCIAL RECORD AND BOOKKEEPING

Do you have a book keeping system?	Yes	No
If yes, what type of system do you use (e.g. manual, Excel, Pastel, Simfini)?		
If proof of records or future projections is needed, will you provide that to the Department?	Yes	No

Should the Department assist you, are you willing to provide monthly records to monitor progress?	Yes	No
Do you make use of management accounts?	Yes	No
Do you compare financial results with the projected budget?	Yes	No
Please indicate how your financial year runs:	Start date	End date
Do you have enterprise budgets and cash flow projections for your future farming activities?	Yes	No
Does the business have a bank account?	Yes	No
Financial Liabilities (total in Rand):		
Provide audited statements or financial statements for the past 3 years or for the years the business has been in operation, if less than 3 years.		

MARKETING

Indicate what portion of the total farm income is derived from each of the following markets:	Formal (%)		Informal (%)	
Please provide us with the details of all formal markets you currently supply or intent to supply to:				
Company Name:	Contact Person:	Telephone No:	Fax No:	Email Address:
<u>Please give current or future market arrangements (e.g. contracts, co-operative agreements):</u>				
<u>Distance to markets and transport arrangements:</u>				

REGULATIONS AND CERTIFICATION

Certified for Global GAP:	Yes	No
Other certification e.g. BRC, Nature's Choice, HACCP:	Yes	No
<u>If yes under other certification, please provide details and proof:</u>		
Should you not have all the necessary certification, do you have access to an accredited pack shed/abattoir, milking parlour, etc. to supply your market?	Yes	No
<u>If yes, please provide details and documentation as proof:</u>		
Does the business comply with fair labour practices and regulations?	Yes	No

ENVIRONMENT AND REGULATIONS

<u>Are there any current regulations or directives imposed by law on the property (examples: CARA, waste disposal)?</u>		
<u>How do farming activities impact on natural resources and what measures are taken to minimize the effects thereof?</u>		

<u>Farming objectives:</u>

<u>Planned farming initiatives:</u>

<u>Comments:</u>

FARMING BUSINESS REQUIREMENTS

Please see the various categories of support below.
Please prioritise the items in total as per your needs.
Number the items from 1, with 1 as your highest priority and 8 as the lowest.

Categories where support might be needed	Description of item	Priority (1-8)	Amount (Rand) quotations must be attached
Infrastructure: (dams, shed, boreholes, irrigation, fencing, animal housing)			
Implements, equipment, vehicles:			
Establishment of perennial crops:			
Livestock:			
Production inputs:			
Farming administration, records and information management:			
Services:			
Training:			
Total amount:			

Financial requirements	Description of item	Amount (Rand)
Additional capital requirements medium-term:		
Additional capital requirements long-term:		

SIGNATORIES

Signature _____
Initials and Surname In his/her capacity

as _____

Signature _____
Initials and Surname In his/her capacity

as _____

Signature _____
Initials and Surname In his/her capacity

as _____

Signature _____
Initials and Surname In his/her capacity

as _____