

NOTICE**1. PURPOSE**

To inform interested parties on how the Western Cape Department of Agriculture (DoA) extends its services to the public by providing support to farmers through its new commodity focused approach.

1.1 APPROACH:

The DoA embarked on a unique and targeted approach in supporting new and existing farming enterprises. This approach is based on the following principles: • Use of focus areas to concentrate service delivery • an aligned comprehensive support package • the application of co-operative government by establishing joint planning, budgeting, approval and implementation procedures • the full utilisation of partnerships in order to exploit the strengths of key non-governmental stakeholders with a specific focus on commodity organisations. This approach in terms of providing universal access to agricultural support services must be seen as complimentary to the traditional approach to extension services to farmers.

1.2 POLICY OUTCOMES

The DoA's prioritisation processes will consider projects in relation to the relevant outcomes as follows: Projects (especially commercial projects) must contribute to: • increased production and sales • economic growth and sustainable employment • land and agrarian reform • increased exports and production for markets • food security • increased skills development in the sector • BEE (scorecard) • environmental sustainability • comply with Employment Equity legislation, labour laws and all other related agricultural laws.

2. CATEGORIES OF FARMERS

The DoA differentiates between categories of farmers in order to provide appropriate commodity focussed support to farmers. Food security for all is a priority and therefore the Department also supports household and community subsistence farming projects. Farmer categories are as follows:

CATEGORY	Subsistence Farmers		Smallholder Farmers		Commercial Farmers		
Sub-categories	Urban/ Peri-Urban	Survival Farmers	Lifestyle/small smallholder farmers	Smallholder farmers with commercial potential	Small	Medium	Large
	Household & Community Projects						

2.1) FACTORS THAT ARE USED TO DIFFERENTIATE BETWEEN CATEGORIES ARE:

Taxation:	(1) Value Added Tax (VAT); (2) Qualify for income reduction
Production Intent:	(1) Production for consumption/sale; (2) Intent to Farm; (3) Markets; (4) Dependency on agriculture (cash)
Access to resources:	(1) Access to land; (2) Access to capital/credit

3. APPLICATION AND APPROVAL PROCESS

To enable efficient service and support all categories of farmers need to initiate the process by completing a **Request Form** for assistance at the local DoA office. Requests will be evaluated throughout the year according to the Departmental criteria and applicants will be informed in writing of the outcome of the District/Provincial evaluation. The process to be followed, **if requests are successful**, is stipulated per farmer category below. DoA contact details are also listed below:

3.1) SUBSISTENCE FARMERS, COMMUNITY AND HOUSEHOLD PROJECTS:

- **Process:** Subsistence farmers need to submit a comprehensive Farm Plan while household and community food production initiatives must submit an Implementation Plan for consideration and final approval. An Extension Officer at your local DoA office can assist with the development of the respective Farm and Implementation Plans.
- **Criteria for Subsistence Farmers:** • Production must be mainly for own consumption • Land can be commonage, leased (at least 5 years) or own land • Must have access and rights to water • A Farm Plan and Extension Plan (latter compiled by the Extension Officer) must be in place • Requests Form must be submitted at and recommended by your local DoA office.
- **Criteria for Household and Community Projects:** • Requests can be submitted by municipalities, the Departments of Social Development, Health and Education and Community Based Organisations (CBO's) or Faith Based Organisations (FBO's) • Priority will be given to individuals who are on the indigent lists of municipalities or as identified by social workers, CBO's and FBO's • Must have access to water • Must have agreement in place for the use of land in the case of larger gardens (1ha and larger) • A lease period must be for a minimum of 5 years.

3.2) SMALL HOLDER AND COMMERCIAL FARMERS:**• Process:**

1. A Business Plan must be developed according to the 13 point Business Plan Framework. Extension Officers at your local office can provide guidance regarding this.
2. Please note: The compilation and submission of the Business Plan which includes the Project Proposal remains the responsibility of the applicant/farmer.
3. The Business Plan must be submitted to the local DoA office for registration and forwarding to the Commodity Committee for consideration and approval.
4. If the Business Plan is approved by the relevant Commodity Committee, the applicant will be informed in writing
5. Before any assistance is extended to the farm, the farm and project must be registered on the Department's **Farm Register**.
6. All projects will have an exit clause stipulating the conditions that must be met.
7. Failure to meet such requirements will result in termination of the DoA's support.
8. All Business Plans must include comprehensive information linked to the fields in the table below. A complete template can be accessed from your local DoA office.

<ul style="list-style-type: none"> • Trend Analysis • Onsite value adding Strategy • Housing Strategy • Roll-out Strategy 	<ul style="list-style-type: none"> • Core Business Strategy • Crop Selection Strategy • Training & Capacity Building Strategy • Project Management • Implementation Strategy 	<ul style="list-style-type: none"> • Development Strategy • Market Strategy • Infrastructure Strategy • Ownership & Operating Strategy
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- **Criteria:** • Requests must be submitted with all the necessary documentation and will be evaluated against the policy outcomes of the Department, referred to in 1.2.

RESPONSIBILITY OF THE APPLICANT/BENEFICIARY:

Upon approval of the project, the applicant/beneficiary must enter into a contract with the Department stipulating the following: conditions of implementation • effective/productive usage of all equipment and inputs (equipment may be removed by the Department if not used productively) • access to the project's financial records • access to the premises for site visits by Departmental officials • conditions for Departmental exit on projects • applicants' compulsory attendance of project meetings • compulsory participation in the development and execution of the project training plan • successful applicants' voluntary support of struggling projects.

CONTACT DETAILS:

Name	Designation	Address	Office	Fax
Ms Toni Xaba	Director: Farmer Settlement	Private Bag X1, Elsenburg, 7607, Muldersvlei Road	021 808-5101	021 808-5251
Mr. Jerry Aries	Director: Extension & Advisory Services		021 808-5332	021 808-5251
Mr. Mogale Sebopetsa	Director: Food Security		021 808-5103	021 808-7629
Mr. Faan Matthee	District Manager: Eden	Outeniqua Experimental Farm, Old Airport Road, George, 6529	044 803-3710	044 803-3709
Mr. Mzwanele Tola	District Manager: Central Karoo	Bird Street 104, Beaufort West, 6970	023 415-3157	023 415-2385
Mr. Adriaan Conradie	District Manager: West Coast	Lang Street 42, Moorreesburg, 7310	022 433-2330	022 433-2102
Mr. Phumlani Mentani	District Manager: Cape Metropole	No. 2 Old Paarl Road, 11th Floor, 22 Sunbel Building, Bellville, 7530	021 948-6966	021 948-4729
Mr. Lundi Kama	District Manager: Overberg	Albert Myberg Hostel, Golf Street, Bredasdorp, 7280	028 424-1439	028 424-2856
Mr. Jan Theron	District Manager: Cape Winelands	ABSA BUILDING, 4th Floor, Plein Street, Stellenbosch, 7600	021 883-2560	021 883-2562

