

# DISASTER FUND – COVID-19

## COVID-19 DISASTER FUND GRANTS: RULES & REGULATIONS

1. Helderberg Outreach's Disaster Relief Fund ("the Fund") is currently receiving contributions specifically aimed at assisting Covid-19-related need.
2. The allocations will be managed and administered within the Disaster Relief Project by a project owner, who will be the primary contact person for the disaster fund, and the Disaster Relief Project leader.

	<b>Name</b>	<b>Cell number</b>	<b>E-mail</b>
Project owner:	Chris Eagar	0828737363	VATiQ@outlook.com
Project leader:	Pia Nanny		pia.nanny@gmail.com

3. The fund will initially grant a maximum of up to R10 000 per application. It will be aimed at proven Covid-19-related emergencies and will focus on loss of income and the need for basic supplies, as indicated by the applicant or his/her employees. The availability of emergency relief funds will depend on contributions from the community and will be limited to funds donated for this purpose.
4. A Covid-19 Disaster Relief Committee will consider applications in line with the following criteria (as will be adjusted from time to time):

Applicants will have to supply the following information:

- Financial statements (for a business);
  - A summary of the circumstances and proof of the direct correlation of the need to Covid-19;
  - The number of people affected;
  - The specific purpose that the assistance will be used for, eg, salaries/wages, food, etc.
  - Estimated period assistance will be required for;
  - Existing monthly income of the relevant household;
  - Other sources of assistance already approached;
  - Value of assistance received from other sources.
5. Applicants will be requested to submit an official application form – find attached.

6. A Covid-19 committee will evaluate the applications on a continuous basis and allocate assistance, considering the above criteria.
7. Applicants must reside in the Helderberg basin to qualify.
8. Grants may only be used for the following purposes:
  - (i) Paying salaries/wages;
  - (ii) Purchasing of basic provisions;
  - (iii) If any surplus funds become available, other pressing needs can also be considered after consultation with the Covid-19 committee;
- (i) Applicants need to supply the committee with a short motivation addressing the above criteria before the 20th of the month.

# APPLICATION FORM COVID-19 DISASTER RELIEF FUND

This form has to be filled out by the applicant:

Name of applicant: \_\_\_\_\_

Name of institution/business (if applicable): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Residential address: \_\_\_\_\_

Contact number: \_\_\_\_\_

The joint, average monthly income of our household is (if applicable):	
Identify sources	Total income in rand (R)
	R

The following supporting documents must accompany the application:

- Financial statements, latest management statements and if possible, projected cash flow over the next few months (for a business);
- A summary of the circumstances and proof of the direct correlation of the need to Covid-19;
- The number of people affected;
- The specific purpose that the assistance will be used for, eg. salaries/wages, food, etc.
- Estimated period assistance will be required for;
- Existing monthly income of the relevant household;
- Other sources of assistance already approached;
- Value of assistance received from other sources.

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Signature

Date: \_\_\_\_\_

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Signature

Date: \_\_\_\_\_

**Terms and conditions:**

1. The applicant has to reside in the Helderberg area;
2. The Covid-19 committee may require that payment is made directly to a retailer for the benefit of the applicant's employees;
3. The grant may only be used for necessary basic supplies and/or wages/salaries, or as agreed by the Covid-19 committee;
4. The decision of the Covid-19 committee is final and not open for negotiations.