



Western Cape
Government

Department of Agriculture

CASP Business Plan Format

2027-2028

Western Cape Department of Agriculture

POPIA 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 services to the citizens of this province. The Protection of Personal Information Act 4 of 2013 (also known as POPIA), regulates and controls the processing, usage and storage of personal information. To be compliant with POPIA, the WCDoA commits not to share your information with any third party outside Provincial & National Departments of Agriculture, project management 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 to render a service to you as a citizen.

SIGNATURE

NAME & SURNAME:

LEGAL ENTITY/ SOLE PROPRIETOR:

DATE:

Business plan for the project

BUSINESS PLAN FOR FINANCIAL ASSISTANCE: SMALLHOLDER & COMMERCIAL

This section is for official use only			
Office/Commodity of submission		Date	
Received by (Name in print)		Signature	
Farmer Producer Register Number			
Reference no			
Agricultural Advisor	Signature	Date	
Agricultural Advisor's comments			
District Manager	Signature	Date	
Comments by District Manager			
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	Medium (>R1 million t/a)		
	Large (>R10 million t/a)		

million and above).

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.
- Regulatory and legal compliance must be in place (proof to be attached to this business plan), if not, there will be an automatic disqualification.
- 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 an 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.

Business plan cover page

Business plan for (company name):

Registration number:

Farm Name:

Nearest Town:

Business address:

Contact person:

Contact number:

Email address:

SIGNATURE OF BUSINESS OWNER(S):

.....

.....

IF PREPARED BY SOMEONE OTHER THAN THE BUSINESS OWNER:

Business plan prepared by (company):

Contact person:

Company registration number:

Vat number:

Tax number:

SIGNATURE:

.....

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1. Executive Summary

Business legal status, shareholders, directors, BEE status, management, location (area, district municipality and province), tenure (including lease term if it is leased land), access to water (including quantity and legal use), background, products and services, market, purpose of drafting the business plan/funding requirements, problem statement, financial highlights (historical and projected performance).

2. Entity Analysis/Business Description

2.1. Background of the business

When did the business start operating, by who, ownership of land, the lease term and the remaining lease term, farm name, size of the farm, farmable land, legal registration, current status (including current land use and achievements), the structure of the business and shareholding including organogram and voting rights, BEE status, number of beneficiaries and state their involvement in the business operations and benefits received so far.

(Supporting documents: registration document, Share certificates, BBBEE certificate, lease agreement/title deed, shareholder agreement, legal water rights, Animal and Plant Improvement Act documents)

2.2. Water

Availability of water, source, legal access, quality, quantity needed and quantity available, availability of water-related infrastructure and their suitability to deliver the needed amount, e.g. boreholes, mainline, irrigation, pumps, storage dam, storage tanks, access to electricity, etc.

WATER:

NB! 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)	Ru nof	River	Sche me	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)		Annua l cost	Flow rate (m3/hour)	
Name	Sum mer	Winter	Summer	Winter	Rand/ ha	Summ er	Wint er
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.

(Supporting documents: water rights certificate, water analysis results, borehole yield results)

2.3. Location and Natural Resources

Location (GPS coordinates) of the farm including [SG code of each farm and SG code of each farm portion](#) (include labelled farm map showing developed land), suitability of the area for the proposed enterprise (include homogenous enterprise, soil suitability for your specific farm, including soil test results, grazing carrying capacity, annual average rainfall, monthly average temperatures throughout the year and how the temperatures complement or affect your farming business, distance from your market, the nearest town, input suppliers and pack house. Include a farm map.

NATURAL RESOURCES		
LAND:		
<u>Farm Units:</u>	ha	Type/description
Natural Grazing (veldt):		
Dry Land (rain-fed):		
Irrigated Pastures:		
Irrigated Annual Crops:		
Irrigated Perennial Crops:		
Total Farmable Land:		
Area not suitable for farming (buildings, dams, roads, conservation):		
Total Farm Size:		

(Supporting documents: Soil test results, Farm map)

2.4. Objectives

What are your company's short, medium and long-term goals? Always remember to have Specific, Measurable, Achievable, Realistic and Timely objectives. Business goals can include:

- Production (yields, quality, efficiency)
- Marketing (sales, distribution, market share)
- Financial (profit, net worth, cash flow)
- Personnel (management, Jobs, skills)

2.5. Products and Services

Describe the products and services the business is offering including current production and future production plans, and the size of the land for each enterprise. Also, make use of the following table in case of multiple enterprises/different cultivars/age. Include crop rotation and veld management practices for crops and livestock production, respectively.

2.5.1 Crop production

CROP PRODUCTION (perennial and annual)									
Block/ Land Number or Name	Crop	Cultivar	Rootstock name (perennial crops only)	Area (Ha's)	Year Planted	Average Yield: Past season (per unit- e.g. ton/ha or 4.5kg cartons /ha)	Average Price: Past season	Turnover past season	Product ion System (e.g. flood, sprinkle, micro, drip, pivot, dry Land)

Livestock declaration should detail each species you manage, focusing on breed types, age groups and annual product output. Additionally, for livestock sold at auctions or sent to abattoirs, include the number of animals sold per age group and their average weight.

2.5.2 Animal production

Cattle declaration by land user of farming unit							
Cattle Breed	Calves 0-7 months	Weaners 7+ months	Heifers 12+ months	Cows 24+ months	Cows 8+ years	Bulls 15+ months	Bulls 5+ years
Beef Cattle:							
Dairy Cattle:							
Mixed Breed:							

Sheep and Goats declaration by land user of farming unit						
Sheep and Goats Breed	Lamb 0-4 months	Weaners 4+ months	Rep. Ewes 12+ months	Ewes 20+ months	Rams 12+ months	Rams 5+ years
Wool:						
Mutton:						
Dual:						
Angora						
Boer						
Mixed / Other						

Pigs, Poultry and Aquaculture declaration by land user of farming unit			
PIGS	Numbers	Layers	Numbers
Dry sows		Pullets (0-20 weeks)	
Lactating sows		Layers (over 20 weeks)	

Piglets		Broilers	Numbers
Weaners (8-30kg)		Chicks (0-2 weeks)	
Porkers (30-70kg)		Growers (2-4 weeks)	
Baconers (70kg+)		Finishers (4-6 weeks)	
Gilts		QUACULTURE	Numbers or tonnage
Boars		Fish (specify)	
Ostrich		Shellfish (specify)	
Chicks (0-6 months)			
Juveniles (6-12 months)			
Yearlings (12-24 months)			
Mature (over 24 months)			

CARRYING CAPACITY OF FARM					
Farm Units:	Ha	Crop/Veld Type	Carrying capacity		Total LSU
Natural Grazing (veld/vlei):			Grazing capacity (ha per large stock unit):		
Irrigated Pastures			Carrying capacity (large stock unit per ha):		
Dry Land Pasture			Carrying capacity (large stock unit per ha):		
TOTAL (VELD + PASTURE)					

2.6. Road map and future plans/Problem worth solving

Explain the business challenges and the required intervention including financial requirements.

2.6.1. Challenges

State the challenges that the business is currently experiencing.

2.6.2. Needs assessment

What do you need to address the challenges stated above? Use the table below for financial requirements. When requesting funding for input costs, please specify the size of the land, as well as the plant species, and cultivars for which support is being requested. For machinery and equipment, provide specifications and size.

- If buildings are needed, indicate if building plans were submitted and approved by the relevant municipality (attach approved plans).
- If a borehole is needed, indicate if siting was done.
- If irrigation is needed, indicate if the design was done (attach irrigation design plans).

FARMING BUSINESS REQUIREMENTS				
Please prioritise the items in total as per your needs.				
Categories where support might be needed	Description of item (Full specifications are required and items must be precisely aligned with those recorded in the Planning Section) Do not mention any brand names	Priority (1-3) 1=Essential 2=Very important 3=Important	Amount (Rand) quotations must be attached (quotes must be less than 90 days)	Source of funds
Infrastructure: (dams, shed, boreholes, irrigation, fencing, animal housing)				
Implements, equipment, and vehicles:				
Establishment of perennial crops:				

Livestock:				
Production inputs:				
Farming administration, records and information management:				
Other:				
Total amount:				

(Supporting documents: Approved plans, irrigation design)

2.7. Previous funding received from external institutions

Declare all financial assistance received from the state using the addendum attached.

3. Industry analysis

Overview of the industry where the business is operating including industry trends analysis. Highlight the present state of the industry, recent developments, historical growth rates, growth constraints and opportunities, trends and challenges the industry is facing, key industry value drivers, price structures, the economic environment in terms of barriers to entry, regulations and key industry participants. It is of most importance when discussing the dynamics of the market to consider looking into the local and international production and demand, domestic and international market price trends, imports and exports both in value and in quantities. The information can be sourced from the websites with production statistics, trade and market intelligence data such as industry websites (like SATI, HORTGRO, BKB, RPO, SAPPO, etc.), Abstract published by the Department of Agriculture, Land Reform and Rural Development annually on their website, Quantec, Trade Map, Tridge, BFAP, FAO, ABSA Agri trends etc.

4. Market analysis

4.1. Target Market Analysis

Identify and analyse target and key customers and explain how the business products or services are going to meet their needs. Establish a clear understanding of your target market. The target market is a group of customers that need your product or service, and are financially able and willing to buy your product or service. Analyse the size and growth of your target market (number of customers, expansion geographically, change in lifestyle that can lead to an increase in new customers, future market, new product development), identify **who** is your ideal customer, **where** they live (or buy), **why** do they buy your product (what motivates them to make choices), and **how** they behave, or the steps they take in making a purchase. Segment your target market according to the following common traits: age, income level, employment status, household size, location, gender, education, nationality, lifestyle, social class, personality; - buying power, attitude, benefits, and usage frequency.

Allocate a percentage share of the product for each market segment. For example if your target market is health institutions and schools, a certain community and restaurants. How much of your product in percentage will go to each of these segments. List the existing and potential customers, provide letter of intent to purchase from your market, or market contracts, orders on hand and or proof of historical sales.

(Supporting Documents: Market Contracts, Letter of intent, GAP certification, SIZA, Export certificate and all the market related certification)

4.2. Competitor Analysis

Who are your competitors? How far are they located from you and your target market, what are their key success factors and how is each key factor important to your target market? What are their strengths and weaknesses? What is their capacity? What do they offer? What is unique about their products? How do they market their products or services? Are there any shortcomings in their product offerings that you can take advantage of? You can make use of a table and list all the key factors, assess if it's a strength or weakness, compare your business and the competitors based on the key success factors, and rank the level of importance of each key factor to the target market from a scale of 1-5, with 1 being less important and 5 as very important as shown in the table below. The information can also help you to explain the competitive advantage of your business.

COMPETITOR ANALYSIS			
Key Factor (Have your own key factors, this is an example)	Competitor 1	Competitor 2	Importance to the client (Target market) 1 = Essential 2 = Very important 3 = Important
Quality	Strength/Weakness (S/W)	Strength/Weakness (S/W)	
Company's Reputation	S/W	S/W	
Location	S/W	S/W	
Price			
Distribution			
Reliability			
Production Capacity			
Marketing strategy			

4.3. Competitive Advantage

What sets you apart in the marketplace to allow you to succeed? What is your advantage over your competitors (compare your competitor's strengths and weaknesses to yours to see your advantage). What skills do you have that allow you to have a competitive advantage? It could be the location of your business that is close to your target market or suppliers, being involved in the whole value chain, cheaper production methods resulting in more profits or affordable prices of your products.

5. SWOT Analysis

Identify your Strengths, Weaknesses, Opportunities and Threats

5.1. Strengths

Strengths are the internal attributes and resources that support a successful outcome of the business, such as available skills, larger market share, diversified products, good relationships with clients, access to working capital, etc. Identify what you are doing better or better than your competitors, your uniqueness, and what is attracting your target market.

5.2. Weaknesses

Weaknesses are internal factors and resources that make success more difficult to attain, such as lack of required skills, lack of access to funds, weak balance sheet, limited access to tenure, etc.

5.3. Opportunities

Opportunities are external factors that the business can capitalise on, such as black economic empowerment incentives, small business tax incentives, exposure to new enabling technologies, market gaps that you can take advantage of, and so on. Identify all the external factors that can be beneficial to the success of your business and which can assist your business to overcome your weaknesses.

5.4. Threats

Threats are external factors that could jeopardise the entity's success, such as load shedding, climate uncertainties, inflation rate, increasing interest rates, tough economic times that are negatively affecting the buying patterns of your target customers, legal frameworks that might negatively affect your business operation, outbreak of diseases, etc. Identify what changes in the industry are cause for concern.

6. Marketing Plan/ Strategy

6.1. Positioning of the Product

This is your unique selling proposition, the brand image you want to present to your target market. How your brand should be perceived by the target market. Is it about good quality, healthier options, environmental sustainability, lower cost, client convenience, reliability, locally produced, etc.? For example, if you are a farmer and you do not go beyond primary

production, your target market is not the end consumer but the agents or brands that are supplying organic products that are locally produced, or brands that are committed to carbon footprint reduction. Then you need to position your products in a way that complies with the standards of your target market by adopting production methods that have less carbon emissions. For example, your positioning statement can be "Producing easily accessible high-quality vegetables at lower costs". Then you explain the production methods you are using to qualify your positioning statement.

6.2. Promotion

How are you going to inform your target market about your products? There might be different ways of informing each market segment. In this section you need to discuss more on the different kinds of marketing channels you will be using for your product.

6.3. Pricing Strategy

How are you going to price your products and why? There might be different pricing strategies for each target market segment. Key factors that affect pricing strategy include the average cost of production, demand, supply, and perceived value of the product in comparison with the perceived value of competing products, based on customer preferences, quality, benefit to the customer, convenience, market share.

6.4. Sales Strategy

How are you going to encourage increase on sales? There might be other businesses producing the same product in the same area. How are you going to motivate or encourage your target market to buy from you and come back for more? Under promotion, you were informing the target market about your products and services, now you have to encourage them to buy with the aim of keeping them as your clients. Maybe your product price might have encouraged them to try your product, quality, variety of products or attractive cultivars. What are you going to do to keep them and to increase sales?

6.5. Distribution Channels

How will your products be distributed to the target clients? Are you selling the product directly to users through an online shop, physical shop or market days? Alternatively, you will channel it through wholesale or retailers. You can use different distribution channels for different market segments.

6.6. Sales Forecast

The quantity of sales per product per month/season/annum and estimated price per product. This information will be used also in the financial projections. If it's an existing business that wants to expand, it is important to show the current situation and future to show the improvement in business performance after the requested investment has been fully implemented.

(Supporting documents: 3 to 5-year historical production records)

7. Operational Plan

7.1. Key Role players

People involved in the planning process including external stakeholders. Description of the planning process including the tools and information used to assist with decision making. When did the planning process start and how many planning sessions did you have? Describe the services that you utilise and the network of advisors that you have access to. This includes but is not limited to fertiliser advisors, chemical advisors, accountants, bookkeepers, vet services, auditors of different certifications, packing and cooling services, and other services accessible to your business. Do these services meet the technical, economic and financial gaps in the farming operations?

7.2. Available infrastructure and condition

List all the infrastructure in the farm, its condition and suitability for the purpose. If not adequate, describe what is crucial to add on the list (provide full specs per item) to enable optimal production (motivation on each item is required). You can make use of the following table as a guide to list the available infrastructure in the farm.

List of Available Infrastructure			
Item	Quantity	Condition (good, moderate, poor)	Suitability
Livestock Facilities (holding pens, fencing of camps, etc.)			
Boundary Fencing			
Irrigation			
Dams			

List of Available Infrastructure			
Item	Quantity	Condition (good, moderate, poor)	Suitability
Packing or storage shed			
Housing			
Pump house			
Electricity			
Road			

7.3. Movable assets and condition

List all the movable assets in the business, ownership, condition and suitability for the purpose. This includes the vehicles, machinery, implements and equipment on the farm. If it's not adequate for your operation, describe what is crucial to add to this list (provide full specs per item) to enable optimal production (motivation on each item is required). You can make use of the following table as a guide when listing movable assets on the farm.

List of Movable Assets			
Item	Quantity	Condition (good, moderate, poor)	Suitability

7.4. Key Suppliers

Who are the key suppliers of farm inputs and other farming items? Explain how the business acquires inputs and maintains relationships with the existing suppliers. How are the logistics around the whole process?

7.5. Business Growth and Developmental Plan

Explain the planned future developments and improvements in the business.

7.6. Sustainable Measures

7.6.1. Environmental Sustainability

Are there any current regulations or directives imposed by law on the property (examples: **CARA**, waste disposal, water act, or admission of guilt fines?).

How do farming activities impact natural resources, and what measures are taken to minimise the effects thereof?

Are there any farming activities planned on areas 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 requiring prior authorisation? – If yes, give details.

Has 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?

7.6.2. Social Sustainability

Describe the impact the business has on people (customers, employees and local communities). It could be considering the rights of your employees, safety of your community and clients and food security. Contribution to the community (including number of jobs created and potential jobs).

7.6.3. Sustainable Governance

List all policies and regulations that the business has to comply with and state of compliance. For example: Animal Identification, industry compliance (Global gap, Sabio registration, etc.)

(Supporting documents: Tax certificate, branding, GAP, etc)

8. Organisational and Management Team

8.1. Directors and Shareholders

Give a brief profile about the directors and shareholders including the level of education, training attended beneficial to the business, related experience, age and gender.

Indicate the University, College, Technicon where formal training was received.

Experience should include Farming and Business experience.

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) with disabilities:								
Military Veterans								

(Supporting documents to be attached: ID Copies and Curriculum vitae, Diplomas, Degrees, Certificates)

8.2. Provide organisational structure

Organogram of the business. Indicate shareholding percentage.

(Supporting documents: Shareholding agreements, Trust Acts)

8.3. Management team and gaps

Personnel plan and responsibilities/positions (you can use a table for simplicity).

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			

8.4. Jobs created

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								

(Supporting documents to be attached: ID Copies, wage register, UIF records)

8.5. Personnel Development Plan (Skills Plan)

9. Financial Plan

9.1. Financial Highlights

Historical revenue, cost of sales, gross income, operating costs and net profits for the past three to five years including the current year. Long-term and short-term liabilities and annual payments.

9.2. Cash Flow Forecasting

9.2.1. Key Assumptions

Assumption used in developing cash flow projections

9.2.2. Break-Even Analysis

Explain when will the business break even and how is the new investment going to improve the financial performance of the business.

(Supporting documents: Financial statements for 3 years, 5-year cash flow projections for the business)

10. Litigation

Are there any pending legal disputes that may have a negative effect on the investment? Give a detailed explanation.

11. Declaration of grants received

DECLARATION OF GRANTS RECEIVED (compulsory with Application)

Any applicant must declare truthfully, honestly and in good faith, that 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 (as per AIMS)

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

	DLRRD / DOA		
	Other:		
	WCD _o A		
	DLRRD / DOA		
	Other:		
	WCD _o A		
	DLRRD / DOA		
	Other:		
	WCD _o A		
	DLRRD / DOA		
	Other:		
	WCD _o A		
	DLRRD / DOA		
	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:** _____

12. Application Checklist

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 DTI 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 the 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 the 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	Please indicate whether you have comprehensive insurance for the business		
24	EIA & Municipality approvals, DALRRD, DEA&DP, DWS (e.g. intensive agriculture, ploughing of virgin soil, new dams)		
25	Industrial Compliance/Requirements/norms and standards, all applicable certifications (e.g. Phyto-sanitary and Health Requirements, HAACP, Local and Global Gap, SABS)		
26	Farmworkers registration with UIF, COIDA (Three examples; one permanent, one seasonal, one temporary)		
27	Employment contracts, salary advises and leave records/Proof of labour wages - (Three examples; one permanent, one seasonal, one temporary)		
28	Copies of certified I.D.'s for applicants and employees		
29	PUC number (Export)		
30	Proof of address		
31	Inventory of moveable assets		
32	Proxy letter (Where applicable)		
33	Animal Registration Branding Certificate		

Refer to your district office for more information.

No.	District	Contact Person	Address	Office	Email
1	Little Karoo District	Mr Willem Burger	Oudtshoorn Experimental Farm, Old Kammanasie Road, Oudtshoorn, 6620	044-803 3747	Willem.Burger4@westerncape.gov.za
2	Central Karoo District	Ms Vianca Erasmus	Peter Jacobs Avenue 104, Beaufort West, 6970	023-414 9209	Vianca.Erasmus@westerncape.gov.za
3	North West Coast District	Mr Marius Du Randt	PO Box 130, Vredendal, 8160	027-201 3502	Marius.DuRandt2@westerncape.gov.za
4	Cape Metropole District	Ms Constance Makhuvha	Goulburn Centre, c/o Goulburn Street and Voortrekker Road, Goodwood	021-483 7082	mmbengeni.makhuvha@westerncape.gov.za
5	Overberg District	Mr Hennis Germishuys	Albert Myberg Hostel, Golf Street, Bredasdorp, 7280	028-425 4807	Hennis.Germishuys@westerncape.gov.za
6	Cape Winelands District	Dr. Rene Bastian	ABSA Building, 4th Floor, Plein Street, Stellenbosch, 7600	021-808 7051	Rene.Bastian@westerncape.gov.za
7	Garden Route District	Mr Clyde Lamberts	Old Airport Road, George, 6529	044-803 3757	Clyde.Lamberts@westerncape.gov.za
8	Swarthland District	Ms Rose Horne	Lang Street 42, Moorreesburg, 7310	022-433 8903	Rose.Horne@westerncape.gov.za

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