

BUSINESS SUPPORT FUND GUIDELINES

1. BACKGROUND

Trade & Investment KwaZulu-Natal (TIKZN) is the official inward investment promotion agency mandated by the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) to market the province of KwaZulu-Natal as the premier investment destination and to grow the provincial export capacity of the province by assisting local companies access international markets.

The recent protests of the month of July that ravaged the country, with impact felt mostly in KwaZulu-Natal and Gauteng, have no doubt put a dampener on the progress made by the province in attracting investment and trade into the province. Of huge concern for TIKZN as well as economic development partners, is the impact on the image of the Province, as well as the impact brought upon the KwaZulu-Natal economy on the aftermath of the protests. This has not augured well in terms of building investor confidence, calling for stronger turnaround strategies, that not only address the immediate need to turnaround businesses impacted by riots, but also looking at longer term measures to help bolster investment into the province and rebuild investor confidence. As a start, the province needs to save and retain jobs and ensure that these businesses are fully operational. However, going forward, there is a need to ensure stability of the province that will go a long way in rebuild investor confidence, and this stability rests in the provinces ability to retain and grow jobs. These initiatives therefore call for stronger partnerships that will aid in the turnaround of the province and also drive long term programmes that will ensure that the Province is brought back to its growth trajectory.

In addressing the challenge highlighted above, Trade & Investment KwaZulu-Natal (TIKZN) in collaboration with strategic economic development partners are making grant funding available to KwaZulu-Natal businesses that were impacted by civil unrest of July. The grant funds are intended for the purposes of restarting and rebuilding of KwaZulu-Natal businesses with an aim of saving jobs, retention of business, leading to expansions and creation of new jobs. The funding has been introduced to specifically assist with the reviving of business in order to accelerate social, economic, and spatial transformation in the Province. Priority will be given to businesses that are based in the township, rural areas, and small towns impacted by the unrest. Key to note that only owners of businesses that operate in KwaZulu-Natal qualify for this funding.

Given the number of businesses impacted, it is important to note that only **one** application per business will be permitted. This will require the submission of all mandatory documents, company information and consent of use of submitted information. The application is subject to TIKZN approval process. Applications are also subject to the availability of funds.

The closing date is the 01 November 2021. Applications submitted post the closing date will not be considered.

2. FOCUS AREAS

The Business Support Funding is intended to assist the following types of affected businesses:

- 2.1. Businesses impacted negatively by the civil unrest in KwaZulu-Natal (KZN);
- 2.2. Businesses that require funding for working capital (including stock, equipment, furniture and fittings);

- 2.3. Small businesses and traders that have suffered the effects of the unrest;
- 2.4. Re-establishing supply-chains and routes to market;
- 2.5. Supporting entrepreneurship and strengthening business partnerships;
- 2.6. The funding (Capital Expenditure and Operational Expenditure) needs to address the recovery of businesses;
- 2.7. Replacement of movable assets associated with the business destroyed/damaged due to unrest;
- 2.8. Refurbishing the office/business infrastructure and fittings;
- 2.9. Replacement of lost capacity and associated stock;
- 2.10. Businesses in the township and rural areas environment will be prioritised;
- 2.11. This fund is targeting uninsured businesses, however, the Committee will exercise its discretion to support, to a certain extent, under- insured businesses;
- 2.12. Replacement of critical security infrastructure i.e., fencing, security doors, etc., to ensure business continuity and
- 2.13. Replacement of critical IT related equipment and software to ensure business continuity.

3. FINANCIAL SUPPORT

- 3.1. Grant funding is subject to adherence to the criteria and approval process of the TIKZN Business Support Fund Committee and the availability of funds.
- 3.2. Grant funding payments are subject to the approval conditions of the TIKZN Business Support Fund Committee.

4. ELIGIBILITY CRITERIA

4.1. CATEGORY A – BELOW R50 000

This category entails businesses applying for funding support to the value of up R50 000.

- a) Business must be negatively affected by the unrest of 10th – 16th July 2021;
- b) The SAPS case number and police affidavit statement must be submitted;
- c) Must be 100% owned by South African citizens;
- d) Must have been in operation for more than 6 months prior to the unrest;
- e) Only affected businesses based in KwaZulu-Natal will be considered and
- f) Rural areas and township based businesses will be given priority.

4.1.1 SUBMISSION OF MANDATORY DOCUMENTS FOR CATEGORY A.

- a) Certified copy of business owner identity document(s);
- b) Proof of business address or residential address;
- c) Proof of business registration or trading Permit or proof of Association or Forum membership;
- d) Photos of damaged business property and/or goods;
- e) Latest 3 months business or personal banking statements;
- f) The SAPS case number and police affidavit statement must be submitted and
- g) Two quotations of assets to be financed (replaced) and or Stock to be replenished.

4.2. CATEGORY B – R50 000 to R300 000

This category entails businesses applying for funding support to the value of R50 000 - R300 000.

- a) Business must be negatively affected by the unrest of 10th – 16th July 2021;
- b) The SAPS case number and police affidavit statement must be submitted;
- c) Be a registered legal entity in South Africa (CIPC);
- d) Be a 100% owned by South African citizens or proof of a valid permanent residence or valid business visa;
- e) Have been in operation for more than 6 months prior to the unrest;
- f) Must be registered and compliant with the South African Revenue Service;
- g) Only affected businesses based in KwaZulu-Natal will be considered and
- h) Rural areas and township based businesses will be given priority.

4.2.1 SUBMISSION OF MANDATORY DOCUMENTS FOR CATEGORY B

- a) Certified copy of business owner identity document(s);
- b) Proof of business address and residential address;
- c) Business profile;
- d) Photos of damaged business property and stock;
- e) The SAPS case number and police affidavit statement must be submitted;
- f) CIPC registration certificates;
- g) Valid Tax Clearance Certificate (Pin);
- h) FICA documents not less than 3 months old (e.g. municipal accounts, sworn affidavit);
- i) Certified ID copies of Directors/Members;
- j) Latest 3 months stamped business bank statements;
- k) Signed copy of lease agreement or proof of ownership (business premises);
- l) Facility statement of other (external) funders – where applicable;
- m) Three quotation of assets to be financed (replaced) and/or stock to be replenished and
- n) Detailed break-down of finance requirements.

4.3. CATEGORY C – R300 000 to R 1 Million

This category entails businesses applying for funding support to the value of R300 000 – R1M.

- a) Business must be negatively affected by the unrest of 10th – 16th July 2021;
- b) The SAPS case number and police affidavit statement must be submitted;
- c) Must be a registered legal entity in South Africa (CIPC);
- d) Must be 100% owned by South African citizens or must have proof of a valid permanent residence or valid business visa;
- e) Must have been in operation for more than 6 months prior to the unrest;
- f) Must be registered and compliant with the South African Revenue Service;
- g) Only affected businesses based in KwaZulu-Natal will be considered and
- h) Rural areas and township based businesses will be given priority.

4.3.1 SUBMISSION OF MANDATORY DOCUMENTS FOR CATEGORY C.

- a) Certified copy of applicant and/or business owner identity document(s);
- b) Proof of business address and residential address;
- c) Business profile;

- d) Business Plan with a clear indication on how the funds would be utilised to resuscitate the business;
- e) Photos of damaged business property or stock;
- f) The SAPS case number and police affidavit statement must be submitted;
- g) CIPC registration certificates;
- h) Valid Tax Clearance Certificate (Pin);
- i) FICA documents not less than 3 months old (e.g. municipal accounts, sworn affidavit);
- j) Certified ID copies of Directors/Members;
- k) Latest 3 months stamped business bank statements;
- l) Past annual financial statements (last 2 years);
- m) Three (3) years cashflow projections (with clear assumptions);
- n) Signed copy of lease agreement or proof of ownership (business premises);
- o) Facility statement of other funders – where applicable;
- p) Three quotation of assets to be financed (replaced) or stock to be replenished and
- q) Detailed break-down of finance requirements.

5. EXCLUSIONS

Please note that the following businesses are not eligible to apply:

- 5.1. Labour brokers.
- 5.2. Manufacturing and selling of ammunition.
- 5.3. Tobacco, Liquor, Gambling and sex trade.
- 5.4. Non-profit organisations.
- 5.5. Political organisations.
- 5.6. Un-rehabilitated insolvent shareholders and/or directors of applying entities.
- 5.7. Speculative property development.

6. APPLICATION PROCESS

- 6.1. Information on the TIKZN Business Support Fund Application Forms and Guidelines can be downloaded from TIKZN website at <https://www.tikzn.co.za/support-desk>. Applicants can submit their applications together with supporting documentation to the following email address: business.support@tikzn.co.za.
- 6.2. Physical documents are also obtainable and can also be returned at:
 - 6.2.1 The Department of Economic Development, Tourism and Environmental Affairs (EDTEA) District Offices available in all District Municipalities and
 - 6.2.2 Trade & Investment KZN Offices located at Kingsmead Office Park, Kingsmead Boulevard 1 Arundel Close, Stalwart Simelane St, Durban, 4001.
- 6.3. Enquiries can be directed to Mr Ndumiso Mlambo – General Manager: KZN One Stop Shop email address business.support@tikzn.co.za.
- 6.4. Applications received timeously will go through a thorough review process and will be subjected to due diligence exercises of TIKZN and economic development partners.

BUSINESS SUPPORT FUND APPLICATION FORM

PLEASE NOTE:

- a) Read the above business support fund information before completing the application form.
- b) Kindly ensure to submit **ALL supporting documents** as listed above.
- c) Incomplete applications will not be eligible for due diligence and processing.
- d) Applications submitted post the closing date will not be considered.

SECTION A: BUSINESS CATEGORY FUNDING APPLIED FOR: (PLEASE TICK APPLICABLE CATEGORY)

Category A : Below R50 000	Category B R50 000 to R300 000	Category C R300 000 to R1 Million
Have you received any support funding towards the impact of the July civil unrest	No	Yes
If Yes, Please provide the name of the organisation(s) the funded you.		
If Yes, Please indicate the amount of support received?		
Also, Please indicate if there is any application(s) you have made that is pending outcome.	No	Yes
If Yes, Please provide the name of the organisation (s) you have applied to.		

SECTION B: CONTACT DETAILS OF APPLICANT

First name(s)	
Surname	
ID Number	
Telephone number (landline)	
Cell phone number	
Email address	
Residential Address	
Business Address	
Postal Code	

SECTION C: BUSINESS INFORMATION

Business Name	
Business Address	
Postal Code	

Province	
District Municipality	
Local Municipality	
Township/Village	
Type of Business (e.g. restaurant, butchery, etc)	
Company Registration Number (CIPC)	
Date started operating	
Financial Year-end (if applicable)	

Number of jobs before the civil unrest	
Date when the business was vandalised	
SAPS Case Number	
Is the business currently operating	
Number of jobs to be saved through this business support fund	
Where did you hear about this funding support?	

SECTION D: List of assets (equipment, machinery, fixtures & fittings, stock, etc) that were vandalised, stolen or destroyed

Name of asset	Year purchased	Purchase price	Estimated replacement value

SECTION E: FUNDING REQUIREMENTS

Assets	
Stock	
Fittings	
Other (please specify)	
Other (please specify)	

Other (please specify)	
Total finance required	
List any other non-financial support your business need.	

SECTION F: REQUIRED DOCUMENTATION (Please see Section 4 Above - Eligibility Criteria)

Please Section 4 Above - Eligibility Criteria for different Categories.

- Category A
- Category B
- Category C

Please see refer to section 4 per category, Failure to submit all mandatory documents will render your application incomplete and will not be further processed.

SECTION G: DECLARATION AND CONSENT

I/We, the undersigned declare that the information provided in this application form is to the best of my/our knowledge true and complete.

I/We also understand that any wilful misrepresentation of the information in this application form will disqualify my/our application and may lead to legal action against me/us including the laying of criminal charges against me/us as sureties as well as against the entity I/we represent for furnishing false statement or information to Trade & Investment KwaZulu-Natal (TIKZN).

I/We hereby grant TIKZN consent to perform an entity/personal search and check on my/our records with any other party (e.g. credit bureau and/or a government agency) relating to this application I/We further authorise TIKZN to disclose my/our personal information to these parties to obtain the information they require and acknowledge TIKZN will never disclose more information than they are required to.

TIKZN warrants that it will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013

TIKZN will only disclose your information if:

- The law requires us to do so;
- It is in the public interest to do so;
- Our interests require disclosure; or
- You have given us your consent.

The following tick boxes are mandatory for the completion of your application for Trade & Investment KwaZulu-Natal Business Support Funds

- I consent to TIKZN processing my Personal Information, which I have provided above, in order to assess the business for potential support of funding.
- I confirm that the information provided is my Personal Information which is true and accurate to the best of my knowledge.
- I consent to TIKZN storing and using the Personal Information provided here for the direct marketing of any TIKZN services, events and promotions that may apply to me and the company.

Surname	
Full Name(s)	
Designation	
Place	
Date	
Signature	

Department of Economic Development, Tourism and Environmental Affairs District
Offices Contacts

DISTRICT MUNICIPALITY	DISTRICT MUNICIPALITY
<p><u>ZULULAND DISTRICT – VRYHEID</u> 251 Utrecht Street (Corelo Centre) Vryheid, 3190 Tel: 034-989 5100 Or Old Legislative Assembly Building Ulundi, 3838 Tel: 035-8709360</p>	<p><u>UMZINYATHI – DUNDEE</u> 26 Beaconsfield Street, Dundee, 3000 Tel: 034-299 8500</p>
<p><u>AMAJUBA DISTRICT– NEWCASTLE</u> 63 Scotts Street, Newcastle, Tel:034-328 0300</p>	<p><u>ETHEKWINI METRO</u> 8th Floor Marine Building, 22 Dorothy Nyembe Street, Durban, 4001 Tel: 031-310 5300</p>
<p><u>UGU DISTRICT - RAY NKONYENI</u> 46 Bisset Street, Port Shepstone, 4240. Tel: 039-688 4900</p>	<p><u>UTHUKELA DISTRICT – LADYSMITH</u> 94 Murchison Street, Ladysmith, 3370 Tel: 036-638 1800</p>
<p><u>UMGUNGUNDLOVU DISTRICT –</u> <u>PIETERMARITZBURG</u> 4th Floor, Bramhill Building, 140 Langalibalele Street, Pietermaritzburg, 3201 Tel: 033-897 9200 <u>HARRY GWALA – IXOPO</u> Ground Floor, 139a Margaret Street, Trigon Place, Ixopo, 3276 Tel: 039-834 7400</p>	<p><u>ILEMBE DISTRICT – STANGER</u> Cnr Main RD (R102) and Link Road, Stanger, 4450 (Opposite fire station) Tel: 032-551 9014 <u>KING CETSHWAYO DISTRICT - RICHARDS BAY</u> Lot 63327, Aloe Loop Street, Vledvlei, Richards Bay, 3900, (Opposite uMhlathuza Sports Complex) Tel: 035-780 5660,</p>
<p><u>UMKHANYAKUDE DISTRICT – MKUZE</u> Mzozolo Avenue, Mkuze, 3969 Tel: 035-573 8800 Or 55 Fiddlewood Road Mtubatuba, 3935 Tel: 035-5500044</p>	