



MAYORAL DEVELOPMENT FUND OF THE MUNICIPALITY OF SWAKOPMUND

CHARTER & GUIDELINES GOVERNING THE OPERATIONS OF THE FUND AND OUTLINING THE DUTIES OF MEMBERS SERVING ON THE MANAGEMENT COMMITTEE OF THE FUND

1. **PURPOSE**

The Mayoral Development Fund provides assistance to families, individuals and organizations in Swakopmund where real need..

2. **VISION**

The vision of the Mayoral Development Fund is to portray the Municipal Council of Swakopmund as a responsible corporate citizen, committed to the mitigation of avoidable and unavoidable misfortunes while making a meaningful contribution towards their eradication or abatement, with the view of ensuring added value to the lives of the community of Swakopmund.

3. **MISSION**

The aim of the Mayoral Development Fund is to establish strategic alliances with stakeholders and other relevant role players, in the development and upliftment of disadvantaged persons, schools and organizations through financial or other support focusing on health, education and the social well-being of the residents of Swakopmund within the precincts of Swakopmund.

The Mayoral Development Fund shall hold a bi-annual fundraising event to replenish its financial resources and shall endeavour to receive donations from business entities and personalities locally or internationally for the benefit of the development and upliftment of the residents of Swakopmund.

4. **CONSTITUTION OF MANAGEMENT COMMITTEE**

The Mayoral Development Fund shall comprise of five (5) members appointed by Council, of whom

- The Chairperson : The Mayor, being the Chairperson of Council
- The Deputy Mayor
- The Chairperson of the Management Committee
- *Alternate:* The Vice Chairperson of Management Committee
- The Chief Executive Officer
- *Alternate:* The General Manager : Corporate Services & HR
- The General Manager : Finance
- *Alternate:* The General Manager : Health Services
- The Executive Assistant
- The Personal Assistant to the Mayor as Secretary (No voting powers)

5. **ADMINISTRATIVE FUNCTION**

The **Mayor, Chairperson of Council** shall have the oversight responsibility of the Mayoral Development Fund Management Committee and shall act as the Chairperson.

Council designates the Personal Assistant to the Mayor, a staff member of Council as the Secretary of the Mayoral Development Fund.

The **Secretary's** role will be to provide secretarial and administrative support to the Mayoral Development Fund Management Committee:

- Processing applications received, and acknowledge receipt thereof.
- Evaluate applications to determine that they are in the scope of the Mayoral Development Fund guidelines.
- Make sure that all information has been received.
- Liaise with the Mayor/Chairperson of the Fund to establish if this is a real need.
- Application received not on the prescribed application form be rejected without submitting it to the Mayoral Development Fund Committee.
- Compiling agenda, prepare full submissions & approval of previous minutes.
- Arranging meetings at least 7 calendar days' notice.
- keeping minutes of all meetings
- Ensure that the meeting formed a quorum.

- execution of resolutions taken, informing all applicants the outcome of the decision in writing
- Request Finance for payment in writing (memo) with all supporting documentation attached and also to be filled.
- Ensures that all documentation related to the Mayoral Development Fund, is filed.
- Reconcile the Mayoral Development Fund Vote in conjunction with the General Manager : Finance on a monthly basis and submit to Council's Management Committee by means of a monthly report.
- Compile an Annual Report of the Mayoral Development of all beneficiaries that the Mayoral Development Fund Committee contributed, the values and the purpose of the contribution to be contained in the Mayor's Annual Report.
- Placing an article in the Swakopmund Lightbeams with every edition by reporting on a quarterly basis the beneficiaries to whom have been contributed, the values and the purpose of the contribution.

6. **MEETINGS AND DECISIONS OF THE MAYORAL DEVELOPMENT FUND'S MANAGEMENT COMMITTEE**

A quorum for making any decisions will consist of the:

- The Chairperson of Council, being the Mayor or
- The Deputy Mayor
- The Chairperson of the Management Committee or
- *Alternate:* The Vice Chairperson of Management Committee
- The Chief Executive Officer or
- *Alternate:* The General Manager : Corporate Services & HR
- The General Manager : Finance or
- *Alternate:* The General Manager : Health Services
- The Executive Assistant
- The Personal Assistant to the Mayor as Secretary (Who has not voting powers)

The Chairperson (Mayor) of the Mayoral Development fund or, in the absence of the Chairperson, the Vice-Chairperson (Deputy Mayor) shall preside at meetings.

The decision of the majority of the members present at any meeting of the Management Meeting of the Mayoral Development Fund shall constitute a decision of the meeting, and in the event of an equality of votes the Chairperson or Vice-Chairperson presiding shall have a casting vote.

7. **REPORTING**

The Mayoral Development Fund Management Committee shall, monthly report to Council's Management Committee in writing on the activities of the Mayoral Development Fund, reporting the applications received, the grants awarded as well the income and expenditure of the fund.

Grants awarded shall be published/reported in every edition of the Swakopmund Lightbeams.

A report shall annually be included the Mayor's Annual Report indicating the beneficiaries and the purpose with the value of the contributions made from the Mayoral Development Fund and also be reported in the Municipal Newsletter.

A reports/presentation shall also be submitted by the Mayor at the bi-annual fundraising gala event (Mayoral Gala Dinner) hosted by the Mayor.

8. **DISBURSEMENTS FROM THE FUND**

The Mayoral Development Fund Management Committee may by way of donation and on such conditions as it may determine, of its own accord of an application made to it in such form as it is determined, render from the Mayoral Development Fund financial assistance to the community of Swakopmund, only.

The fund will consider all requests for assistance on which assistance will be given **in kind** and based on the merit of the application.

The decision to grant assistance shall be subject to the availability of funds and will be judged and be provided for in kind.

The Fund has limited levels of assistance that will be determined by the criteria of the application and to each category of funding.

The Management Committee of the Mayoral Development Fund may, for the purpose of rendering assistance, require the person or organization in relation to whom such assistance is being considered, to furnish the Management Committee with such particulars or information or to submit or make available to it such books, documents, statements or records as it may require for purpose of that specific application.

Areas of Intervention

Our priorities are to support:

- Sport & Recreation
- Health & Education
- Arts & Culture
- Environment & Community
- Catastrophic Interventions & support.

Preference is given to causes that benefit a wide range of stakeholders, in particular the youth, women, elderly and the physically challenged of community members of Swakopmund.

Non-Qualifiable Activities

As a general rule, Swakopmund Mayoral Development Fund will not consider financial support for the following:

- Organizations, groups, projects, individuals and other activities outside the boundaries of Swakopmund
- Advertising and promotions, including advertising solicited on behalf of another organization.
- Membership dues or school fees.
- Reducing or donating the cost of municipal services.
- Labour or political organization or candidates for public office.
- Corporate/family picnics
- Fraternal associations
- Organizations or programmes that are sensitive, controversial, harmful, or pose a potential conflict of interest.
- Professional fund-raisers working on behalf of an organization.
- Generic requests that may have been sent to various organizations – the 'To whom it may concern' letter.
- Additional funds for organizations or groups already under a multi-year commitment.
- Applications submitted in less than 6 weeks of the event.

9. APPLICATION GUIDELINES

All applications for assistance must be directed to the office of the Mayor and be addressed to:

**The Mayoral Development Fund
Mayor's Office
Swakopmund Municipality
P O Box 53
SWAKOPMUND**

- (i) Applications must be made using the Grant Application Form available on Swakopmund Council's website (www.swkmun.com.na) or collected at the Office of the Mayor)
- (ii) All sections must be completed.
- (iii) Please be as concise as possible by limiting information to the spaces provided in the available text boxes.
- (iv) Indicate who is expected to benefit or is benefiting most from the program and how it will impact on the wider community or individual.

In cases of individuals;

They must:

- Submit a formal request for assistance on the prescribed application form.
- State the urgency and importance of the need for assistance.
- State how the assistance will improve the recipient/s to enjoy value added life.
- Where an application is based on support due to ill health, the application must be supported by relevant documentation from a registered Physician.
- In case of disasters, mental and other needs, submit proof from a registered official, e.g., social worker or police.

In cases of Organisations;

They will be required to:

- Submit a formal on the prescribed application form.
 - Motivate the need for assistance, and how the desired assistance could help the community of Swakopmund. (Multiplier effect).
 - Submit a detailed income statement indicating expenditures and how the desired assistance will improve the situation.
 - Provide certified copies of registration as a non-profit organisation.
- (v) Explain how the application is in keeping with the mission of the Swakopmund Mayoral Development Fund

- (vi) Provide important budget details including:
- A breakdown of how the grant will be used.
 - If the grant is not funding the whole program, indicate the source and importance of supplementary funding.
 - If the program is ongoing, indicate how it will be sustained at the end of the funding period.
 - List previous grants received by your organization from the Swakopmund Mayoral Development Fund what projects were funded within the last three years.
- (vii) Provide quotations of three (3) different suppliers/vendors.
- (viii) All required attachments listed on the Application Form needs to be enclosed with the application
- (ix) Ensure attachments are bound with staples or clips only. Please do not enclose booklets or folders.
- (x) Only one copy of your application.
- (xi) Applications to the Office of the Mayor must be submitted 6 week in advance of the event, for consideration and in order to be processed and considered by the Swakopmund Mayoral Development Fund Management Committee.

Consideration should be given that applications can take between 4 and 6 weeks to process, application should be submitted well in advance of the required financial commitment or activity date.

10. **GENERAL**

Whilst the Mayoral Development Fund will not pursue a vigorous public relations or promotional exposure, it will ensure that recognition is given to contributors to the Fund. Where contributors to the Fund require anonymity, this will be respected, except where accounting and auditing standards apply. It is further required that beneficiaries must be open and supportive towards media publicity. A report on all assisted cases shall be submitted to Council on a monthly basis.

11. **FINANCIAL ADMINISTRATION & CONTROL**

The Mayoral Development Fund shall be managed in accordance with its Council's **Financial Rules and Regulations**. Members serving on the Mayoral Development Fund Management Committee shall not receive any payment or reward in any form whatsoever and shall actively work at preventing, combating and revealing all forms of illegal or improper dealings or other forms of wrongful use of funds.

The Mayoral Development Fund Management Committee may approve a limit of assistance to an application, not exceeding **N\$20 000,00** per application.

Assistance in excess of **N\$20 000.00** per application shall only be authorised by the Council subject to a recommendation by the Mayoral Development Fund Management Committee.

Applicants will be advised in writing of the outcome of their application as soon as possible after a meeting has been held.

Enclosed: Grant Application Form