



**Western Cape
Government**

WESTERN DEPARTMENT OF AGRICULTURE POPI ACT COMPLIANCE NOTICE

The Western Cape Department of Agriculture (WCDoA) as a public service institution is required to collect, process and store information from members of the public for the purpose of rendering of services to the citizens of this province. The POPI Act, Act 4 of 2013 regulates and controls the processing, use and storage of personal information. In order to be compliant with POPI ACT, Act 4 of 2013, the WCDoA commit not to share your information with any third party outside Provincial & National Departments of Agriculture, implementing agencies, co-workers and associates / partners as per our business approval and evaluation processes. We at the Western Cape Department of Agriculture respect your privacy and will always continue to do so. By signing this form you are giving us consent to collect, process and store your information for the purpose of rendering a service to you as a citizen.

NAME & SURNAME:

LEGAL ENTITY/ SOLE PROPRIETOR:

DATE:

REQUEST FOR ASSISTANCE OF FOOD SECURITY INITIATIVES

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	
Food Security Projects	School		
	Community		
	Subsistence		

REQUEST FOR ASSISTANCE of FOOD SECURITY INITIATIVES

PLEASE NOTE:

- **COMPLETION OF THIS FORM 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 YOUR APPLICATION.**
- **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.**
- **NB: FOREIGNERS, 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 FOR COMPLETION:

1. **Please supply and complete ALL information required.**
2. **Please write legible, using a pen.**
3. **Please ensure that the application is signed by all the authorized parties.**
4. **Please supply documents as per the checklist guideline.**
5. **Mark tick boxes with (X).**

GENERAL INFORMATION

Project Name:							
Legal Entity:	Yes	No	Type of legal entity:				
Registration Number:			Number of beneficiaries:				
Access to Land:	Yes	No	Own: (attach title deed)				
			Lease: (attach lease agreement)	Term:			
			Right of use: (attach letter from owner)	Term:			
Farm Name:							
Farm register no.							
GPS Coordinates:							
Farm Description:							
Postal/Residential Address:							
Contact Person: Name			Contact details: Cell, Landline:				
Identity Number			Email:				
District Municipality:			Local municipality:				
Nearest Town:			Distance to nearest town				

1. 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:								
Disabled:								
Military Veterans								
TOTAL								

2. 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:								
Disabled:								
TOTAL								
Number of skilled seasonal employees	Male				Female			
	A	C	I	W	A	C	I	W
Age<35 youth:								
Age>35:								
Disabled:								
TOTAL								

3. NATURAL RESOURCES

LAND:

NB Please provide soil analysis and a farm map with size of camps.

Cape Farm Mapper is available at: <https://gis.elsenburg.com/apps/cfm/>

Land Units:	ha						
Natural grazing (Veld)				Irrigated perennial crops			
Dryland (rain-fed)				Irrigated pasture			
Irrigated annual crops				Area not suitable for farming			
TOTAL FARMABLE LAND				TOTAL FARM SIZE			
Chemical Soil Analysis Available:	Yes	No	Soil type:		Clay	Loam	Sand
Occurrence of Frost:	Rare	Moderate	High	Occurrence of Hail:	Rare	Moderate	High

WATER:

NB. Please provide water analysis and official proof of legal water user rights allocation: LICENCE/LISTING/LEASE

Dams:		Source (% contribution):				
Dam (Private)	Capacity (m ³ -cubic metre)	Runoff	River	Scheme		
1.						
2.						
Other private water sources (boreholes, fountains, well points, water tanks etc.):		Quality:				
Description	Capacity (litre per hour)	Good	Moderate	Poor		
1.						
2.						
3.						
Other Water Sources:			Volume Available:	Cost: (Rand)		
Irrigation Scheme: (e.g. ZWUA or Water users association)	Yes	No				
Municipal Water:	Yes	No				
Water analysis for crop suitability is available:	Yes	No	Is water suitable for crops?	Yes	No	
Does land have mainline network?	Yes	No	Condition of mainlines:	Good	Moderate	Poor

4. 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)

5. LIVESTOCK

Type (sheep, goats, Pigs, cattle, fish, etc.)	Breed	Number of Breeding Stock (hens, ewes, sows, cows, etc.)	Number of Market- able Animals/ Eggs Per Year/wee k	Average Price per unit	Production from <i>INTENSIVE</i> animal housing, <i>SEMI- INTENSIVE</i> and/or <i>EXTENSIVE</i> pastures/free- range (specify)	Cheap Source of Animal feed (sweeping s, milk whey) Specify	Mixing of own feed (Availabilit y of hammer mill) Specify
Chicken Broilers							
Chicken Layers							
Pigs							
Sheep							
Goats							
Cattle							
Rabbits							
Other							

6. 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 :	Aquaculture: Phosphorous analysis	Yes	No
Handling facilities are adequate:	Yes No	Condition of handling facilities:	Good Moderate	Poor	
Condition of fencing:	Good		Moderate		Poor
Branding registration	Yes	No	If Yes: Registration Number		

7. 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. 50m ²)	Condition			
Housing:			Good	Moderate	Poor	
Storage:			Good	Moderate	Poor	
Packing/Processing:			Good	Moderate	Poor	
Animal housing:			Good	Moderate	Poor	
Other:			Good	Moderate	Poor	
Other:			Good	Moderate	Poor	

8. 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

9. 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, FRK)?		
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, Loans (total in Rand): Where?		
Amount of annual repayments, and are these being met?		
Please provide financial statements and cash flow projections.		

10. MARKETING

Indicate the portion of the total production that is for:	Own consumption (%)		Selling (%)	
<u>To whom do you sell your produce?</u>				
<u>Distance to markets and transport arrangements:</u>				

11. 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, Zoning of land, Bylaws)?

How do your agricultural activities impact on natural resources/other and what measures are taken to minimize the effects thereof? (e.g. EIA, Risks to commercial industries re animal diseases)

Do your current agricultural activities pose any threat to community health? (Specify)

Yes

No

12. PROJECT DESCRIPTION

Project objectives:

Planned initiatives:

Training Needs:

Comments:

13. 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 (1-3)	Amount (Rand) quotations must be attached(Less than 90 days old)
Infrastructure: (storage facilities, boreholes, water tanks, irrigation, fencing, animal housing, cooling facilities)			
Implements and Equipment:			
Establishment of perennial crops:			
Livestock:			
Production inputs:			
Contracting Services: (e.g. mechanisation,)			
Other:			
Total amount:			

14. SIGNATORIES

1. 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		
	Other:		
	Other:		
	WCDoA		
	Other:		
	Other:		
	WCDoA		
	Other:		
	Other:		
	WCDoA		
	Other:		
	Other:		
	WCDoA		
	Other:		
	Other:		
	WCDoA		
	Other:		
	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:** _____

2. MANAGEMENT OF THE BUSINESS

Name and Surname:	Identity Number	Level of education	Position and Portfolio (Production, Finance, Marketing, Labour, Administration and Information)	Signature
		Years of farming experience		

3. 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	Declaration of previous funds received		
2	Are all signatories in place (according to business entity's prescriptions)		
3	Proof of tenure security (title deed, rent/lease, right to occupy)		
4	Comprehensive <u>farm map</u> with labels (number/name and Size) of all camps and orchards. – Cape Farm Mapper		
5	Soil chemical analyses with comprehensive interpretations		
6	Water: Official Proof of water available (Confirmation of legal water use entitlement; License/Listing/Lease)		
7	<p>Water (quantity): Yield tests for <u>each on-farm water resource</u>, clearly identified, geo-referenced (GPS).</p> <p>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.</p>		
8	Signed financial statements for the past 3 years or as long as farm has been operating		
9	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 plan when negative cash flows are projected.		
10	Proof of all market contracts or letters of intent		
11	<p>Proof of bank account in the name of the business</p> <p>(copy of bank statements past three months)</p>		
12	Copies of certified I.D.'s for applicants and employees		
13	Animal Registration Branding Certificate		