



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## **DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

### **2026/2027 PRODUCER SUPPORT APPLICATION FORM FOR SMALLHOLDERS, COMMERCIAL AND MEGA PRODUCERS**

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#### **SECTION A - TERMS AND CONDITIONS**

*This terms and conditions must be read in full and signed at the bottom. Applicant must initialise each page.*

##### **1. Background**

The Limpopo Department of Agriculture and Rural Development is issuing out this application form in terms of Producer Support Policy. Submission of applications will commence from **17 September 2025 to 17 October 2025**. Only applications received on or before **17 October 2025, 16h30** that meet the minimum requirements and scored the highest points after screening shall be prioritised for funding depending on budget availability. It is in the interest of all applicants to read and sign all documents. Submissions should be hand delivered to the Local Agricultural Offices where the project is situated or the district in which the project is located. It is the responsibility of an applicant to ensure that an application form is received on time and an acknowledgement of receipt is obtained.

##### **2. General qualifying criteria.**

- 2.1 Only South African citizens residing in Limpopo Province operating in properties acquired through various land reform programmes and producers operating on state land including communal land as well as those operating on privately acquired land.
- 2.2 Applicants must be the citizens of the Republic of South Africa who are 18 years and above.
- 2.3 Applicants must be duly authorised to act on behalf of the legal entity that he/she is representing.
- 2.4 No public servant shall be considered. **Public Servant** refers to any persons working under the employ of the government of the Republic of South Africa, including public representatives at the national, provincial or municipal levels; traditional leaders who are recognised under any legislation; an employee of any company or entity where the state is a majority shareholder. Public representative at national and local level shall only qualify for agricultural support after 12 months of terminating the relationship that had created a public duty. No public servant employee and or their spouse under civil marriages shall be considered.
- 2.5 All applicants must have a security of tenure or valid land use rights in respect of the land in question.
- 2.6 Project activities that require water use registration or licence in accordance with the National Water Act (Act 36 of 1998) regulations will only be considered for funding once proof of water use authorisation is provided. E.g. funding of irrigation related activities, feedlots etc.

- 2.7 Project activities that require compliance with Natural Resource Management related legislation will only be considered for funding once proof of legal requirements is provided. E.g. Environmental Impact Assessment reports.

**3. Funding will be guided by the following principles.**

- 3.1 **Equity:** Support will prioritise designated groups (women, youth, military veterans and people living with disability).
- 3.2 **Economic Viability:** Commercial projects should demonstrate economic viability, efficiency and with limited dependence on Department/ Government.
- 3.3 **Value for money:** Government investment must be based on evidence of the outputs from the support requested i.e. the amount of land under production, agricultural output, return on investment and job creation.

**4. Scope of funding.**

- 4.1 The department provides funding opportunities to producers through various programmes which covers the following:
- 4.1.1 Infrastructure development
- 4.1.2 Production inputs including but not limited to (procurement of seeds, seedlings, fertilizers, pesticides, herbicides, animal feeds, day old chicks, animal medications)
- 4.1.3 Provision of mechanization services.
- 4.1.4 Procurement of breeding stocks for intensive production system.
- 4.2 No cash transfer shall be made to any applicant in respect of the support requested. The funding method will be determined in line with the approved procedures.
- 4.3 Departmental funding is not a right but a means to encourage citizens to be self-sustainable and self-reliant.
- 4.4 Applicants are expected to contribute to the support as outlined in the policy.
- 4.5 The support will be in line with threshold limit of each target client. **The Department has the right not to award. The Department has the right to visit projects for verification as part of application assessment process. The Department has the right to demand or request additional information that will assist various committees to take informed decision.**

**5. The following shall be considered when application is evaluated.**

- 5.1 A fully completed application form.
- 5.2 A completed business case. A bankable business plan can still be attached to the completed business case. – if available (stating but not limited to the following: - equity or contributions of the applicant; capacity of the applicant regarding skills and knowledge; detailed marketing strategies; breakdown of activities and detailed enterprise cash-flow projections for a period not less than five years).
- 5.3 Secured tenure arrangements. Security of tenure arrangements, short term lease agreement must not be up to ten (10) years and long-term lease agreement must be up to thirty years (30) particularly where infrastructure is going to be installed or constructed. Lease agreement must be made available with the application.
- 5.4 Willingness of the applicants to contribute towards supporting the development (own contribution i.e., EIA reports, designs, drawings etc.).
- 5.5 Only one business enterprise with high returns will be considered for funding.
- 5.6 Only one person to be supported in a household/ cooperative

**6. Target client group**

- 6.1. **Small-holder producer-** Smallholder producer is defined as a producer or entity that produces (at

primarily, secondary and tertiary for household consumption and markets, therefore farming is consciously undertaken to meet the needs of the households and derive a source of income. These are usually the entrants aspiring to produce for market at a profit with a maximum annual turnover ranging from R50 001 to R 1 million per annum. Smallholder producer falls within the General Authorization in (GA) as per Government Gazette Notice 398 of 26 March 2024.

**6.2 Medium Scale Commercial Producer-** Medium Scale Commercial Producer is defined individual or entity that produces and sell agricultural commodities for the purpose to make a profit. These are established enterprises producing for the market to make a profit with an annual turnover ranging from R1,000,001 to R10 million and are eligible for VAT registration. Requires a water use license authorization in terms of section 40 of the NWA as defined in section 21 of the NWA except those which fall under existing lawful use.

**6.3 Large cooperate Commercial Producers-** Large scale commercial producer is defined as an individual or entity that produces and sells agricultural commodities for the purpose to make a profit. These are established enterprises producing for market to make a profit with an annual turnover ranging from R10,000,001 to 50 million. Requires a water use license authorization in terms of section 40 of the NWA as defined in section 21 of the NWA except those which fall under existing lawful use.

**6.4. Organized producers-** Mega/corporate producer is defined as an individual or entity that produce and sell agricultural commodities for the purpose to make a profit. These are established enterprises producing for the market to make a profit with an annual turnover above R50 million. Requires a water use license authorization in terms of section 40 of the NWA as defined in section 21 of the NWA, except those which fall under existing lawfully use

## **7. Conditions of assistance**

7.1 Provision of support may only commence after: -

7.1.1 the planning of works has been completed and approved.

7.1.2 Written approval thereto has been obtained from the Accounting Officer.

7.1.3 Funding has been sourced and approved.

7.2 Completed work shall conform to departmental specifications and requirements.

7.3 Infrastructure works and equipment handed over must be maintained at the expenses of the applicant to the satisfaction of the Head of the Department/ duly delegated representative and may not be altered, destroyed, or removed without prior written permission of the Accounting Officer.

7.4 If a person to whom tangible assistance has been provided and later it is discovered that false information was provided; or has infringed or failed to comply with any conditions subject to which the assistance was made: -

7.4.1. The Head of Department may demand that such person refund the monetary value of the assistance received, together with interest thereof calculated from the date of receipt.

7.6. Although the Department provide assistance according to specifications and other advice in connection with the provision of production inputs, the department does not accept liability for anything provided in good faith.

7.7. Correspondence will be limited to the shortlisted applicant only. If you have not received any communication from us within 180 days of the closing date, please accept that your application was not successful. However, should there be any dissatisfaction, applicants are advised to follow processes of Promotion of Administrative Justice Act, 2000 (Act no 3 of 2000) as amended.

7.8. Full names of all the joint owners, partners or members must be provided, and the application must be signed by a nominated representative, in which case the power of attorney or resolution must be submitted. In the case of closed corporations, a copy of the founding statement or constitution is required.

I \_\_\_\_\_ Id no \_\_\_\_\_ have read and understood the conditions set out by Limpopo Department of Agriculture and Rural Development governing the support applied for.

Signature \_\_\_\_\_ Full Name \_\_\_\_\_

Capacity \_\_\_\_\_

Signed at \_\_\_\_\_ on the \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_

**SECTION B - COMPLETION OF THIS APPLICATION FORM, COMPULSORY AND NON-COMPULSORY RETURNABLE DOCUMENTS AND TIPS FOR COMPLETION****1.1 Application form**Official use  
(Yes, No, N/A)

- |  |                      |
|--|----------------------|
| a. The terms and conditions in <i>SECTION A</i> must be signed by the duly authorised project representative and each page needs to be initialised. <i>SECTION C</i> needs to be completed in full and signed by the duly authorised project representative. | <input type="text"/> |
| b. If the applicant applies for production input related support, <i>SECTION D</i> must be fully completed.  | <input type="text"/> |
| c. If the applicant applies for infrastructure related support, <i>SECTION E</i> must be fully completed.  | <input type="text"/> |
| d. If the applicant applies for mechanization support, <i>SECTION F1</i> must be fully completed and if the applicant applies for mechanization subsidy, <i>SECTION F2</i> must be fully completed.  | <input type="text"/> |
| e. The business case, <i>SECTION G</i> must be fully completed and signed by the duly authorised project representative. References to attached documents should be clear.   | <input type="text"/> |

**The following compulsory documents must be attached to this application form:**

- |   |                      |
|---|----------------------|
| a. Copy of the entity registration certificate  | <input type="text"/> |
| b. Certified ID copies of all project members (not older than six months).  | <input type="text"/> |
| c. Resolution of the board of directors that authorise a member to apply for producer support on the behalf of that legal entity.                 | <input type="text"/> |
| or a delegation letter that authorise a member to apply for producer support on the behalf of that legal entity.                                  | <input type="text"/> |
| or Other, specify:.....   | <input type="text"/> |
| d. Completed producer support declaration form  | <input type="text"/> |
| e. List of members that are public servants stating their relation to the department/ institution that employs them.                              | <input type="text"/> |
| f. Copy of the tittle deed  | <input type="text"/> |
| or copy of the Lease agreement in the name of the applying entity and indicating expiry date.   | <input type="text"/> |
| or copy of the Permission to Occupy (PTO).  | <input type="text"/> |
| or Other, specify:.....   | <input type="text"/> |
| g. Copy of issued water licence certificate/s or proof of application for water use   | <input type="text"/> |
| h. Attach proof of farming income (2 years before the date of application with agribusiness transaction and/or copy of original record of sales). | <input type="text"/> |

**1.2. Legal entity, members and authorization to act on behalf of the entity****1.3. Land and water use authorization for which the support is applied for****1.4. Proof of markets and sales records**

- |   |                      |
|---|----------------------|
| a. letter of intent from potential buyers and/or,   | <input type="text"/> |
| b. previous sales receipt (for the past production seasons as per producer category) and/or | <input type="text"/> |
| c. off-take agreement / supplier contract.  | <input type="text"/> |

## 2. TIPS FOR COMPLETING THE APPLICATION FORM

- Please ensure that information included in this application form is accurate and legible.
- Please tick the relevant boxes. If you cannot answer a question, or the answer is 'not applicable', state 'N/A' on the form. Do not leave blank spaces.
- To score higher points, submit records to proof own contribution, marketing arrangements, employment opportunities, etc.

## 3. CRITERIA AND SCORING USED WHEN ASSESSING THE APPLICATION

				Criteria to be used when scoring			
Score>>	Youth (0-3)	Women (0-3)	Disability (0-3)	Market arrangements (0-3)	Good agricultural practices/ Records (0-2)	Employment opportunities (1-3)	SARS compliance (1-2)
Weight >>	1	1	1	3	3	2	2
100%	3	3	3				
51%- 99%	2	2	3	Market contracts / delivery notes/ invoices = 2	Proof of records, as per producer category and 12 months bank statement with agribusiness transaction within threshold income = 2	SA employees records with proof of UIF registration = 3	Tax clearance compliant = 2
1-50%	1	1	2	Copy of original Record of sales (project notebook)/letter of intent = 1	Copy of original record of sales per production seasons as per producer category = 1	Records of employment = 2	Tax clearance not compliant = 1
0%	0	0	0	No proof of market = 0	No records= 0	No records = 1	

**NB: The applicant should score a minimum of 50% (15 points) in order to be considered further. All records must not be older than two years. Disability means person living with disability. In order to score points under disability provide medical certificate or proof from relevant authority. It is the responsibility of the applicant to provide proof of all records.**



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**APPLICATION FORM (SECTION C)**

For official use	Application number:	District:	For official use						
Name <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 30px;">Dr.</td> <td style="width: 30px;">Mr.</td> <td style="width: 30px;">Me.</td> <td style="width: 30px;"></td> </tr> </table>			Dr.	Mr.	Me.		Section B, 1.2 b.  Section B, 1.2 c. d.   Section B, 1.3 a.		
Dr.	Mr.	Me.							
ID Number: _____ (Attach a certified ID copy not older than six months)									
Capacity * <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 150px;">Sole owner of the enterprise</td> <td style="width: 150px;">Appointee to apply on behalf of the enterprise</td> <td style="width: 100px;">Proxy</td> <td style="width: 100px;">Other capacity:</td> </tr> </table>			Sole owner of the enterprise	Appointee to apply on behalf of the enterprise	Proxy	Other capacity:			
Sole owner of the enterprise	Appointee to apply on behalf of the enterprise	Proxy	Other capacity:						
Farm name: _____ Municipal area and Ward no _____ / _____									
Service Center _____ Village _____									
Telephone number ( ) _____ Email _____									
Postal address _____									
Location Coordinates: _____									
Application for support is made according to the invitation from LDARD in line with the Farmer support policy.									
1. ^ I/We, the undersigned, hereby apply for support in the following: *									
<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Production inputs related support Programme.</td> <td>(complete SECTION D)</td> </tr> <tr> <td><input type="checkbox"/> Infrastructure support</td> <td>(complete SECTION E)</td> </tr> <tr> <td><input type="checkbox"/> Mechanization related support Programme</td> <td>(complete SECTION F)</td> </tr> </table>			<input type="checkbox"/> Production inputs related support Programme.	(complete SECTION D)	<input type="checkbox"/> Infrastructure support	(complete SECTION E)	<input type="checkbox"/> Mechanization related support Programme	(complete SECTION F)	
<input type="checkbox"/> Production inputs related support Programme.	(complete SECTION D)								
<input type="checkbox"/> Infrastructure support	(complete SECTION E)								
<input type="checkbox"/> Mechanization related support Programme	(complete SECTION F)								
2. and ^ I/We, the undersigned, hereby apply in the following farming category:									
<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Small-holder producer</td> <td><input type="checkbox"/> Commercial producer</td> <td><input type="checkbox"/> Medium Scale producer</td> </tr> <tr> <td><input type="checkbox"/> Large scale cooperate producer</td> <td><input type="checkbox"/> Organised producer</td> <td></td> </tr> </table>			<input type="checkbox"/> Small-holder producer	<input type="checkbox"/> Commercial producer	<input type="checkbox"/> Medium Scale producer	<input type="checkbox"/> Large scale cooperate producer	<input type="checkbox"/> Organised producer		Section B, 1.4
<input type="checkbox"/> Small-holder producer	<input type="checkbox"/> Commercial producer	<input type="checkbox"/> Medium Scale producer							
<input type="checkbox"/> Large scale cooperate producer	<input type="checkbox"/> Organised producer								
and ^ I am/ we are applying on behalf of the legal entity named: _____ Registration No: _____			Section B, 1.2 a.						
with its shareholders or members as follow:			Section B, 1.2 a.b.c.						
Full names (Name/s, Surname)	Identity number	Share%		PDI	Gender	Youth	Disability		
<i>If more than ten, attach as an annexure to this application form.</i>			Share%	PDI %	Female #	Youth #	Disability #		
and with the total number of shareholders or members as follow:									
3. The legal entity, <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 100px;">have / do not have</td> </tr> </table> members that are public servants: (Attach the list of such members, capacity and department/ institution)			have / do not have	Section B, 1.2 e.  Section B, 1.3 a  Section B, 1.3 b.					
have / do not have									
4. ^ I/We, the undersigned, have access to land through:									
Title deed <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 50px;"></td> </tr> </table> Lease <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 50px;"></td> </tr> </table> PTO <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 50px;"></td> </tr> </table> Other <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 100px;"></td> </tr> </table>									
5. ^ I/ We undersigned have water license/ use authorization <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 50px;">Yes / No</td> </tr> </table> If yes, attach the authorisation			Yes / No						
Yes / No									

## APPLICATION FORM , SECTION C continue...

## COMPOSITION OF THE FARM UNIT

Farming details			
Farm name, number and registration div.	Size (Ha)	Main commodity	Hectares under production
If more than two commodities, attach as an annexure		Total	

## TANGIBLE SUPPORT RECEIVED OR APPLIED FOR

6. ^ I/We, the undersigned, hereby declare that I/We received the following tangible assistance

6.1. Infrastructure description summary:	Rand value	Institution	Fin. year

6.2. Equipment description summary:

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6.3. Production input description summary:

--	--	--	--

6.4. Other tangible assistance received, specify

--	--	--	--

7. ^ I/We, the undersigned, hereby declare that I/We applied for the following tangible assistance from other institutions:

7.1. Tangible assistance applied for, specify:

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^ I/We undertake -

to abide by the provisions of the various applicable acts that regulate the development and use of agricultural land, the regulations promulgated thereunder and the provisions and conditions which may be applicable to the Farmer Support Policy, which include inter alia, the conditions for the acceptance of goods, services and infrastructure as shown on the guidelines.

^ I/ We hereby declare that the information in this application is a fair and true reflection of our intended project. I am aware of the fact that the information which we have submitted above will have a material bearing on the adjudication of the application and if it therefore subsequently appears that any information in the application with addendum was not correct, or that certain information was omitted, the Department shall be entitled to withdraw or amend its approval and without prejudice to its rights, to recover any goods already provided or to withhold further assistance due. I/We have declared that I/we are authorised to make this application and I/we have read and accept the terms and conditions listed in the guidelines. I/we authorise the Department to make any enquiries in accordance to Departments procedures in connection with this application.

Signature of the applicant \_\_\_\_\_ Date \_\_\_\_\_

Full name and surname in block letters: \_\_\_\_\_

Capacity \_\_\_\_\_ (if not the sole owner, attach appointment letter. )

See Section B, 1.2 c.

Countersigned \_\_\_\_\_ Date \_\_\_\_\_

Full name and surname: \_\_\_\_\_

Capacity \_\_\_\_\_

## FOR OFFICE USE IN DISTRICT

File no:	Municipality	Category of applicant	Type of assistance
Location of land (District)		Checked by:	Signature

**PRODUCTION INPUTS: (SECTION D)****LIVESTOCK PRODUCTION INFORMATION (SECTION D1)****1.1 Indicate number of Livestock you are having**

Layers	No.	Broiler	No.	Goats	No.	Cattle	No.	Pig	No.
(Total production capacity)		(Total production capacity)		Ewes		Heifer		Sows	
Capacity per cycle		Capacity per cycle		Ram		Bull		Boar	
Sheep	No.	Other Specify:							
Ewe									
Ram									

**1.2 Provide the number sold over the past 12 months (Submit the records of sales)**

Layers		Broiler		Goats		Cattle		Pig	
Sheep		Other specify							

**1.3 Support requested:** Please note that the department might support you with less quantity and alternative related item due to limited budget. *(Support will be limited to production capacity where budget allows)*

Poultry		Piggery		Other Livestock		Medication (Specify)
Item	Quantities in 50kg bags	Item	Quantities in 50kg bags		Quantities in 50kg bags	
Layer Feeds		Starter		Goat		
Broiler Feeds - starter		Grower		Cattle		
Broiler Feed - Grower		Finisher		Sheep		
Broiler Feed Finisher						
Day old chicks						
Pullets						
Breeding Stock (specify)						
Any other support specify						

<b>1.4 Where are you keeping the livestock?</b> (provide document if any)	e.g. kraal in the homestead; broiler houses; free range; farm with camps; also indicate carrying capacity
<b>1.5 Indicate the water source</b>	

**CROP OR HORTICULTURE: (SECTION D2)**

<b>2.1</b> How many hectares are available for production?				<b>2.2</b> How many hectares are laying fallow?			
<b>2.3</b> How many hectares you used over the past two season?							
<b>2.4 Indicate main commodities you produced over the past two seasons. Use hectares or square meters</b>							
	<b>Ha</b>		<b>Ha</b>		<b>Ha</b>	Indicate if there is any possibility of increasing production- provide clarity based on water and land availability and any other related resources.	
Tomato		Cotton		Citrus			
Inion		Maize		Mango			
Spinach		Sorghum		Avocadoes			
Cabbage		Sunflower		Macadamia			
Carrot		Beans		Grapes			
Potato				Banana			
Other		Other		Other			
<b>2.5 Describe the available water source.</b>							
<b>2.6</b> Did you obtain water rights?		Yes	No	Submit the proof			
<b>2.7</b> Have you applied for water, right?		Yes	No	Submit the proof			
<b>2.8</b> Market information over the past two seasons (provide sales records and proof of markets (e.g. letter of intent; agreement))							
<b>Commodity - Indicate</b>		<b>Quantities (use kg's or tonnages)</b>		<b>Describe main buyers</b>		<b>Availability of contract (Yes or no)</b>	
Tomatoes							
Potato							
Citrus							
<b>2.9 Support requested (Crop and Horticulture):</b> Please note that the department might support you with less quantity and alternative related item due to limited budget ( <i>Support will be limited to production capacity where budget allows</i> )							

Items	Provide details
Seeds	
Chemicals	
Fertilizers	
Other	

**INFRASTRUCTURE: (SECTION E)**

**3.1** Specify value of existing land and infrastructure, Record Of Decision (EIA) and other authorisations utilized to support production (**provide proof**). This might serve as own contribution.

Item	Value in Rand	Funder	Comment (including capacity)
Land (owned or leased)			
Fence and Animal Handling facilities			
Irrigation system			
Stock water system			
Packhouse/shed			
Environmental Impact Assessment document			
Animal housing structures			
Dam/s, water allocation from scheme, borehole			
Other			

**3.2 Support requested:** Please note that the department might have limits on the requested infrastructure due to budget availability.

Items	Estimated cost	Provide other details if necessary

Indicate how the above support will improve production:

**MECHANIZATION SUPPORT SERVICES: (SECTION F1) -- The support will not exceed 10ha**

4.1 Services	Ha	Services	Ha		Comment- indicate the current status of the field
Ripping*		Disking			
Ploughing		Planting			
Ridging		Chemical Applications			
* Ripping will require permission from the HOD					

**MECHANIZATION SUBSIDY: (SECTION F2)**

Please familiarise yourself with Annexure B of Producer Support Policy

4.2 Do you have any tractor/implements?		Yes	No	
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Item	Capacity	Detail Description	
e.g. Tractor			

4.3 What are you applying for?			
Item	Capacity	Detail Description	Estimated Cost if possible attach quotation

**Applicable for Smallholder producers**

4.4 How many hectares are you ploughing per season?			
4.5 Do you have offtake agreement and provide details? – please attach proof	Comments:		
4.6 Do you have records of sales for the past two production seasons – provide proof	Comments:		
4.7 Are you in good standing with South African Receiver of Revenue? – provide proof e.g. tax clearance	Comments:		
4.8 How often do you use mechanization?	Once a year	Twice a year	Quite often
4.9 How many hectares in that particular period?			

4.10 Do have financial capacity to contribute 20% of the cost?		Provide proof	
4.11 General additional information:			
4.12 How are you marketing your produce?			
Off take agreement	Yes	No	Other markets provide details

**Applicable for Commercial producers**

4.13 How many hectares are you ploughing per season?	
4.14 Do you have offtake agreement and provide details? – please attached proof	Comments:
4.14 Do you have records of sales for the past four production seasons – provide proof	Comments:
4.15 Do you have financial capacity to contribute 50% of the required subsidy?	Comment: Funding source
4.16 Are you in good standing with South African Receiver of Revenue (SARS)	Attach copy of tax clearance

**Applicable for Organized Associations/ Commodity groups or Cooperatives**

4.17 How long has the company been actively operating?	Provide minutes with attendance registers
4.18 How many hectares are you ploughing per season?	
4.19 Do you have offtake agreement and provide details? – please attached proof.	Comments:
4.20 Do you have records of sales for the past three production seasons of individual members– provide proof	Comments:
4.21 Do you have financial capacity to contribute 40% of the required subsidy?	Comment: Funding source
4.22 Are you in good standing with South African Receiver of Revenue (SARS)	Attach copy of tax clearance

**BUSINESS CASE (SECTION G)**

**NOTE:** *It is compulsory to complete the business case in full. Those with completed detailed business plan may also attach such to the business case.*

**1.1 Introduction**

<b>TO:</b>	Limpopo Department of Agriculture and Rural Development
<b>FROM:</b>	..... (please insert name of Entity)
<b>SUBJECT:</b>	Request for funding for ..... .....

**1.2 Aim**

*To request funding from the Limpopo Department of Agriculture and Rural Development*

To ..... .....
----------------------

**1.3 Background to the project**

*Describe how the project originated and how it relates to the work and focus of the entity*

..... .....
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**1.4 Project description**

*Provide a detailed description of the project, highlighting (as appropriate) the following:*

- 1) *The problem or specific constraints the project aims to tackle*
- 2) *The specific target group the project aims to benefit (geographic focus, sectoral focus, age, gender, race, location)*

..... ..... ..... .....
----------------------------------

**1.5 Main objectives of the project**

*What are the main objectives of the project?*

..... .....
----------------

**1.6 Stakeholders****1.6.1 Stakeholder list**

*List all the potential stakeholders, their interest in this project and their expected role.*

**1.6.2 Stakeholder assessment**

Stakeholder	Description	Inputs required from the stakeholder (incl. financial)	Management implications

**1.7 Risks, constraints and assumptions****1.7.1 Constraints**

*Make a list of all the constraints for the project. Constraints are factors that are outside the control of the project team; that restrict or regulate the project. They affect the performance of the project.*

<p>.....</p> <p>.....</p> <p>.....</p>
--

**1.7.2 Assumptions**

*Make a list of all the assumptions for the project. Assumptions are external factors that, at the time of writing the Business Case, are considered true, real or certain for purposes of planning. Certain unverified or unknown aspects that are likely to happen must be included.*

<p>.....</p> <p>.....</p> <p>.....</p>
--

**1.8 Project organisation and governance**

*Identify the project champion. Indicate who will be the project manager. Also indicate if there will be a steering committee established.*

**Project leader**

Name	
Official title	

Telephone	
Cell	
Facsimile	
E-mail	

**Management team**

Project leader (chairperson or Director): .....

**Names of members** (specify specific roles or who they represent if appropriate).

.....
.....
.....

**1.8.1 Organisation Structure***Explain how the project will be organised. What organisational structure will be adopted? What will the reporting relationships be?**Attach an organisational chart if applicable.***Core Project Team**

Determine the required core skills, knowledge and experience needed to achieve the goals and objectives of this project.

.....
.....
.....
.....

*NB: In case of functional cooperatives/Megaproducers, please provide proof of the last two meetings of the management structure by attaching the signed minutes and attendance registers.***1.9 Project Partners***Is this project carried out in partnership with other groups/organisations? Are there dependencies with other projects? If yes, identify your partners below. Partners are individuals, groups or organisations who work together towards a joint interest to achieve common goals. Partnership involves shared objectives that are beneficial to two or more parties, but in which the parties play different roles. Keep in mind that effective partnering requires committed leadership, shared purpose and culture, clear governance and accountability, integrated planning, and on-going relationship management.*

Partners	Common Interests & Priorities	Roles & Responsibilities

**1.10 Employment, job creation and training opportunities**

*Elaborate on the employment, jobs and training opportunities that will be created through this requested intervention*

Current job opportunities created if any	Indicate the number of jobs both temporary and seasonal
• Short-term jobs – after intervention	
• Sustainable jobs - after intervention	

**1.11 Marketing and business production output**

- a) Indicate current marketing arrangement supporting production (provide market agreement if any or letters of intent)

.....

- b) Indicate future marketing arrangements that will support the produce

.....

- c) Indicate current production quantities that the farm is producing

.....

- d) Indicate future production quantities that the farm will be producing once

supported.....

- e) Indicate the current cost of farm operation and how this was funded

.....

- f) Indicate average turn over that was realised over the past three production seasons, provide proof

.....

- g) Indicate future average turnover

.....

**1.12 Co-funding (Exclusive of VAT)**

GOVERNMENT	OWN	Other sources of funding*	Total
<i>Rand (Ex. VAT)</i>	<i>Rand (Ex. VAT)</i>	<i>Rand (Ex. VAT)</i>	<i>Rand (Ex. VAT)</i>
<b>LDARD</b>			

\*Provide a row and clearly indicate each source of funding

**1.13 Sustainability of the Project**

*Briefly describe the sustainability of the project:*

- *Financially (after funding ends)*
- *Institutionally (structure to allow activities to continue)*
- *Multiplier effect*

**1.14 Signatures**

^ I/ We hereby declare that the information in this business case is a fair and true reflection of our intended project. I am aware of the fact that the information which we have submitted above will have a material bearing on the adjudication of the application and if it therefore subsequently appears that any information in the application with addendum was not correct, or that certain information was omitted, the Department shall be entitled to withdraw or amend its approval and without prejudice to its rights, to recover any goods already provided or to withhold further assistance due. I/we have read and accept the terms and conditions listed in the guidelines. I/we authorise the Department to make any enquiries in accordance to Departments procedures in connection with this application.

.....  
Applicant  
Date:

.....  
Capacity