



DEPARTMENT of AGRICULTURE

Provincial Government of the Western Cape

REQUEST FOR ASSISTANCE OF SUBSISTENCE AGRICULTURAL PROJECTS

This section is 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	
Subsistence	Urban/Peri-urban		
	Survival farmers		
	Household and community projects		

REQUEST FOR ASSISTANCE of SUBSISTENCE 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

Project 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.
Location of Land: (e.g. commonage, church, school)						
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)		Disabled	
		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. Project Leader, Finance, Administration)			
Name and Surname:		Agricultural Experience:	
*Position:		Training:	
Name and Surname		Agricultural experience:	
*Position:		Training:	
Name and Surname:		Agricultural experience:	
*Position:		Training:	

LABOUR

Number of Permanent Workers:		Number of Volunteers:			
Number of Seasonal Workers:		Availability of Skilled Workers:	Good	Moderate	Poor
Do you have any support from private, non- governmental organisations or individuals?			Yes	No	

If yes, please give full details (contact numbers included) of organisation(s) and person(s):

NATURAL RESOURCES

LAND:

NB!!! Please provide soil analysis if available.

Land Units:						ha			
Land for Crops:									
Land for Animal Production:									
Total Area Available for Agriculture:									
Chemical Soil Analysis Available:		Yes	No	Soil type:		Clay	Loam	Sand	
Occurrence of Frost:		Rare	Moderate	High	Occurrence of Hail:		Rare	Moderate	High

WATER:

Dams:		Source (% contribution):		
Dam (Private)	Capacity (m ³ -cubic metre)	Runoff	River	Scheme
1.				
2.				
Other private water sources (boreholes, fountains, well points, etc.):		Quality:		
Description	Capacity (litre per hour)	Good	Moderate	Poor
1.				
2.				
3.				

LIVESTOCK FACILITIES

Number of camps:		Average size (ha):		Drinking-places (number):		Water distribution network covers whole farm:	Yes	No
Water analysis available:	Yes	No	Water suitable for livestock :	Yes	No	Aquaculture: Phosphorous analysis	Yes	No
Handling facilities are adequate:	Yes	No	Condition of handling facilities:	Good		Moderate	Poor	
Condition of fencing:	Good			Moderate			Poor	

FARM INFRASTRUCTURE

Access roads:	Yes	No	Condition:	Good	Moderate	Poor
Electricity:	Yes	No	Distribution network and condition:	Good	Moderate	Poor
Structure	Number		Total size (e.g. 50m²)	Condition		
Housing:				Good	Moderate	Poor
Storage:				Good	Moderate	Poor
Animal housing:				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

FINANCIAL RECORD AND BOOKKEEPING

Do you have a book keeping system?	Yes	No
Do you keep monthly record of income and expenses?	Yes	No
If yes, what type of system do you use (e.g. manual, Excel, Pastel, Simfini)?		
Should the Department assist you, are you willing to provide monthly records to monitor progress?	Yes	No
Does the project have a bank account?	Yes	No
Financial liabilities (total in Rand):		

Please provide financial statements, if available.

MARKETING

Indicate the portion of the total production that is for:		Own consumption (%)		Selling (%)
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To whom do you sell your produce?

Distance to markets and transport arrangements:

ENVIRONMENT AND REGULATIONS:

Are there any current regulations or directives imposed by law on the property (e.g.: Conservation of Agricultural Resources Act, Waste Disposal)?

How do your agricultural activities impact on natural resources and what measures are taken to minimize the effects thereof?

Do your current agricultural activities pose any threat to community health?	Yes	No
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Project objectives:

Planned initiatives:

Comments:

PROJECT REQUIREMENTS

Please see the various categories of support below.
 Please prioritise the items in total as per your needs.
 Number the items from 1 - 8, 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: (shed, boreholes, irrigation, fencing, animal housing)			
Equipment:			
Crops:			
Livestock:			
Production inputs:			
Project administration and record keeping:			
Services: (mechanisation, organisational and technical support, etc.)			
Training:			
Total amount:			

