



WESTERN DEPARTMENT OF AGRICULTURE POPI ACT COMPLIANCE NOTICE

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NAME & SURNAME:

LEGAL ENTITY/ SOLE PROPRIETOR:

DATE:

Business Plan for project

BUSINESS PLAN FOR FINANCIAL ASSISTANCE: SMALLHOLDER & COMMERCIAL

BY _____ (Legal entity/ Sole Proprietor)

This section is for official use only			
Office/Commodity 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 Producers: Producer that produces (at primary, secondary, and tertiary level) for household consumption and markets. These are usually the new entrants aspiring to produce for markets at a profit with a maximum annual turnover of up to R1 million per annum.	Small Holder (> R500 000 t/a)		
	Commercial Farmers: Commercial producer is defined as a venture undertaken by an individual or business entity for production and sale of agricultural, forestry, and fisheries products to make a profit. These are established enterprises producing for the market to make a profit with an annual turnover ranging from R1 – R10 million and above).	Medium (>R1million t/a)	
	Large (>R10 million t/a)		

BUSINESS PLAN FOR FINANCIAL ASSISTANCE

PLEASE NOTE:

- COMPLETION OF THIS BUSINESS PLAN IS VOLUNTARY. COMPLETION ALSO DOES NOT MEAN THAT YOU WILL AUTOMATICALLY QUALIFY FOR ANY FORM OF FINANCIAL ASSISTANCE.
- INCORRECT OR MISINFORMATION SUPPLIED ON THIS FORM WILL AUTOMATICALLY DISQUALIFY THE APPLICANT.
- INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
- MUST COMPLETE DECLARATION OF PREVIOUS GOVERNMENT SUPPORT. FAILURE TO DO SO WILL LEAD TO AUTOMATIC DISQUALIFICATION.
- THERE IS NO GUARANTEE THAT THE APPLICATION WILL BE APPROVED OR FUNDED IN FULL. THE DEPARTMENT RESERVES THE RIGHT TO ONLY APPROVE CRITICAL ITEMS DEEMED NECESSARY. APPLICANTS WILL HAVE TO EXPLORE OTHER FINANCING INSTITUTIONS.
- NB: FOREIGN NATIONALS, CIVIL SERVANTS, PUBLIC OFFICE BEARERS AND THOSE WORKING FOR PARASTATALS ARE EXCLUDED FROM THE GRANT SUPPORT LISTED ABOVE AND MAY NOT APPLY FOR ANY FINANCIAL ASSISTANCE

INSTRUCTION TO APPLICANT:

1. SUPPLY AND COMPLETE ALL INFORMATION REQUIRED.
2. WRITE LEGIBLY.
3. ENSURE THAT ALL THE AUTHORISED PARTIES SIGN THE APPLICATION.
4. SUPPLY DOCUMENTS AS PER THE CHECKLIST GUIDELINE.

GENERAL INFORMATION

Business Name:				
Legal Entity:	Yes	No	Type of Legal Entity:	
Registration Number:			Number: Shareholders	
			Beneficiaries	
Access to Land	Own			Attach Title Deed
	Leased Land (specify)	Term:		Attach lease agreement and Title Deed
Farm Name:				
Farm Register No:				
GPS Coordinates:				
Farm description:				
Postal/Residential address:				
District Municipality:			Nearest Town:	
Contact Person:			Contact details: Cell, landline	
Identity Number			Email:	

1. HUMAN CAPITAL INFORMATION

Farm Business Operator: Name				
Explain why you are in the agriculture business				
Describe your ideal business (where do you see yourself in the next 5 years or so?)				
Agricultural Training received	Theoretical Yes / No	Practical Yes /No	If formal training, name of institution: (Farm/college or university)	
Elaborate more on the training received and benefit for your enterprise				
What training do you still need to take your business to the next level?				
What is your previous experience in agricultural enterprise development?	Type of farming (specify)		Where & when	
What Business management experience do you have (i.e. Financial, Marketing, production,				

innovations, technologies, mechanization, etc.	
Why should your application be prioritized for the grant support?	
If there was no grant funding available, how would you go about to pursue your business idea?	

2. STRUCTURE OF THE BUSINESS AND SHAREHOLDING

Give a summary of the structure of the business, together with an organogram and % of the shareholding. (Provide all certificates, shareholders' agreements and other documents as indicated in the Checklist and required by law.)

3. GROUP/INDIVIDUAL DETAILS (attach I.D. copies)

Total number of beneficiaries	Analysis of beneficiaries							
	Male				Female			
	A	C	I	W	A	C	I	W
<35 youth:								
>35:								
Person (s) living with disabilities:								
Military Veterans								

4. LABOUR (attach I.D. copies/wage register/UIF records)								
Number of Permanent Workers:		Specify the number of seasonal employees required over a year/annual cycle						
Availability of skilled labour in your farming enterprise	Good	Moderate						Poor
Number of skilled permanent employees	Analysis of labour							
	Male				Female			
	A	C	I	W	A	C	I	W
Age<35 youth:								
Age>35:								
Person (s) living with disabilities:								
TOTAL								
Number of skilled seasonal employees	Male				Female			
	A	C	I	W	A	C	I	W
Age<35 youth:								
Age>35:								
Person (s) living with disabilities:								
TOTAL								
Number of temporary employees	Male				Female			
	A	C	I	W	A	C	I	W
Age<35 youth:								
Age>35:								
Person (s) living with disabilities:								
TOTAL								

5. NATURAL RESOURCES				
LAND:				
Farm Units:	ha	(OFFICIAL USE ONLY)		
		Carrying capacity of the farm (LSU's)		
Natural Grazing (veldt):		Grazing capacity	Ha per large stock unit/(LSU)year:	
Dry Land (rain-fed):		Carrying capacity	Ha per large stock (LSU) unit/year:	
Irrigated Pastures :		Carrying capacity	Large stock units /ha/year:	
Irrigated Annual Crops:		Carrying capacity of the farm (LSU/year)		
Irrigated Perennial Crops:		*Total number of Large Stock Units on farm		
Total Farmable Land:		Attach a comprehensive farm map with labels (number/name and Size) of all camps and orchards.		
Area not suitable for farming (buildings, dams, roads, conservation):				
Total Farm Size:				

5.1 WATER:

N.B.! Please provide water analyses and official proof of legal water user rights allocation – LICENSE/LISTING/LEASE

Dams:		Source (% contribution):			Other water sources		Quantity
Dam (private)	Capacity (m ³ -cubic metre)	Runoff	River	Scheme	Description (boreholes, fountains, etc.)	Registration Authorisation	Capacity (m ³ per hour)
1.					1.		
2.					2.		
3.					3.		

Irrigation schemes: (Name of scheme e.g. Theewaterskloof, Breede River, etc)

Listed (ha)			Allocation (m3/ha)		Annual cost	Flow rate (m3/hour)	
Name	Summer	Winter	Summer	Winter	Rand/ha	Summer	Winter
1.							
2.							

Water quantity: Attach yield tests for *each on-farm water resource*, clearly identified, georeferenced.

Water quality: Attach most recent, full chemical and biological (when applicable) analysis with a comprehensive interpretation thereof for *each water source* (clearly identified, georeferenced) that is being used or potentially will be used (new development) for irrigation or livestock watering.

SOIL: For perennial crops; attach soil and leaf analyses of all orchards taken the past 2- 3 years (maximum) and soil analyses of all lands for annual crops. For new irrigation, development attach a soil report with comprehensive mapping and description of physical soil characteristics, including drainage requirements (soil map and narrative) as well as chemical analyses and the interpretation thereof for all the different soil forms.

CLIMATE: Attach the following **graphs with data tables** for the farm(s) been done with **Cape Farm Mapper**: <https://gis.elsenburg.com/apps/cfm/>

Mean annual rainfall; Mean annual temperatures; Long Term Monthly Maximum Temperatures; Long Term Monthly Minimum Temperatures. In the event you cannot access Cape Farm Mapper, you are encouraged to contact you nearest APSD District Office. <https://www.elsenburg.com/wp-content/uploads/2022/02/Contact-list-all-staff-APSD-20-Jan-2022.pdf>

Cape Farm Mapper (provide figures):

Positive Chill Units, May – September:

Frost; Mean Frost Days per Year:

Frequency (%) Years with Heavy Frost:

7. LIVESTOCK: DECLARATION OF ANIMALS BY LAND USER OF FARMING UNIT (Compulsory*)

I, the signatory, do hereby declare that the number of animals kept on this farming unit, regardless to whom they belong, are as follows:

CATTLE	BREED OF ANIMAL	Calf 0-7 months	Young 7+ months	Cows Two teeth+	Ox 18+ months	Ox 3+ Years	Bull 3+ Years
Light Frame	Aberdeen Angus / Afrikaner / Galloway / Hereford / North Devon / Beef Short Horn / Nguni						
Medium Frame	Bonsmara / Brahman / Brown Swiss / Drakensberger / Pinzgauer / Red Poll / Sussex						
Large Frame	Charolais / Simmentaler / South Devon						
Dairy Cattle	Guernsey / Jersey / Dexter						
	Ayrshire						
	Friesland/Holstein						
Mixed Breed/ Other							

SHEEP and GOATS	BREED OF ANIMAL	Lamb	Weaner 4+mnth	Ewe Two teeth+	Wether/Castrated Two teeth+	Ram Two teeth+
Woollen	Merino / Döhne Merino / Walrich-Merino / Afrino					
Mutton	Dorper					
Fat-tailed	Afrikaner, Damara, Persian, Van Rooy					
Dual Purpose	S.A. Mutton Merino / Dormer / Dorset Horn / Corriedale / Ile De France / most British mutton breeds					
Angora						
Boer						
Mixed Breed/ Other						

HORSES DONKEYS	Foil Not weaned	Young Animal	Mare	Stallion / Gelding	Ostriches	GAME							
						Chicks 0-3mnt	Young 3-6 mnt	Slaugther 6-10 mnt	SPECIFY ANIMAL TYPE	Calf	Young	Adult Female	Adult Male
Shetland pony													
Larger pony and donkeys													
Light horses and mules													
Medium draft horses					Should you require more space to write up animals, please use a separate sheet and list the animals as well as the amount of each type (e.g., Calf, Young, Adult Female, Adult male)								
Heavy draft horses													

Should you require more space to write up animals, please use a separate sheet and list the animals as well as the amount of each type (e.g., Calf, Young, Adult Females, Adult males)

Name, ID. No. and Signature: _____ Date: _____

STRICTLY FOR OFFICE USE ONLY: Conversion: Animals on farm:		

8. LIVESTOCK: INTENSIVE, NON-GRAZING

PIGS

Numbers

Dry sows	
Lactating sows	
Piglets	
Weaners (8-30kg)	
Porkers (30-70kg)	
Baconers (70kg+)	
Gilts	
Boars	

POULTRY

Numbers

Broilers	
Layers	

AQUACULTURE

Numbers or tonnage

Fish (specify)	
Shellfish (specify)	

9. LIVESTOCK: PRODUCTION

Type (sheep, goats, pigs, cattle, poultry fish etc.)	Number of Marketable Animals the previous year	Average Price per animal or unit	Number produced from intensive animal housing and/or irrigated pastures	Number produced from semi – Intensive dryland and dryland pastures	Number produced from extensive grazing/veldt
	Kg wool or mohair per year	kg			
	Liters of milk per year	Liter			
	Eggs per year	Dozen			

10. LIVESTOCK: FACILITIES										
Number of Camps:		Average Size (ha):			Drinking-places (number):		Water distribution network covers the whole farm:		Yes	No
Water analysis available:	Yes	No	Water suitable for livestock:		Yes	No	Aquaculture: Phosphorous analysis		Yes	No
Suitability of handling facilities:	Yes	No	Condition of handling facilities:			Good		Moderate	Poor	
Condition of fencing	Good			Moderate		Poor				
Branding registration	Yes	No	Bee registration		SABIO		DALRRD			

11. FARM INFRASTRUCTURE							
Describe the type and condition of access roads, dams and water reticulation systems:							
Describe the electricity infrastructure, condition and amount of transformers & KVA:							
Structure		Number	Total size (e.g. 50m ²)	Capacity (e.g. 10 ton/day)	Condition		
Homestead					Good	Moderate	Poor
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

12. MOVEABLE ASSETS						
Vehicles, machinery and implements (Please attach inventory: Year of first registration, Kw, the loading capacity of all vehicles, tractors, harvesters, pumps)	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
		Yes	No	Good	Moderate	Poor
		Yes	No	Good	Moderate	Poor

13. FARM BUSINESS INFORMATION SYSTEMS		
Who is responsible for your day to day bookkeeping?		
What system is being used (e.g. manual, Excel, Pastel, FRK)?		
Do you prepare management accounts?	Yes	No
Do you compare financial results with the projected budget?	Yes	No
Do you have enterprise budgets and cash flow projections?	Yes	No
Do you have production records for All Crops / Animals?	Yes	No
Do you utilise reproduction records to evaluate Animals / Production Blocks?	Yes	No
Does the business have a bank account?	Yes	No
Financial Liabilities, e.g. loans and Proof (total in Rand):		
Amount of annual repayments, and are these being met?		
Have you been liquidated or are you under a business rescue programme	Yes	No
<p>Attach signed financial statements for the past 3 years or the years the business has been in operation as well as other documents required according to the Checklist.</p>		

14. MARKETING				
Indicate what portion of the total <u>farm income</u> is derived from each of the following markets:			Formal %	Informal %
Company Name:	Contact Person:			

15. REGULATIONS AND CERTIFICATION(Please specify)	
Certified for SA GAP/ Global GAP:	
Other certification, e.g. BRC, Nature's Choice, HACCP:	
Does the business comply with fair labour practices and regulations e.g. SIZA, WIETA, UIF:	

16. ENVIRONMENT AND REGULATIONS
<u>Are there any current regulations or directives imposed by law on the property (examples: CARA, waste disposal, water act, or admission of guilt fines?)</u>
<u>How do farming activities impact natural resources, and what measures are taken to minimise the effects thereof?</u>
<u>Are any farming activities planned on area's where natural vegetation is still present, virgin land or land that has been fallow for more than 10 years or any other ecologically sensitive area's requiring prior authorisation – if yes, give details?</u>
<u>Was an environmental impact assessment (EIA) been done for listed activities that require such an investigation, e.g. cleaning of virgin land or intensive livestock farming, pigs/poultry/feedlots that are above the allowed thresholds? If yes, what is the outcome, or is it still pending/underway?</u>

17. PLANNING OF THE FARM, BUSINESS OBJECTIVES AND ESSENTIAL REQUIREMENTS

N.B. This section is of utmost importance, and failure to provide reliable, adequate information that was gathered through a comprehensive planning process could negatively influence the project's assessment. It should be seen as a condensed, concise narrative that explains the business, in a nutshell, to provide an excellent understanding to any outsider that is not part or familiar with the company. (Use as much space that is needed to provide essential, understandable information only. Please avoid duplications and generalisations.) Please attached additional information.

Planning (who was involved/names-expertise-organisation, when did the planning start? How many planning sessions have been done since?)

What information was being used during planning (please provide details)?

Describe your businesses' most essential Strengths and Weaknesses (Internal) – this will be a critical consideration for items requested

Describe your businesses' most essential Opportunities and Threats/Risks (External) - this will be a critical consideration for items requested

Provide information on your financial performance over the last 3 years: Income generated from operating activities; Operational expenses in the previous 3 years; Profit or loss. Attach statements.

Please provide the financial plan and a holistic cash flow for the farm/total business for the next 5 years. Must include assumptions, norms and standards and plan when negative cash flows are projected (attach all).

Underneath, describe the scenarios used to arrive at cash flow projections. Provide a full interpretation of your cash flow projections to state your financial targets and expectations.

How do you finance your business? (Sources other than the State)

Do you/the Business receive additional income? (Part/Full time job/other business/Pension) If so, type of income and how much/month/year?

Describe your marketing plan for the next 12 months, regarding offtake agreements (name the organisations committed either to marketing, processing or consuming the product)? What are the expected prices, payment terms, volumes, distance from markets/processing/cooling facilities, appropriation of marketing costs and market segmentation? (Proof of agreements and/or contracts must be attached.)

Describe the crops and livestock enterprises used for production? Motivate why these are the most suitable enterprises for a successful, profitable business on the land (elaborate on varieties and breeds). Describe your goals and targets, with time frames (short, medium and long term goals), regarding hectares, numbers, production systems and yield/output of each of these separate enterprises that were mentioned?

Please provide a comprehensive five-year rotational plan for dry Land and pasture farming (attach).

Provide a summary of the shortcomings of your infrastructure and facilities, for the Department to correctly assess your infrastructure requirements. Are there any third-party facilities available? What planning and costing has been done?

Are the vehicles, machinery, implements and equipment on the farm adequate for your operation? If not, describe what is *crucial* to add to this list (provide full specs per item) to enable optimal production of the specific crops and livestock enterprises that were chosen (motivation on each item is required).

Describe the services that you utilise and the network of advisors that you have access too. Do these services meet the technical, economic and financial gaps in the farming operations?

Describe how you will carry out business management; decision-making, implementation, evaluation and control on every critical aspect from operations, financial facets to risk mitigation (how & who?).

Job creation; permanent, seasonal and temporary (describe the trend in actual numbers for the past three years and potential for additional jobs with growth)

18. FARMING BUSINESS REQUIREMENTS

Please see the various categories of support below.

Please prioritise the items in total as per your needs.

Categories where support might be needed	Description of item <u>(Full specifications are required and items must be precisely aligned with those recorded in the Planning Section) Do not mention any brand names</u>	Priority (1-3) 1=Essential 2=Very important 3=Important	Amount (Rand) quotations must be attached (quotes must be less than 90 days)
Infrastructure: (dams, shed, boreholes, irrigation, fencing, animal housing)			
Implements, equipment, vehicles:			
Establishment of perennial crops:			
Livestock:			
Production inputs:			
Farming administration, records and information management:			
Other:			
Total amount:			

19. DECLARATION OF GRANTS RECEIVED (compulsory with Application)

Any applicant must declare truthfully, honestly and in good faith, all grants or funding received by the applicant in cash or kind, such as equipment or any agricultural assets, plants, stock or inputs and that the applicant received at any time in the past from any source of funding from which direct or indirect benefits in a personal capacity or by any directly related family member in the first degree have been obtained concerning all aspects of farming and any farming-related activity such as processing, marketing as well as training/capacity building. It might be deemed fraudulent if any such information is withheld and is not disclosed. It could lead to the immediate termination of funding and disqualification for any such financing in future.

Name of project	Farm number/portion	Coordinates

Year received	Source of grants (provide name/s of other)	Items received	Total Amount
	WCDoA		
	DALRRD		
	Other:		
	WCDoA		
	DALRRD		
	Other:		
	WCDoA		
	DALRRD		
	Other:		
	WCDoA		
	DALRRD		
	Other:		
	WCDoA		
	DALRRD		
	Other:		
	WCDoA		
	DALRRD		
	Other:		
Total received:			

I, _____ (Name of duly Authorised Person), ID no _____

declare that the above information is true and correct. I understand that it is an offence to make a false statement.

SIGNATURE OF AUTHORISED PERSON _____ **DATE:** _____

20. MANAGEMENT OF THE BUSINESS					
Name and Surname:	Identity Number	Level of education	Position and Portfolio (Production, Finance, Marketing, Human Resource, Administration and Information)	Voting Rights (%)	Signature
		Years of farming experience			

21. ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF THE APPLICATION (Office Use)			
Agricultural Advisor	Signature	Date	Comments
District Manager	Signature	Date	Comments

Comments by D.M.:

NO	CHECKLIST GUIDELINE (Attach documents where applicable)	APPLICANT : PLEASE TICK WITH √	DISTRICT: PLEASE TICK WITH √
1	Entity registration certificate (CIPC documents) and C.V. of farm operator		
2	1. Organogram of business; 2. Percentage shareholding (share certificates); 3. Number of shareholders/beneficiaries; 4. Shareholders agreement; 5. Other entities that are linked to the business		
3	BBBEE Certificate: Entity documentation required to verify BEE shareholding attached (e.g. Shareholders Agreements/trust deeds/Memorandum of incorporation) for businesses with a percentage of non-black shareholding and/or with turnover > R10m) or affidavit in the DTL template (for companies with turnover < R10m and/or 100% black ownership)		
4	Declaration of previous funds received		
5	Are all signatories in place (according to business entity's prescriptions)		
6	Proof of tenure security (title deed, rent/lease, right to occupy)		
7	Comprehensive <u>farm map</u> with labels (number/name and Size) of all camps and orchards.		
8	Soil chemical analyses with comprehensive interpretations		
9	Soil report – classification, soil forms, drainage, soil mapping		
10	Climate: Graphs and tables – Cape Farm Mapper		
11	Water: Official Proof of water available (Confirmation of legal water use entitlement; License/Listing/Lease)		
12	Water (quantity): Yield tests for <u>each on-farm water resource</u> , clearly identified, georeferenced. Water (quality): Most recent, full chemical and biological (when applicable) analysis with a comprehensive interpretation thereof for <u>each water source</u> (clearly identified, georeferenced) that is being used or potentially will be used (new development) for irrigation or livestock watering.		
13	Proof: Legally available amount of water sufficient for current and future plantings		
14	Declaration of livestock numbers		
15	Production records for three years minimum per production unit {block, camp (grain), flock} comprehensive five-year rotational plan for annual crops and pastures.		
16	Signed financial statements for the past 3 years or as long as farm has been operating		
17	Financial plan and a <u>holistic cash flow projection</u> for the farm/total business for at least the next 5 years. Must include assumptions, norms and standards and financing plan when negative cash flows are projected.		
18	Monthly income and expenditure statements/management accounts		
19	Proof of all market contracts or letters of intent		
20	Tax clearance certificate		
21	VAT registration		
22	Proof of bank account in the name of the business (copy of bank statements past three months)		
23	EIA & Municipality approvals, DALRRD, DEA&DP, DWS (e.g. intensive agriculture, ploughing of virgin soil, new dams)		
24	Industrial Compliance/Requirements/norms and standards, all applicable certifications (e.g. Phyto-sanitary and Health Requirements, HAACP, Local and Global Gap, SABS)		
25	Farmworkers registration with UIF, COIDA (Three examples; one permanent, one seasonal, one temporary)		
26	Employment contracts, salary advises and leave records/Proof of labour wages - (Three examples; one permanent, one seasonal, one temporary)		
27	Copies of certified I.D.'s for applicants and employees		
28	PUC number (Export)		
29	Proof of address		
30	Inventory of moveable assets		
31	Proxy letter (Where applicable)		
32	Animal Registration Branding Certificate		