

**LOCAL ECONOMIC DEVELOPMENT PROJECT BUSINESS PLAN FOR THE APPLICATION OF THE  
NELSON MANDELA BAY MUNICIPALITY'S COMMUNITY DEVELOPMENT  
AND JOB CREATION FUND**

**1. DETAILS OF APPLICANT:**

1.1 Name of Applicant (Organisation):

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1.2 Applicant's Contact Details and Physical Address:

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Details of Contact Person:

Name:

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Tel:

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Fax:

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Email:

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Cell:

1.3 Designation of Contact Person:

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**2. PROJECT DETAILS AND BACKGROUND**

2.1 Name of Project: 

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2.2 Project Background:

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2.3 Duration of Project (Starting & Completion date):

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2.4 Project Goals and Objectives:

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### 3. PROJECT DESCRIPTION

3.1 Which sector does the project relate? E.g. Agriculture, Manufacturing etc.,  
Give details:

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3.2 Project Location: \_\_\_\_\_  
Number of Targeted Beneficiaries: \_\_\_\_\_

3.3 Brief summary of Market Research, Feasibility study, Environmental and Socio-Economic Impact Assessment. (Please attach detailed report)

3.4 Does the project respond to the Council's LED/IDP?  YES  NO

Give Details:

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### 4. PROJECT OUTCOMES

4.1 Job Creation

Number of permanent direct jobs to be created: \_\_\_\_\_

Number of permanent indirect jobs to be created: \_\_\_\_\_

Number of temporary direct jobs to be created: \_\_\_\_\_

Number of temporary indirect jobs to be created: \_\_\_\_\_

4.2 SMME Capacity Building, Community Development and Empowerment:

Number of SMME's to be created: \_\_\_\_\_

Number of existing SMME's to be utilised: \_\_\_\_\_

Number of community members to be empowered: \_\_\_\_\_

How does the project meet objectives of black empowerment and transformation?

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4.3 Skills transfer

a) Will the project members gain new skills by participating in this project?  
List all skills to be transferred. (Give details in terms of quantity and levels)

b) Will your project members need training / skills development before they can participate in the project?

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4.4 Project Sustainability  
Give details why the project is sustainable

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**5. FINANCIAL INFORMATION**

5.1 Available funds (give details of funds and sources)

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5.2 Available equipment (give details of equipment costs and sources):

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5.3 Confirmed funds / Contribution / Equipment you expect to get from other sources (give specific details)

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5.4 Estimated project cost

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5.5 Financial and / or Equipment contribution still required to leverage project costs:

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5.6 Funding request from Nelson Mandela Bay Municipality Community Development and Job Creation Fund: (Give details on the amount required and how is it going to be used).

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5.7 Give details of Projects (association's / co-operative/s and not personal) cheque account.

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5.8 Give names of people with signing powers:

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**6. STAKEHOLDERS AND PARTICIPANTS**

6.1 List all partners / stakeholders and state their level of involvement in funding, implementing and management of the project:

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6.2 List all documents providing support (financial and non-financial) you have from other stakeholders and partners (Please attach all letters of financial and other support listed below):

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**7. METHOD OF EXECUTION**

7.1 Give specific details on how the project will be implemented and managed (i.e. whether by individual, integrated team or consultant) (Please motivate for your management model).

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7.2 What are likely to be project constraints?

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7.3 How are you intending to deal with 7.2?

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7.4 Give details of your mentorship, project monitoring and evaluation programme (i.e. who will take responsibility for future operations and maintenance of the project?)

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## 8. PROJECT MANAGEMENT

### 8.1 WORK BREAKDOWN STRUCTURE

TASK NO.	ACTIVITIES	DATE STARTING	DATE ENDING	RESPONSIBLE PERSON	COSTS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					