



The Game changer of South Coast development

Ray Nkonyeni Municipality
P.O. Box 5 / 10 Connor Street
PORT SHEPSTONE
4240

APPLICATION FORM
EVENT SUPPORT PROGRAMME: 2023 / 2024

SUBMISSION DATE : _____

NB: Applicants are urged to read notes and familiarise themselves with checklist as stipulated in page 15 of this application form.

NAME OF EVENT : _____

DATE OF THE EVENT : _____

COMPANY/ORGANISATION: _____

LEGAL STATUS (Pty, etc.) : _____

REGISTRATION NUMBER : _____

CONTACT PERSON/S : _____

TELEPHONE NUMBER : _____

FAX NUMBER : _____

MOBILE NUMBER : _____

E-MAIL ADDRESS : _____

SECTION 1

1) EVENT CONCEPT

1.1 CONCEPT OVERVIEW

1.2 EVENT PROGRAMME *(Please provide details of the overall event programme ie if this is a ticketed event, what time gates open, details of what is on the programme and at what time, the closing time of the event etc)*

1.3 EVENT FORMAT *(Please indicate the structure and the way the event will be managed i.e., various role players and their responsibilities, reporting lines, etc)*

1.4 PROPOSED VENUE

1.5 TARGET AUDIENCE *(Please elaborate rationale for such audience)*

SECTION 3

3.1) ORGANISATIONAL CAPACITY

(a) Previous Event Management experience

(b) Operating structure for the event *(Please provide organogram)*

(c) Persons responsible *(Please attach responsibility matrix & respective contact details)*

(d) Indicate services to be outsourced to local service providers

SECTION 4

4.1) BUDGET

- a) Provide a detailed event budget (**attach a spreadsheet with anticipated expenditure and income**)
- b) Sponsorship

NAME OF COMPANY/ORGANIZATION (PRIVATE SECTOR SPONSORS)	AMOUNT
Financial / Value in-Kind Sponsorship to be included	

- c) Other municipal or spheres of Government funding (excluding RNM)

NAME OF COMPANY/ORGANIZATION	AMOUNT
Financial/Value in Kind Sponsorship to be included	

d) Financial support requested from Ray Nkonyeni Municipality

FUNDING AMOUNT REQUESTED FROM RNM	AMOUNT
Amount:	R

e) Non-financial support requested from Ray Nkonyeni Municipality

NON-FINANCIAL SUPPORT REQUESTED FROM RNM <i>(e.g. Venue, electrical, other services etc.)</i>

Ticketed events: Estimation of revenue to be realised from ticket sales.

How many tickets will be sold, and what is the cost per ticket	No. of tickets estimated to be sold.	Price of Tickets
TOTAL ESTIMATED REVENUE FROM TICKET SALES		R

f) Indicate whether the staging of the event is sufficiently funded without the necessary support from Ray Nkonyeni Municipality.

YES	NO

SECTION 5

5.1) OPERATIONS

- a) Provide confirmation of SAPS Risk Assessment application (*Please attach the application to SAPS or permit received*)
- b) Indicate venue/ site capacity and provide layout (attach a relevant document if necessary)

- c) Indicate temporary infrastructure requirements and provide build-up and break-down timelines.

SECTION 6

6.1) INSURANCE REQUIREMENT

- a) Provide details of the insurance cover required in staging the event e.g. Public liability

- b) Indicate compliance certificates required for the staging of the event & elaborate progress or how you intend complying.

- c) Confirm Ray Nkonyeni Municipality to be co-insured in terms of the event public liability insurance policy

SECTION 7

7.1 EVENT MARKETING AND COMMUNICATIONS CAMPAIGN

a) Provide / outline marketing and communications plan – Local/National and International markets

b) Indicate overall marketing spend

c) Indicate likely participants/spectators and expected numbers of visitors to the event and period of stay

d) Indicate event appeal and provide Municipality leveraging opportunities in association with the event.

e) Indicate the ability of the event to enhance tourism benefits i.e. extended stay of visitors

f) Provide proposed branding plan (*Branding Schematic inclusive of ALL proposed sponsor branding and the level of sponsor support associated with the event*)

g) Provide full details of the Municipality Rights and Benefits package in association with the event

[Empty response box for details of the Municipality Rights and Benefits package]

SECTION 8

8.1 SANCTIONING

- a) Provide details from the relevant Federations/Associations/Promoters etc that the event in discussion has been sanctioned

SECTION 9

9.1 ENVIRONMENTAL IMPACT ASSESSMENT

- a) Provide confirmation of EIA application where applicable

SECTION 10

10.1 CSI PROGRAMME / LEGACY INITIATIVES

a) Provide details of planned / proposed legacy or CSI programmes and initiatives in association with the event.

SECTION 11

11.1 RESEARCH AND EVALUATION

a) Provide details of the impact assessment of the event (anticipated visitors to the event both local and out-of-town and their projected spending and more accurate evaluation if the event has been staged previously)

b) Provide details of proposed event evaluation and media analysis

CHECKLIST / DOCUMENTS TO ACCOMPANY THE APPLICATION



REGISTRATION ON CENTRAL SUPPLIER DATABASE (CSD)?	YES	NO
IF YES – PLEASE PROVIDE MAAA REGISTRATION NUMBER		
REGISTRATION ON RAY NKONYENI MUNICIPALITY VENDOR PORTAL?	YES	NO
IF YES – PLEASE PROVIDE REGISTRATION NUMBER		
GOOD STANDING DOCUMENTATION FOR THE COMPANY UNDER WHICH APPLICATION IS BEING SUBMITTED	YES	NO
Company Registration Documents issued by the Companies and Intellectual Property Commission (CIPC)		
BBBEE Certificate (Certified copy) or affidavit		
A copy Bank Statement or Letter from a South African Banking Institution confirming that the company/organisation is a client of such institution		
A copy of a valid Tax Clearance Certificate Vat Registration (where applicable)		
Certified Copies of Identity Documents of all shareholders or directors in the company.		

Notes:

1. Legislation requires that applications for major events must be submitted 6 months prior to the event date.
2. This call for event support is for events that are to be staged from 01 December 2023 to 30 June 2024.
3. Applicants are encouraged to further attach PowerPoint presentation or word document proposal to enhance their submissions.
4. Applications must be typed, printed and be submitted in sealed envelopes. Handwritten, emailed or faxed applications will thus be disqualified.
5. Applications are to be physically delivered to LED Offices, situated at 46 Aiken Street, Port Shepstone.
6. Applicants will be required to sign the submission register.
- 7. If you do not receive a response from the LED Office within 30 working days from the closing date, please consider your submission unsuccessful.**
- 8. Closing date for submission of applications is Friday, 25 August 2023, at 12h00.**

Declaration of Information

I declare that the information provided herein is true and correct and that if tendered in evidence, the wilful provision of false information could result in prosecution.

Full Name: _____

Organisation _____

Signature _____

Date _____

FOR OFFICE USE ONLY:

DATE SUBMITTED:

DATE: _____

RECEIVED BY:

STAMP:

