

KOUGA MUNICIPALITY

MAYORAL INTERVENTION POLICY

Document Control

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| Policy Title: | Kouga Municipality Mayoral Intervention Policy |
| Council Meeting: | 26 July 2018 |
| Council Resolution Number: | 18/07/CORP10 |
| Previously Approved: | No |
| Directorate Responsible: | Corporate Services |
| Status of the Document: | Final |
| Review Date: | 25 July 2018 |

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1. INTRODUCTION

The office of the Mayor receives regular requests for grants, donations and financial assistance. Requests for grants are dealt with in respect of the Grants-In-Aid Policy, approved by Council, but some deserving requests fall outside the ambit of the Grants-In-Aid Policy.

A special fund has therefore been established by the Kouga Municipality, subjected to the guidelines set out in this Policy.

The Mayor, in consultation with Mayoral Committee is authorized to decide on the use of the Fund for grants to such exceptional beneficiaries.

2. LEGAL FRAMEWORK

- 2.1 Section 12 of the Local Government: Municipal Finance Management Act 56 of 2003 provides for the establishment of a relief, charitable, trust or other fund, in the name of the Kouga Municipality.
- 2.2 The Kouga Municipality may open a separate bank account and any funds received for the purpose of the fund must be paid into the fund.
- 2.3 Funds paid into the separate bank account may be withdrawn from the account without appropriation in terms of an approved budget but only by, or on the written authority of the accounting officer acting in accordance with the decisions of the Council and for the purpose for which the fund was established.

3. PURPOSE OF THE FUND

The purpose of the fund, in respect of this Policy, is for the allocation of grants by the Executive Mayor at his/her discretion in respect of applications made or at the Executive Mayor's initiative in respect of cases set out in the Fund guidelines, under this Policy.

4. FUND GUIDELINES

- 4.1 The fund may be used for: -
 - 4.1.1 causes that will promote the profile of the Kouga Municipality both nationally and internationally;
 - 4.1.2 cases of hardship;
 - 4.1.3 emergency/disaster situations where the Kouga Municipality has no other provisions to provide for the event;
 - 4.1.4 the specific use and conditions as may be set out by a donor to the Fund;
 - 4.1.5 grants under this Policy may be paid directly to any individual, but subject to any such conditions that the Executive Mayor may approve; and
 - 4.1.6 grants may be used for travelling, accommodation or subsistence of individuals or teams participating in events such as sports or cultural

activities, but only when the Executive Mayor is satisfied that it is a real need as a result of historical disadvantages.

- 4.2 A written agreement may be entered into with the recipient of the grant funding in order to ensure that the funds are used for the intended purpose.

5. EXCLUDED USES

- 5.1 The fund may not be used for any purpose that would directly or indirectly benefit a political party.
- 5.2 Appropriations may not benefit any member of the Kouga Municipal Council or a family or relative of any member of the Kouga Municipal Council.
- 5.3 Only in exceptional cases may grants be made for activities occurring outside the boundaries of the Kouga Municipality and only after the Executive Mayor in consultation with the Mayoral Committee.
- 5.4 Any grant from this fund shall not result in repeat commitments nor may any expectation be created that funding will automatically be made available in future.
- 5.5 Grants may not be used in conjunction with other funding or grants of the Kouga Municipality.

6. PROCESS FOR RELEASE OF FUNDS

- 6.1 The Executive Mayor identifies an appropriate use and determines the amount as well as the beneficiary and forward the request to the Accounting Officer.
- 6.2 The Executive Mayor may impose conditions in respect of the grant made from the Fund.
- 6.3 The Accounting Officer must assess the request and determine whether it meets the Funding Guidelines as set out in clause 4 above, and as required by Section 12(4) of the Local Government: Municipal Finance Management Act 56 of 2003.
- 6.4 It must be confirmed whether sufficient funds are available, and once same has been confirmed, the Accounting Officer, or his/her nominee will withdraw the approved amount from the Fund.

7. REPORTING REQUIREMENTS

- 7.1 The Executive Mayor must report to the Council on a quarterly basis on the status of the Fund, which report must include the following:
 - 7.1.1 the amounts withdrawn,
 - 7.1.2 the names of the beneficiaries,
 - 7.1.3 amounts paid out to beneficiaries; and
 - 7.1.4 any donations received.

8. DONATIONS TO THE FUND

- 8.1 A member of the public or organization may donate money to the fund.
- 8.2 The Kouga Municipality may actively canvass for donations to the fund.
- 8.3 If a donor specifies conditions in respect of any donation, the donated amount may only be utilized in terms of those conditions.
- 8.4 The Executive Mayor may refuse any donation where the conditions attached are unacceptable to the Executive Mayor, immoral or contradicts the purpose of the fund or the values of the Kouga Municipality.

9. LIMITATION ON AN APPROVED GRANT


The Kouga Municipal Council may determine the maximum limit of any individual grant from time to time.



H HENDRICKS
EXECUTIVE MAYOR

12/09/2018

DATE



H BORNMAN
SPEAKER

12/09/2018

DATE