

**LOCALECONOMICDEVELOPMENTFUNDPROJ ECT
MONTHLYPROGRESSREPORT**

NameofReport: **PovertyAlleviationProgressReport**
 Dateofreport: _____
 Reportingperiod: _____
 LEDFNo: _____

PLEASENOTE:

1. TheDepartmentrequires thatthemunicipalitycompletethefollowingtwo progressreports:

Reports	Responsible person	Govt.Department representing	Tel	Fax	e-mail
Povertyalleviationprogress report.	ThembiMashabane	(Acting)Program Manager:Provincial& LocalGovernment (National)	(012)3011069	(012)3211423 /3233550	rashnee@dso.pwv.gov.za
	PauliWeideman	DeputyDirectorand ProvincialProgram Manager	(021)4835517 0827135000	(021)4835015	pweidema@pawc.wcape.gov.za
	CobusSmit	Planner:Social Development	(021)4834914	(021)4835015	jacsmit@pawc.Wcape.gov.za
Conditionalgrantreportand section1.16,1.17,2.1,2.2, 2.3,3.3,3.4and3.5ofthe povertyalleviationreport.	RashneeParhanse	Program Manager:Provincial& LocalGovernme nt (National)	(012)3011070 0832942987	(012)3235880	rashnee@dso.pwv.gov.za
	PauliWeideman	DeputyDirectorand ProvincialProgram Manager	(021)4835517 0827135000	(021)4835015	pweidema@pawc.wcape.gov.za
	CobusSmit	Planner:Social Development	(021)4834914	(021)4835015	jacsmit@pawc.Wcape.gov.za

- TheDepartmentprefersifallprogressreportscanb ecompletedelectronically.Please e -mailarequestfor anelectronicformattotheresponsibleperson.
- Howeverifaprojecthasnoaccessstoacomputerore -mailfacilitypleasefaxthereportto021 -4835015. Pleaseensurethatallwritingislegible.
- AllprogressreportsmustreachtheDepartmentnolaterthanthe5thworkingdayofeachmonthforthe durationoftheproject.Shouldyoufailtomeetthisdeadlinepenaltieswillbeenforcedontheproject.
- Pleaseupdatetheinformationoftheprogress reportaseachprogressreportiscapturedmonthlytomonitor progressoftheproject.
- Please donotreferanysectionofthisreporttothebusinessplanorapplicationformfordetails.All informationmustbecompletedasrequested.

PART1: PROGRAMME INFORMATION

1.1 **Nameofproject :**

1.2 **MunicipalityName :**

1.3 **Contactperson :**

1.4 **Contactdetails :**

Postaladdress: PrivateBagorPOBox
 Nameofpostoffice
 Postalcode

Physicaladdress: Floorandofficeno.andnameofbuilding
 Streetno.andname
 Nameofcity/town
 Postalcode

Telephonenumber. (0.....).....
 code number

Telefacsimileno. (0.....).....
code number

Cellphonenumber. (0.....).....
code number

1.5 Locationofproject :

Provide a brief, but accurate and traceable, description of the location project that can include map coordinate references, references to areas, towns and the distance there -from, landmarks and soon.

1.6 Projectdescription :

Provide a brief description of the project.

1.7 Projectobjectives :

List the objectives of the project.

1.8 Specific target groups :

Describe the specific target group of the project

1.9 Key sub -components of the project (linked to table 2.3):

List key sub -components of the project.
I.e. what are the key phases/deliverables during the implementation of the project?

1.10 Expected Outputs and Realised Outputs :

List the key outputs (deliverables) at the end of the project. In terms of progress of each of the expected outputs listed describe what has been realised to the date of the reporting and the reasons and consequences, if any, for failing to meet the expected outputs?

Planned Outputs	Duration ¹	Actual outputs realised to date	Reasons and consequences for failing to meet expected outputs?

1.11 Expected and Realised Impact :

1.11.1 Expected Impact :

Describe the expected impact that the project will have on the local economy, SMMEs, the beneficiaries (income, dependency on social grant setc), achieving objectives of the IDP etc.

1.11.1.1

¹ Duration in months, see attached format.

1.11.2 **Realised Impact :**

Note that during the project implementation certain changes may occur or key outputs may be realised that will affect the expected impact positively or negatively. Indicate the variances where they occur.

1.11.2.1

1.12 **Performance within the proposed timeframe :**

1. Please attach an updated timeframe (please use a Gantt diagram).
2. Supply reasons as to why your project is performing, or not performing, within the proposed timeframe.
3. Please state actions that have been taken to address delays in the project.

1.12.1

1.13 **Co-operation and integration :**

State the extent of co-operation and integration with other government departments (provincial, national or both) and initiatives.

1.13.1

1.14 **Procurement:**

Describe mechanisms for consultants, contractors and supplies.

1.14.1

1.15 **Expenditure monitoring :**

Describe mechanisms for monitoring expenditure

1.15.1

1.16 **Implementation monitoring:**

Describe mechanisms for monitoring project implementation

1.16.1

1.17 **Operation and maintenance :**

Describe the type of operation and maintenance agreements that are in place to ensure the project remains sustainable.

1.17.1

1.18 **Budget Performance :**

1. Submit a certified copy of your monthly bank statement.
2. Use the attached proforma for financial statement to record your expenditure and income (refer to part 2).

State whether your project is performing within its proposed budget.

1.18.1

Record reasons for over and under expenditure where applicable.

1.18.2

Also state whether the project has generated income and whether this income has been used in the project.

1.18.3

1.19 **Project Management and Organisation :**

1. Submit copies of minutes of the project management meetings.
2. Provide details on the type and composition of the organisational structures set up to manage the project.

1.19.1

1.20 **Partnerships/Institutions:**

1. What types of partnerships have been created for the implementation of this project?
2. Who are the partners and what are their roles ?

1.20.1

1.21 **Ownership details :**

Please provide an update on any outstanding information regarding project and land ownership

1.21.1

PART 2: FINANCIAL INFORMATION

2.1 Total Allocation/Requests (R)

2002/03		2003/04			2004/05	2005/06
Allocation (1)	Actual expenditure (2)	Rollover to be requested (3)	Request (4)	Desired total available (5)	Request (6)	Request (7)

2.2 Analysis of 2002/03 Projected Expenditure (R)

Total requested (1)	Quarter 1 (2)	Quarter 2 (3)	Quarter 3 (4)	Quarter 4 (5)

2.3 Expenditure by Item

Item	Breakdown of requests (R)		
	2002/03 (1)	2003/04 (2)	2004/05 (3)
Personnel			
Professional and special services			
Administrative			
Consumables			
Equipment			
Land & Buildings			
Transfer Payments			
Other ²			
Total			

² specify

PART3: PROJECTED OUTPUTS AND IMPACTS FOR 2002/03**3.1 Employment Creation for 2002/03**

Type of employment	Person days ³ (1a)	Persons (1b)	Remuneration (per hour) (2)	Number of part, and full-time people employed						Number of people from targeted beneficiary groups					
				Part-time (3)		Full-time (4)		Total number of people (5)		Women (6)		Youth (below 25) (7)		Disabled (8)	
				Plan ⁴	Cum ⁵	Plan ²	Cum ³	Plan ²	Cum ³	Plan ²	Cum ³	Plan ²	Cum ³	Plan ²	Cum ³
				Plan ⁴	Cum ⁵	Plan ²	Cum ³	Plan ²	Cum ³	Plan ²	Cum ³	Plan ²	Cum ³	Plan ²	Cum ³
Labourer															
Semi-skilled															
Skilled															
Supervisor															
Clerical															
Managerial															
Professional															
Total															

❖ Remember that R70.00 is the minimum wage per day.

3.2 Training for 2002/03

Type of training	Person Days						Number of People								Total (8)	
	Total (1)		Accredited (2)		Not Accredited (3)		Women (4)		Youth (below 25) (5)		Disabled (6)		Other (7)			
	Plan	Cum	Plan	Cum	Plan	Cum	Plan	Cum	Plan	Cum	Plan	Cum	Plan	Cum	Plan	Cum
Literacy																
Numeracy																
Life Skills																
Instructors																
Vocational & task related																
Leadership																
Other																
Total																

3.3 Infrastructure for 2002/03

Type of Asset (1)	Total Expenditure (2)	Description of Assets (3)	Ownership of assets (4)
Equipment and tools			
Buildings			
Transport			
Other ⁶			
Total			

³Number of person days of temporary employment or number of persons of temporary and full-time employment in this reporting month. Do not site figures in duplicate in both columns.

⁴Refer to the expected/planned target (in number of persons) employed at the end of the project. This number should remain the same for the duration of the project unless changes to the business plan have occurred that the Department approved.

⁵Cumulative number of persons employed since the inception of the project up to the date of reporting.

⁶specify

3.4 SupportofSmalla ndMediumEnterprises(SMEs)for2002/03

Typeofbusiness (1)	Totalvalue ofsupport (2)	Descriptionofsupport (3)
Retail		
Services		
Agriculture		
Manufacturing		
Other ⁷		
Total		

3.5 OtherServicesandOutputsfor2002/03

TypeofService (1)	Totalvalue ofsupport (2)	DescriptionofService (3)
Total		

❖ 4. Please inform us of any corruption nor fraudulent activities that you are aware of in terms of the LED Fund.

.....
Municipal Manager
Date: 2002 / /
year /month /day

⁷ specify

FILENAME \p H:\PlaaslikeRegering \Ledfund(1) \AlgemeneInfo \MonthlyReport -PovertyAlleviationTextFormat.doc