



NATIONAL TREASURY  
REPUBLIC OF SOUTH AFRICA



# Neighbourhood Development Partnership Grant

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NDPG Toolkit (No 3 of 5)  
Registration for Grant (Guideline)

Version 6  
February 2008

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## NOTE TO MUNICIPALITIES

### Introduction

This Registration Form is to enable municipalities to apply to the National Treasury's Neighbourhood Development Programme (NDP) Unit for the Neighbourhood Development Partnership Grant (NDPG) funding for NDPG projects. It is important to refer to the other documents in the Toolkit for information on the limits and details of the NDPG.

In order to ensure even-handed consideration of registration forms, National Treasury is obliged to proceed with all requests for funding in an identical manner. Consequently, every municipality applying for NDPG funding will be requested to complete this form.

If the registration is successful, and the project is incorporated in the NDPG portfolio, this form will serve as the basis of any contract. Any information determined to be falsely supplied may void any approvals granted. Guidance notes are provided throughout and applicants are requested to use the Registration Form that does not include the Guidance Notes.

The registration form allows for project applications for either the Technical Assistance and/or the Capital Grant fund.

National Treasury may request further information from the Municipality and any other source to verify the contents of any registration.

### Tips for Completing the Registration Form

Whilst every effort has been made to ensure the form is as simple as possible to complete, municipalities may wish to submit projects that are at a very early stage of conceptualisation and/or may find it difficult to provide the information that is required. In these instances, municipalities are urged to provide as much information as possible. Attempts should be made to be as accurate and complete as possible. The form can address aspects of projects at any stage of the project cycle. On the other hand, some projects may be at an advanced stage, and the municipality is urged to be as thorough as possible and should submit supporting documents.

Please ensure that information included in this registration form is as accurate as possible. It is recommended that data is sourced from existing, internal documents as far as possible. Where information is not available, please include your best estimates. **National Treasury does not expect any municipality to conduct unduly complex research in order to complete this form.** Further clarification of the proposed project will occur as the project development process proceeds.

The form may be printed and completed by hand or completed electronically.

If required to 'select' an answer for questions, please tick the relevant box. If the municipality cannot answer a question, or the answer is 'not applicable', state 'N/A' on the form, or strike the selection through with a dash: ' --- '.

**Example:**

Name of registering Municipality	<b>CITY OF JOHANNESBURG</b>	
Municipal Category (which best describes the nature of your municipality (select)?)	Local municipality	N/A
	District municipality	N/A
	Metropolitan municipality	✓
If the registration is from a local municipality, name the relevant district municipality	N/A	
If the registration is from a district municipality, name the local municipality where the project is located	N/A	

... or:

Name of registering Municipality	<b>CITY OF JOHANNESBURG</b>	
Municipal Category (which best describes the nature of your municipality (select)?)	Local municipality	---
	District municipality	---
	Metropolitan municipality	✓
If the registration is from a local municipality, name the relevant district municipality	---	
If the registration is from a district municipality, name the local municipality where the project is located	---	

If completing this form electronically, right click on the Table of Contents above when the form is complete and select 'Update field', and 'Update entire table' to refresh the Table of Contents for your form.

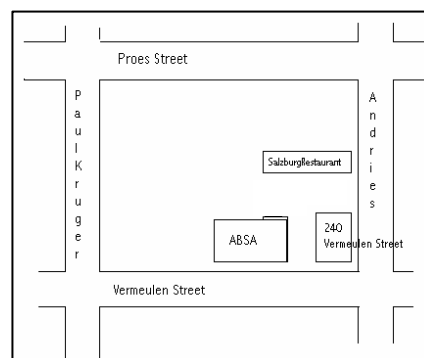
## Submission of Completed Registration Forms

The completed form, with any required supporting documents, must be addressed to:

Chief Director: Neighbourhood Development Programme Unit  
 Budget Office  
 National Treasury

Submissions must be hand delivered or couriered to:

Chief Director  
 NDP Unit  
 14<sup>th</sup> Floor  
 National Treasury  
 240 Vermeulen Street  
 Pretoria



E-mailed and faxed submissions are **NOT** eligible for consideration.

The onus is on the applicant to ensure that any registration form has been received as per the contact details below:

Talita Van Der Westhuizen: Tel: (012) 315-5459, e-mail: [Talita.vdWesthuizen@Treasury.gov.za](mailto:Talita.vdWesthuizen@Treasury.gov.za)  
 Suvashna Singh: Tel: (012) 315-5666, e-mail to [Suvashna.Singh@Treasury.gov.za](mailto:Suvashna.Singh@Treasury.gov.za).  
 Fax: 012 315 5779

## Closing Date for Current Round

Round 4 for the NDPG is open on 29 February 2008 and closes on **Tuesday, 10 June 2008 at 12h00.**  
Late registrations will not be considered.

# 1 APPLICANT'S INFORMATION

## 1.1 NDPG Project Application

Complete as indicated.

Project Name	
Township Name	
Municipality Name	
Province Name	
Round No.	3
Project Reference <i>(For completion by National Treasury official)</i>	
Date Received <i>(For completion by National Treasury official)</i>	

## 1.2 Registering Municipality

Only a municipality may apply, even if a private sector or other partner is the driver of the project. In such cases, the interested party should approach the municipality to ensure the registration is made and may provide capacity to the municipality to complete the registration. It is important to complete this section fully in order to ensure that National Treasury is in a position to contact the right parties if required.

Full Name of Applying Municipality		
Physical Address		
	Postal Code	
Postal Address (if different to physical address)		
	Postal Code	
Telephone Number (Switchboard)		
Facsimile Number		
E-mail Address		
Web Address		

## 1.3 Municipal Manager Contact Information

Name of Municipal Manager	
Direct Telephone Number	
Cell Number	
Direct Facsimile Number	
Direct E-mail Address	

## 1.4 NDPG Coordinator

In order to facilitate the processing of your registration for NDPG funding, National Treasury requires that municipalities must designate a NDPG Coordinator if more than one registration is to be submitted from that municipality. The NDPG Coordinator must report directly to Municipal Manager. The NDPG Coordinator's responsibilities include high-level understanding of NDPG projects and are detailed elsewhere in the Toolkit.

Name of official	
Title	
Position	
Unit	
Department	

Direct telephone number	
Alternative name and telephone number	
Cell number	
Direct facsimile number	
Direct e-mail address	

## 1.5 NDPG Project Manager or Officer

If different from above, and in line with the Division of Revenue Act, National Treasury requires that municipalities must designate a Project Manager or Officer who will be delegated responsibility and authority for the day-to-day aspects of the project and can advise on any detailed aspects of the project (see elsewhere in the Toolkit for details on this position). The reporting line is also requested. In some cases, the Project Manager may change but for the purposes of this registration, it is the official who has the best understanding of the project (and is probably the one who is completing this form).

Name of official	
Title	
Position	
Unit	
Department	
Direct telephone number	
Alternative telephone number	
Cell number	
Direct facsimile number	
Direct e-mail address	
Line manager's name	
Line manager's position	

## 1.6 Alternative Responsible Official

If different from above, these are officials who may be project managers of the NDPG projects or are involved in the project and are aware of the projects. Alternative officials may include consultants, and can be more than one individual. Insert additional tables if required.

Name of official	
Title	
Position	
Unit	
Department/Organisation	
Direct telephone number	
Alternative telephone number	
Cell number	
Direct facsimile number	
Direct e-mail address	

## 1.7 Details of Applicant completing Registration Form

If different from above, the individual completing the form (whether in the municipality or in another organisation or company) should provide their details here.

Name of official	
Title	
Position	
Unit	
Department/Organisation	
Direct telephone number	
Alternative telephone number	
Cell number	
Direct facsimile number	
Direct e-mail address	

## 2 MUNICIPALITY

### 2.1 Registering Municipality

Name of registering municipality			
Municipal Category (select category which best describes the nature of your municipality (select?))	Local municipality		
	District council		
	Metropolitan municipality		
If the registration is from a local municipality, name the relevant district council			
If the registration is from a district council, name the local municipality where the project is located			
If the registration comes from the local municipality, is the district municipality aware of the registration and does it support it (or vice versa)? The applicant may be required to provide a letter of support if required. Note the relevant contact person. If this is not applicable, note "N/A" here.			
Name of official in local municipality/district council			
Position			
Unit			
Department/Organisation			
Direct telephone number			
Alternative telephone number			
Cell number			
Direct facsimile number			
Direct e-mail address			

### 2.2 Project Management Capability and Capacity

Is a project manager available for the project? What is the specific capacity and expertise of the project manager to manage the project? Provide a short description. Will the municipality require project management support? Indicate by way of a motivation for the project, the municipality's capability to manage the NDPG project both in its procurement phases and during implementation. For example, a reference to the management of other, related, projects can be used to support the motivation. It is equally important to highlight any insufficiency that may impact on project delivery. Are resources for managing the project in place and has the municipality undertaken similar projects successfully? Or are project management resources inadequate and no similar projects have been undertaken?

Is a project manager available for the project?	Yes		No	
Will the municipality require project management support?	Yes		No	
Description of project management capacity and expertise to manage the NDPG project				

### 2.3 Other NDPG Registrations

Has the municipality registered this or other projects previously for the NDPG? Complete as far as possible.

NDPG registration has been made for this project in previous rounds	Yes		No		Don't know	
NDPG registration was made in Round No. 1	Yes		No		Don't know	
NDPG registration was made in Round No. 2	Yes		No		Don't know	
Were any of these registrations successful?	Yes		No		Don't know	

## 3 TOWNSHIP INFORMATION

### 3.1 General Township Information

Highlighting some aspects of the unique nature of the township is useful for contextualizing challenges the municipality may have, e.g. if long-established, then there may be a need to deal with architectural heritage areas. Inform National Treasury when the area was established (approximate year).

Select the most appropriate description of the township character. A short description of the township (maximum 50 words) helps to develop a picture of development challenges and opportunities pertinent to the project.

Township establishment date					
Township character	Predominantly urban		Predominantly rural		Urban, but in a rural location, serving a number of rural communities
	Isolated rural area		Other (specify)		
Broad township description					

### 3.2 Township Economic Linkages

Note the name of the nearest main town(s), town centre(s) and and/or city and/or economic node and the distance from the township, from nearest to furthest, that serves the township's community and/or economic needs. The applicant must list as many areas as possible that may be relevant to the project, but at least a minimum of one such main area. These are the main areas that the township residents may typically visit to shop, work and undertake official functions (licensing, pension payouts, etc.). If such an area is already located within the township, state so. If such a centre is, say, the main employment centre for residents in the township (and even if it is not within the municipal boundaries containing the township) include it in the list. These dominant areas should also be noted on the submitted map required in terms of this registration.

No	Name of economic node	Distance (km) from township
1		
2		
3		
4		
5		
6		
7		
8		

### 3.3 All Townships within Municipality

Note all townships, and their estimated populations from largest to smallest, within the municipal area. Provide as many areas as is relevant (add rows if necessary). Complete as far as possible, indicating whether the figures are actual or estimated. State the sources of information (e.g. Census 2001, site surveys, etc.)

No	Name of township	Population	Estimate	Actual
1				
2				
3				
4				
5				
6				
7				
8				
Total population				
Total number of townships within municipality				
Sources of information				

### 3.4 Township Race Profile

National Treasury wishes to understand who the project beneficiaries may be for the project being applied for, hence the provision of a race profile of the township where the project is located. If the applicant does not know the detailed information, select the appropriate categories in the last column. If the municipality does not currently have the information, try Statistic South Africa's Geography Website at <http://mapserver.statssa.gov.za/geographywebsite/> (source 2001 Census) or its Municipal Profiles 2006: <http://mapserver.statssa.gov.za/profiles2006/>. Estimates or rounded numbers will also suffice. If more than one township is targeted in this form, summed data for all townships is acceptable.



Township Race Profile	Number of people	Number of households
Black		
Coloured		
Indian		
White		
Other		
Total		
Source of information		

### 3.5 Nature of Project Area

The term 'township' is deemed to include any informal settlement or low-income housing development. Select the term/terms that best describes the nature of project area. This assists in identifying whether the project is located within a qualifying area.

Township		Informal settlement		Low-income housing development	
Mixed-income housing development		Other (specify)			

## 4 PROJECT SUMMARY

### 4.1 Project Summary

List the name of the project, and the township that the project is located in. If the project is located in only one part of the above township and has a different name, please note name here (latter usually applies to large townships with more than one sub-area).

Project Name	
Name of Township	
If the project is located in only one part of the above township and has a different name, please note name here	

### 4.2 Brief Project Description

Provide a brief description of the project that outlines the project concept (not more than 200 words). An example could read: a bus and taxi terminus with related facilities is integral to the development of a retail shopping centre adjacent to the Ikhwezi station, which is located in a position where pedestrian flows are channeled between the transport interchange and station through the shopping centre to proposed new high-density mixed-income housing. This project was identified in the XYZ Development plan and the council's IDP and is an anchor project in terms of the Township Renewal plan/Investment Framework. Detailed transportation studies have been completed and an implementation plan is now required.

Brief Project Description	
---------------------------	--

### 4.3 Description of Project Type

Brownfield		Greenfield	
------------	--	------------	--

### 4.4 Project Status

Which term describes the status of the project best? Select as many as are appropriate.

New project		Already active	
Project planning commenced		Project planning not commenced	
Project concept complete but more detailed investigation is required			
Implementation not commenced		Implementation underway	
Project stalled (state reason)			
If project has commenced, state the year of commencement			

## 5 PROJECT DETAILS

### 5.1 Detailed Project Description

Provide a general detailed project description (maximum one page), referring to how it relates to the IDP and any other strategic plans. Outline the methodology, elements, possible partners, a high-level history of the project, its location within the municipal area and any other factors that portray the parameters and opportunities of the project. This is the **most important section in the registration form** and the municipality should be as thorough as possible here.

### 5.2 Location of Project, Provision of Map and Checklist of Map Elements

Provide information on the name of the province, status of council and the GIS coordinates of the project area (centre point)

GIS coordinates	Degrees°	Minutes"	Seconds"	NSEW
Latitude				
Longitude				

Does the registration include a map(s) and/or an aerial photograph as an Annexure, and does it contain the required information that facilitates an understanding of the project context and its location. Some of the questions relate to the identification of facilities which may be duplicated in terms of the proposed project. A map or maps are **mandatory** as part of the registration, A4 versions are the preferred option. A map of the location of project within its context showing surrounds, land uses, major transport routes, rail/taxi/bus stations, any geographical features, community facilities, etc. is desired. If a significant township is located just beyond the municipal boundaries, please include this in the map. **Even a simple sketch map is better than none at all!** If the municipality has no planning department resources, use Google Earth to locate the project site, and cut and paste the map into MSPowerpoint and submit with the Registration Form as an Annexure. National Treasury reserves the right to **disqualify a project if a map is not provided.**

Project Map Items	Yes	No
A simple map(s) is (are) provided		
A detailed map(s) is (are) provided		
An aerial photograph is provided		

Select all elements shown on map(s) submitted as part of previous question. Try and provide as many of the checklist items as possible.

Checklist for Map Elements	Yes	No
Project boundary		
Regional landmarks		
Local municipality boundary		
District municipality boundary		
Metropolitan municipality boundary		
Core node boundary		
Nodal boundary		
Catchment area boundary		
Township boundary		
Location of other townships		
Wards and ward numbers		
Name(s) and location(s) of closest economic nodes (retail, industrial, etc.) including those not within municipal boundary that serve as employment centre(s) for residents in municipal area		
Key municipal landmarks		
Main roads		
Main public transportation elements		
Name and location of nearest towns/town centres/economic activity areas		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

### 5.3 Alignment to Municipal IDP

It is important for National Treasury to be able to determine whether this initiative is clearly linked to the strategic outcomes and/or objectives of the municipality as contained in the Integrated Development Plan (IDP), in order to be able to disburse funds for the project. Note that National Treasury may request the municipality to submit further details upon request in support of the registration.

Has this project been included in the IDP?	Yes	No
Status of the IDP	Not adopted	Adopted
Note specific page and clause number which refers to the project in the IDP		

### 5.4 NDPG Project with Respect to Other Initiatives

There are a number of international, national and provincial area based-initiatives which National Treasury would like to support, and the municipality should highlight these. If the municipality is aware of other initiatives that the project is in alignment with, state them here. E.g. a project such as Motherwell may already be included as part of the URP, this should be highlighted in the table and the name of the URP project (i.e. Motherwell) must be provided.

Name of Initiative	Yes	No
The municipality is a member of the South African Cities Network?		
The project being applied for falls within the Urban Renewal Programme (URP) run by the National DPLG		
The project being applied for falls within the Integrated Sustainable Rural Development Programme (ISRDP) run by the National DPLG		
The project falls within the Sustainable Communities Initiative run by the DBSA		
The project falls within the Presidency's National Spatial Development Perspective's (NSDP) identified high growth and high population areas		
The project falls within the Thusong Service Centres (TSCs, formerly known as the MPCCs programme run by National GCIS		
The project falls within the Gauteng Top 20 Townships Programme run by Provincial Housing		
Other (name)		
Other (name)		
Other (name)		

## 5.5 Alignment to Strategic Initiatives

It is important for National Treasury to be able to determine whether the proposed project has been prioritised at local and/or district, municipal, provincial, national and international levels and is clearly linked to the strategic outcomes and/or objectives of the municipality. The project should also be in alignment with the relevant strategies, policies, frameworks and initiatives championed by the various spheres of government, including its own. Any initiative that may impact on the design and implementation of the project must be highlighted. List the strategies or initiatives, which provide the context for the project; the champion of that initiative; the status of the initiative; and whether the project is in alignment with that initiative. Note that National Treasury may request the municipality to submit further details upon request in support of the registration, including copies of such strategies. Examples of related initiatives may include alignment to the NSDP, PGDS, regional or provincial policies, local or sub-local policy, municipal, city development plan, SDF, SDF for any sub-area, precinct plan, any Township Regeneration Strategy or plan for the municipality, etc.

Strategy type	Name of strategy or initiative	Strategy champion				Status of strategy				Project included in strategy	
		National	Provincial	Municipal	Other	Approved	Not approved	Approval pending	Draft	Yes	No
MDG											
ASGISA											
JIPSA											
NSDP											
PGDS											
IDP											
GDS											
SDF											
Township Regeneration Strategy or Plan											
Precinct plan											
Local area plan											
Nodal development framework											
Investment framework											
Public transport plan											
Environmental plan											
2010 footprint											
Council resolution											
LED plan											
Tourism plan											
Any significant project/programme											
Urban renewal plan											
Housing plan											
Other (specify)											
Other (specify)											
Other (specify)											
Other (specify)											
Other (specify)											

## 5.6 Problem Statement and Project Rationale

At the heart of the development of any business case is a clear explanation of the rationale behind undertaking the project. Underpinning the need to conduct the project is a clear problem, or set of problems that should be articulated in a clear, understandable problem statement. It is a response to this problem statement that should lie at the centre of the underlying project rationale. Care should be taken to ensure that this rationale is clearly argued. It is this section of the business case that sets out why there is a need for the proposed project. Where possible this section should include evidence illustrating the problem and could draw on baseline or other statistical data.

**Select only three** of the most pressing challenges and/or constraints that the municipality is

encountering in the township and/or within the project area. **If more than three challenges are selected, the registration form may be disqualified.**

**Select only three** of the most pressing aspects of the problem statement:

No management of uncontrolled street trading and no infrastructure to support informal trading facilities	
Inability to attract and leverage private sector investment	
Lack of appropriate platform to attract and leverage private sector investment and ring-fence investment from other spheres of government	
Lack of appropriate infrastructure to support community activities	
Shortfall of government services	
Residents face difficulties accessing civic, community and commercial facilities	
Lack of concentration of economic activities and job opportunities in the area	
Not enough trading spaces for small, local businesses	
Land ownership issues block development of the area	
No land available for development	
Unresolved zoning, planning and land-use management issues	
Lack of economic base	
Poverty and low household income levels	
Evident legacy of apartheid planning	
Traffic congestion	
Economic base non-existent and/or marginal	
No provision of community services	
Fragmentation of existing node	
Declining node	
Non-availability of planning to define municipal interventions	
No contribution to municipal rates	
Minimal contribution to the municipal economy	
Poor quality of township environment	
Little or no internal and external linkages	
No 'sense of place'	
Other (specify)	
Other (specify)	
Other (specify)	

## 5.7 Project Objectives

The specific objectives or goals of the project ought to be identified and highlighted. Typically objectives are linked to both outputs and outcomes. **Select only a total of three** of the most important goals and/or objectives that best describe what the municipality wishes to drive for the project. If the goals the municipality seeks to attain are not listed, please add to Rows 25 – 27, and select. If the municipality does not know, state so in Row 28. **Note that if more than three goals are selected, the registration form may be disqualified.**

Category goals	No	Description	Select <b>only 3</b> goals
Economic	1	Local economic development	
	2	Future-orientated development for economic growth	
	3	Facilitation of job creation (including labour-intensive construction methods)	
	4	Retain local buying power	
	5	Increase local buying power	
Infrastructure	6	Infrastructure provision	
	7	Improved internal and external linkages	
	8	Community infrastructure provision	
Investment	9	Leverage of Investment by private sector and other government bodies	
	10	Facilitation of commercial infrastructure	
	11	Community infrastructure provision and facilitation of commercial infrastructure	
	12	General township environmental improvements (streets, rivers, sidewalks, lighting, signage, etc.)	
	13	Creation of dignified, vibrant, integrated and safe neighbourhoods as basis for sustained private investment	
Efficiency of urban form	14	Urban renewal	
	15	Bring jobs closer to people and people closer to jobs	
	16	Plan areas appropriately	
Social development	17	Improve quality of life	
	18	Increase socio-economic benefits	
	19	Develop local institutional capacity and participation of communities	
	20	Significantly improve access to more than one government service resulting in tangible improvement in residents' quality of life	

Category goals	No	Description	Select <b>only 3</b> goals
Asset utilisation	21	Develop municipal-owned and/or other property	
	22	Maximise and enhance existing infrastructure	
	23	Integrate service delivery infrastructure	
	24	Drive municipal transformation (reflecting quality and leadership; enabling implementation of municipal workplace skills and employment equity plans)	
Other (specify)	25		
Other (specify)	26		
Other (specify)	27		
Don't know	28		

## 5.8 Nature of Project

The municipality is to advise the National Treasury as to the scale of the proposed project by selecting as many categories as are applicable. Choose the categories that best describe the project.

One-off ad hoc facility and/or element	
One-off ad hoc facility and/or element contributing to nodal or precinct development	
A number of scattered facilities and/or elements	
A number of related facilities and/or elements	
A number of related facilities and/or elements contributing to nodal/precinct development	
A nodal /precinct development project	
Improvement of internal and/or external linkages	
General improvement of the township environment	
None of the above	
Other (specify)	
Other (specify)	

## 5.9 Project Cycle Stages

Refer to the Introduction to the "Building the Business Case" document for a full description of the Project Cycle in the Toolkit, in order to complete this section. Select the appropriate stages that have already been completed and/or underway that best suit the status of the project currently.

No	Stages complete or underway	Select
1	Concept	
2	Pre-Feasibility	
3	Detailed Investigation	
4	Business Planning	
5	Implementation	
6	Exit	
7	Review	

## 5.10 Project Time Frames

Projects may likely require both Technical Assistance and Capital Grant funding components from the NDPG. The municipality is to provide an indication of when each project element is likely to occur (month and year of anticipated start and completion dates). If dates cannot be provided at this stage, indicate the duration only (number of months). Note that in terms of National Treasury's Strategic Alliance Business model for rolling out the NDPG funding and as it wishes to commit to the full life cycle of projects adopted, it is important to provide a realistic assessment of the duration of the project including all its stages. If a component is not applicable, state so.

Project Element	Start date		Completion date		Number of	
	Month	Year	Month	Year	Years	Months
Project planning						
Implementation						
Operations and handover						

# 6 INVESTMENT LEVERAGE POTENTIAL

Crowding in private sector investment is a key ingredient for the success of NDPG registrations. At a project level, it is up to the municipality to develop the project to the necessary level of detail required for implementation, either through its own resources, through the NDPG's Technical

Assistance grant, other sources of funding or a combination of these approaches. Part of the early project planning (if not already undertaken, can be done through the Technical Assistance fund) must encompass discussions and/or agreements with the private sector and that must be undertaken through the municipality (unless the project is already being driven by, and/or supported by the private sector). It is not the National Treasury's intention to identify possible investors at individual projects levels. However, National Treasury will consider undertaking marketing campaigns at a national level to inform and alert the investment community to the grant's existence, as well as the portfolio of relevant, emerging investment opportunities arising out of the projects by the municipalities.

Any project that supports community enrichment and/or contributes and supports private-sector led commercial development will be considered. In cases where the private sector investor is already investing or about to invest in the project area, registrations for funding to deepen the community and/or innovative and/or experimental elements of the project may be considered. Private sector investors may be sourced from the project area (generally community-based) or elsewhere.

The NDPG can not be used to directly fund a private sector investor but rather the components of a development that will have direct benefit to the community, leave a legacy in that area and promote a better-rounded project. So, typical projects that may achieve this multi-faceted goal could be nodal regeneration/renewal/establishment, business and/or industrial parks, etc. Here the NDPG could be directed towards public space improvements (such as greening, street lighting, street furniture), and civic and community facilities (such as community centres, pay points, libraries, etc.) and so on, where these investments by the municipality will support the creation of its planned broader economic activity in dormitory townships and/or that support the overall development of the area.

Hence the additional resource provided by the NDPG can make the township area more attractive, and potentially more attractive to any investor and commercially viable in the long run. This may attract the private sector as a well-planned development may now provide reasonable returns on their investment. To give a practical example, a retail developer may wish to erect a shopping centre in a township, but there is no access road and the adjacent park could do with a facelift. The NDPG could fund the construction of this access road, for without it, the retail development could not proceed. It could also fund the greening and landscaping of the park. As long as the development is secured on that basis, and other, normal funding sources are not available to cover the cost of the infrastructure, National Treasury may consider a registration for both the Technical Assistance component to package the project, and for the capital required in line with a business case demonstrating the structuring and viability of the project.

One of the key objectives of the NDPG is to open up township areas to private sector investors. Submissions which are clear as to how this will be achieved and/or which contain some elements of private sector interest and involvement already will be given preference. In cases where there is already a contract between the municipality and the investor clearly outlining the responsibilities of each party, and in line with legislative frameworks, preference may be given to such a registration, providing the need for the NDPG can be demonstrated.

The NDPG will not fund directly fund private sector investment in the form of loans to the private sector, as the channel for project funding is to the municipality in the form of a grant. The NDPG will enable the municipality to provide the necessary investment environment through the provision of normal municipal service delivery and quantifiable investments, which may make the area more attractive to the private sector investor. Note that the municipality is not a banking institution.

The additional challenge is for the municipality to ring fence a number of partners in other spheres of government to provide the facilities in the project area that will provide the critical mass that will entice the private sector investors in to the area. This is especially important in the case where retail investors are to be attracted as community and civic facilities will encourage a high rate of visitors

to the area. The identification of these partners can be explored through the Technical Assistance component of the NDPG fund.

The next sections outline whether the potential for partnership may exist for the implementation of the project based on contributions that each partner may bring to the project. The partners may be from the private sector or other spheres of government. Note that the term 'partnership' is deemed to include agreements with other players who bring resources to the project (such as land, money, buildings and staff) that are quantifiable. So, in cases where the 'community' is identified as a partner, the financial value of its contribution must be calculated, i.e. the generally loose conception of 'partnership with community' cannot be limited to consultation alone (although obviously this will be one of the tasks that the municipality will engage in). 'Community' may mean residents' associations, business association or any other community interest group.

Note that this section is not about the availability of service providers or service delivery agents as these are not generally project partners and a separate question elsewhere addresses these groups).

The simple **example in the spreadsheets in Sections 7, 8 and 9 outline various contributions made by different partners** to the completion of the overarching project. Consideration has been given by the municipality in this case as to how the investments made by the public sector can unlock investment by the private sector. The reader will note that there are a number of parties to designing and implementing the NDPG project, with each party the source of possible funds, i.e. the municipality itself, the NDPG, the private sector and other levels of government. In some cases, the municipality may believe that funding from one of these sources is possible but that there is a high degree of uncertainty about this – in this case a column for those contributions ('To be Confirmed' (TBC)) has been provided.

## 6.1 Status of Partnership Identification

Select the category that best describes the status of partnership identification for the project.

No partner identified and this is not required in terms of the project	
No partner(s) has (have) been identified but it (they) will be secured during the project planning stage	
Partner(s) has (have) been identified for the project implementation stage	
Other (specify)	

## 6.2 Economic Development Potential per Category Land Use

The municipality is encouraged to identify which economic sectors and/or land uses that are currently located within the node, or maybe located there in the future by answering 'yes' or 'no' to the relevant potential development aspect identified. This information provides an insight into the positioning of, and functions to be included in, the node, e.g. a tourism precinct, a medical precinct, etc. and is not required to be an exact quantification. It is not advised to tick every box as 'yes' as this would indicate that little thinking has been applied to the potential of the area

Economic Development Potential per Category Land Use	Yes	No
Retail (formal)		
Retail (informal)		
Offices		
Industrial/manufacturing		
Government services and administration		
Commercial housing (mixed income)		
'RDP' type housing (low income)		
Low-income/affordable housing		
Mixed-income housing		
Upper-income housing		
Tourism		
Manufacturing		
Health		
Parks, squares, public spaces		
Transportation		
Educational		
Heritage		
Sports		



Arts and/or culture			
Other (specify)?			
Other (specify)?			
Other (specify)?			
Other (specify)?			
Other (specify)?			

### 6.3 Land Ownership

Often in the case of nodal projects, the municipality (or other levels of government) is a significant owner of land in the project area. This land can be used to leverage in private sector investment, as well as investment by other spheres of government. For all land holdings, describe the extent of property owned, and landownership by the municipality and other landowners in and around the project area in hectares, or by very simple estimated percentage of the total capital project area, if the detail is not yet known. This section also helps to identify possible partners for the project.

No	Owner	Area (hectares)	% of project area
1	Municipality		
2	Private sector		
3	Other spheres of government		
4	Residents		
5	Tribal authority		
6	Other (specify)		
7	Other (specify)		
8	Other (specify)		
9	Other (specify)		
10	Other (specify)		
11	Other (specify)		
12	Other (specify)		
13	Don't know		
Total			100%

### 6.4 Private Sector Partners

Complete this section as far as possible by selecting the relevant categories in the case where a partnership or emerging partnership exists. If the municipality is able to quantify the extent of the contribution of each partner at this stage, please provide the rand value of each contribution. If not, please tick the appropriate categories where such a contribution may be possible, which can be quantified at a later stage of project planning. Note that although private sector players make investments, it is not the municipality's direct responsibility to plan and implement these. Investors can be of any type: from shopping centre developers to office developers to community-based business associations to residents. However, as the purpose of the NDPG is to leverage private sector investment, it is important to quantify these contributions at some stage. Add as many rows as are required.

No	Private sector partner name	Nature (or Rand value) of contribution						
		Land	Money	Facilities or amenities	Staff	Sweat equity	Other	Don't know
1								
2								
3								
4								
5								
6								
7								
8								
Subtotals								
Total of all contributions								

### 6.5 Partners in Other Spheres of Government

Complete this section as far as possible by selecting the relevant categories in the case where a partnership or emerging partnership with other spheres of government exists. If the municipality is able to quantify the extent of the contribution of each partner at this stage, please provide the rand value of each contribution. If not, please tick the appropriate categories where such a contribution may be possible, which can be quantified at a later stage of project planning. Note

that although these government players make investments, it is generally not the municipality's direct responsibility to plan and implement these. Investors can be of any type: from the local government departments themselves, to hospitals and clinics, sports facilities, and the like. However, as the purpose of the NDPG is to ring-fence and leverage investment from other spheres of government, it is important to quantify these contributions at some stage. Add as many rows as are required.

No	Public sector partner name	Nature (or Rand value) of contribution						
		Land	Money	Facilities or amenities	Staff	Sweat equity	Other	Don't know
1								
2								
3								
4								
5								
6								
7								
8								
Subtotals								
Total of all contributions								

## 7 PLANNING COSTS AND TA REQUIREMENTS

### 7.1 Total Planning Costs

This section provides information on what TA funding elements may be required relevant to the total planning costs for the project. The municipality is encouraged to read the 'Building the Business Case' document in the NDPG Toolkit, which outlines a number of possible preparatory pieces of work that may be funded through the NDPG. As per the document, list each element requiring funding for all stages of the Project Cycle. State the total amounts/costs already obtained and/or to be obtained from each funding source. Identify as many planning elements as possible; add as many rows as are necessary. If the costs cannot be quantified at this stage, at least note how much funding is required from the NDPG, and complete the 'To Be Confirmed' (TBC) column if prospects for obtaining funding appear possible but cannot be identified at this stage. The information should be as complete as possible, especially those matters dealing with the various elements of work to be done, the funding required from the NDPG and the subtotal amount per row (rounded off to the nearest thousand Rand). Include any contributions that may already have been made by any party at any stage of the project cycle. If this level of detail (i.e. individual allowances per item) can not be provided, ensure that the 'Total' columns are completed. Note that this section provides an insight into the methodology the municipality wishes to adopt for the project. The next sets of financial spreadsheets are completed with a very simple example where a local municipality has identified a township it wishes to prioritise and wishes to follow the stated path over a period of about 5 years, commencing with one year of intensive planning preparation:

- Augment current project planning and implementation capacity within the council
- Develop a township regeneration strategy
- Prepare a nodal development strategy
- Undertake an Economic Activity Analysis (EAA)
- Prepare detailed designs and tender documents for say 3 catalytic projects (say, a node, a clinic in the node, and some general township improvements along the main road into the township)
- Facilitate private sector investment in the projects
- Build them
- Ensure that operations run smoothly

No	Planning elements	Total planning costs					Subtotals
		Municipality	NDPG	Private sector	Other government	TBC	
1	Project capacity for 5 yrs	R1,000,000	R1,500,000	-	-	-	R2,500,000
2	EAA	R200,000	R250,000	R50,000	-	-	R500,000
3	Township Regeneration Strategy & Implementation Plan (including Nodal Development, & Private Sector Investment Strategies)	R100,000	R800,000	R100,000	-	-	R1,000,000
4	Precinct Plan for a Node	R100,000	R250,000	R150,000	-	-	R500,000
5	Business Case preparation (for CG)	R200,000	R300,000	0	-	-	R500,000
6	Detailed designs for 3 projects (with tender documents)	R1,000,000	R1,500,000	0	-	-	R2,500,000
7	-	-	-	-	-	-	-
8	-	-	-	-	-	-	-
9	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-
Totals		R2,600,000	R4,600,000	R300,000	-	-	R7,500,000

## 7.2 Current TA Service Providers

Has the municipality already appointed service providers to provide TA for the project? If service providers are in place, list the name of each consultancy and the nature of the service being provided. Add more rows if needed. If the consultancy is a consortium, list only the lead consultancy. Do not list any consultants working currently at risk.

TA Service providers have already been appointed	Yes		No	
State method of appointment	Quotations		Approved Consultants Panel	
	Tender		Other	
Total value of contract(s) thus far where appointments have been made				
No	Consultancy name	Nature of service		
1				
2				
3				
4				
5				
6				

## 8 CAPITAL COSTS AND CG REQUIREMENTS

### 8.1 Total Construction Costs

This section provides information on what CG funding elements may be required in respect of the total construction costs for the project. The municipality is encouraged to read the 'Building the Business Case' document in the NDPG Toolkit, which outlines a number of possible construction elements that may be funded through the NDPG. As per the document, list each element requiring funding for all stages of the Project Cycle. State the total amounts/costs already obtained and/or to be obtained from each funding source. Identify as many construction elements as possible; add as many rows as are necessary. If the costs cannot be quantified at this stage, at least note how much funding is required from the NDPG, and complete the 'To Be Confirmed' (TBC) column if prospects for obtaining funding appear possible, but cannot be identified at this stage. The information should be as complete as possible, especially those matters dealing with the various elements of work to be done, the funding required from the NDPG and the subtotal amount per row (rounded off to the nearest thousand Rand). Include any contributions that may already have been made by any party at any stage of the project cycle. If this level of detail (i.e. individual allowances per item) can not be provided, ensure that the 'Total' columns are completed. Note that this section provides an insight into the methodology the municipality wishes to adopt for the

project. Clearly apportion indicative costs to the party responsible for implementing the elements (e.g. shopping centre and housing to private sector investor). Indicate/select whether each construction element is a purchase and/or a new construction/new build and/or a refurbishment.

No	Construction elements	Purchase	New	Refurb	Total capital costs					Subtotals
					Municipality	NDPG	Private sector	Other government	TBC	
1	Purchase of land for clinic	X			R1,000,000	R5,000,000	-	-	-	R6,000,000
2	Clinic construction		X		R2,000,000	R5,000,000	-	R13,000,000	-	R20,000,000
3	Improvement of nodal environment (trees, signage, lighting, public square)			X	R1,000,000	R8,000,000	R1,000,000	-	-	R10,000,000
4	Greening of main street, signage & lighting		X	X	R1,000,000	R9,000,000	-	-	-	R10,000,000
5	New shopping centre		X		-	-	R50,000,000	-	-	R50,000,000
6	New infill housing (mainly for middle-income)		X		-	-	R10,000,000	-	-	R10,000,000
7	Upgrade to power station for nodal development			X	R1,000,000	R9,000,000	-	-	-	R10,000,000
8	BID establishment (could also be TA)	-	-	-	R1,000,000	-	-	-	R1,000,000	R2,000,000
9	-	-	-	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-	-	-	-
Totals					R7,000,000	R36,000,000	R61,000,000	R13,000,000	R1,000,000	R118,000,000

## 8.2 Current Contractors

Has the municipality already appointed contractors for the project? If these are in place, list the name of each and the nature of the contract. Add more rows if needed.

Contractors have already been appointed		Yes	No
State method of appointment		Tender	Other
Total value of contract(s) thus far where appointments have been made			
No	Contractor's name	Nature of service	
1			
2			
3			
4			
5			
6			

## 9 PROJECT BUDGET AND MILESTONES

### 9.1 Total Project Cost

From previous Planning and Construction Costs calculated, list totals here per party, and add for subtotals. Add all subtotals per party for Total Project Cost.

Item	Total Costs					Totals
	Municipality	NDPG	Private sector	Other government	TBC	
All planning costs	R2,600,000	R4,600,000	R300,000	-	-	R7,500,000
All capital costs	R7,000,000	R36,000,000	R61,000,000	R13,000,000	R1,000,000	R118,000,000
Totals per party	R9,600,000	R40,600,000	R61,300,000	R13,000,000	R1,000,000	R125,500,000

## 9.2 Summary Project Milestones

List all key project milestones to be achieved in terms of all project stages in minimum six month intervals and maximum twelve-monthly intervals. State the target dates (month and year) the municipality wishes to complete the milestones by. A maximum of 10 rows is required.

No	Milestone	Completion date	
		Month	Year
1	Project capacity for 5 yrs in place & consultants appointed	Dec	2007
2	All studies complete	Sept	2008
3	Precinct Plan & Business Case complete	Nov	2008
4	Tender process complete & contract awarded	March	2009
5	Construction of public elements completed	April	2010
6	Shopping centre completed (private sector)	June	2010
7	BID established	June	2010
8	Infill housing completed (private sector): Phase 1	August	2011
9	Infill housing completed (private sector): Phase 2	August	2012
10	-	-	-

## 10 SUPPORTING INFORMATION

Note that some mandatory information is required (grey blocks, Numbers 1 to 3 below). The municipality must supply these as requested: by fax or scanned copies by e-mail. Note that failure to provide these may mean that the registration can not be evaluated. In addition, the availability of all documents that are readily available and that support the registration and that address any project-specific components (including, for example, IDP, SDF, Precinct plans, studies, etc.) should be listed here. If required, National Treasury will request the submission of these documents. Where possible, and if these documents are available on the municipal or other website, provide the URL. Add as many rows as required. Note that National Treasury reserves the right to request additional information and/or verification of information if the information provided by the municipality is deemed to be insufficient or if clarification is required.

No	Document title	Date	Available		
			Yes	No	URL
1	Council resolution supporting this registration				
2	Letter from municipal manager supporting this registration				
3	Map of project area				
4	Signed municipal declaration (next section)				
5	Letter of support from DM if LM is applicant, or from LM if DM is applicant				
6	Township regeneration strategy				
7	Relevant IDP extracts				
8	Project concept and/or design details				
9	Photos of project area				
10					
11					
12					
13					
14					
15					

## 11 MUNICIPAL DECLARATION

The municipality undertakes the following should this registration be successful (note that the appropriate response is 'Yes'):

No	Declaration: The municipality undertakes, in the event that a NDPG award is made for the project, to:	Yes	No
1	Comply to all normal MFMA, MSA and SCM legal framework and policy requirements for all elements of the project for the duration of the project	✓	
2	Implement any capital-related expenditure in line with municipal policies (e.g. in accordance with EPWP or other labour intensive methods, including training, use of local labour, etc.)	✓	
3	Permit reasonable access to the project office, its records and/or the project site by National Treasury, and/or its delegated representative(s), to verify aspects of the registration and/or the project and/or project records at any stage of the project cycle	✓	
4	Permit this registration form, and any information therein, to form the basis of any contract, including the Funding Agreement, entered into between the National Treasury and this municipality for the project	✓	
5	Permit the National Treasury the right to direct any of its own Technical resources to a project should it deem it necessary to continue the project if the municipality is unable to do so	✓	
6	Inform the National Treasury of any changes to the identified Project Manager/Officer and/or the NDPG Co-ordinator	✓	
7	Alert the National Treasury of the failure or potential failure to complete any agreed milestone(s), thus resulting in the possible delay or stoppage of any NDPG payments and/or transfers to the municipality and/or its consultant(s)	✓	
8	Advise the National Treasury of any material changes, or errors discovered, in this Registration	✓	

It is mandatory that the Municipal Manager signs the Registration Form. **Failure to do so may mean that the registration can be disqualified by the National Treasury.**

Signed by Municipal Manager (name)	
Signature	
Date signed	