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MAYOR'S BURSARY FUND POLICY

Signatories

The signatories hereof, confirm acceptance of the contents, recommendation, and adoption hereof.

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1. DEFINITIONS AND ACRONYMS

1.1 Statutory and Regulatory

#	TERM	DESCRIPTION
1.1	Academic year	A year prescribed by the University's calendar as the period of offering lessons to registered students and approved by the Bursary committee.
1.2	Academic institution	It is an educational institution dedicated to education and research which grants academic Degree.
1.3	Academic Degree	Refers to the certification students get when they graduate from a university. It shows they successfully completed their classes, and passed a final examination
1.4	Bursary	The Bursary awarded through Thulamela Municipality Mayor' s Office.
1.5	Councilor'	means a member of the Municipal Council of the Municipality;
1.6	Indigent	A member of a Household which earns less than R 3500.00 per month.
1.7	Mayor's Bursary Fund	A Bursary fund residing in the Office of the Mayor.
1.8	Mentor	The project leader appointed by Thulamela Municipality Bursary Committee to guide and oversee the student's cooperation with Thulamela Municipality Mayoral Bursary fund.
1.9	Mayor	Means the Mayor of Thulamela Local Municipality
1.10	Student	A prospective individual who has registered or has an intention to register and attend lessons at the university.
1.11	Thulamela Municipality	Thulamela Municipality is a category B municipality with 40 wards, established in terms of the provision of the local government Municipality Structures Act 117 of 1998, section 12.

1.2 ACRONYMS

#	TERM	DESCRIPTION
2.1	MFMA	means the Local Government: Municipal Finance Management Act, 2003 (Act No.56 of 2003);

2. PREAMBLE

- 2.1 Thulamela municipality has established a Bursary Fund to assist learners with good performance from disadvantaged communities who cannot access tertiary education due to poverty.
- 2.2 The bursary fund, funds the following:
 - 2.2.1 Tuition fees;
 - 2.2.2 Books;
 - 2.2.3 Accommodation;
 - 2.2.4 and food.
- 2.3 The Municipality acknowledges the fact that there are numerous needy children given the context of our Municipality, However, the fund can only be given to few learners and this can be seen as a contribution towards a better.

3. POLICY STATEMENT

- 3.1 The Mayor receives regular requests for grants, donations and financial assistance from members of the public and organisations. Most of these requests are dealt with through the Municipality of Thulamela allocation of Section 67 Grants-in-aid Policy, but some deserving requests fall outside of the ambit of the Policy.

4. PURPOSE

- 4.1 The objective of this policy is to:
 - 4.1.1 To give effect to section 152 of the constitution which requires municipalities to strive within its financial and administrative capacity; to promote social and economic development.
 - 4.1.2 To ensure that residents receive education regardless of their social class and standing by granting residents and/or students bursaries to unlock the human potential and contribute towards upliftment of the underprivileged and poor.
 - 4.1.3 To create a learning culture amongst residents where life-long learning is encouraged.

4.1.4 To encourage and support students residing in the municipal area (in particular the under privileged) who intend pursuing formal learning at accredited educational institutions in order to obtain qualifications in areas which are in line with the municipality's core functions.

4.1.5 To generate sufficient supply of critical and scarce skills within the Thulamela Local Municipality and the Local Government Sphere.

4.1.6 To support and address the Municipal Employment Equity (EE) and Affirmative Action (AA) targets and objectives of the Municipality as spelled out in the Employment Equity Plan.

5 OBJECTIVES

5.1 The establishment and effective administration of a Mayoral Fund ("Fund") for the purpose of allocating grants by the Mayor at his/her discretion in respect of applications made or at the Mayor's initiative in respect of cases set out in the Fund guidelines.

6 SCOPE

6.1 This policy is applicable to all indigent residents of Thulamela local Municipality.

7 LIMITATIONS

The following conditions will apply to successful recipients:

7.1 Be subjected to a monitoring system at ensuring successful completion of studies.

7.2 Set conditions in the agreement on what cannot be funded by the bursary and remaining balance of fees after payments to the institution.

7.3 Provide semester or half year progress results.

7.4 Learners are compelled to proceed to the other level/modules for the municipality to continue paying for their tuition fees, books, meals and accommodation.

7.5 In case a learner drops out of the university when it is established that he/she is in the capacity to repay the money, he will be informed to repay the money.

7.6 In case of unexpected tragedy occurs which will make the learner unable to continue with his/ her studies, all the monies paid will be written off. (E.g. deaths, paralysis etc.)

- 7.7 In case where a student has failed some of the courses in his/her academic journey, under no circumstances the municipality is liable to pay for the failed courses.

8 BURSARY FUND

- 8.1 The Fund may be used for:

8.1.1 causes that will promote the profile of the Municipality both nationally and internationally.

8.1.2 cases of hardship.

8.1.3 emergency or disaster situations where the Municipality has no other provisions that can be utilized;

8.1.4 the specific use and conditions as may be set out by a donor to the Fund.

8.1.5 payment directly to any individual only on such condition as the Mayor will approve; and

8.1.6 travelling, accommodation or subsistence of individuals or teams participating in events such as sport or cultural activities only when the Mayor is satisfied that it is a real need as a result of being disadvantaged.

- 8.2 A written agreement must be entered into with the recipient of the grant funding to ensure that the funds are used for the purpose intended.

- 8.3 A grant to an organization for aiding communities in the municipality in instances of individual or group hardship may be repeated.

- 8.4 The Fund may not be used for:

8.4.1 any purpose that benefits a political party;

8.4.2 the benefit of any Councillor or a family member or relative of any Councillor; or

8.4.3 activities occurring outside the boundaries of the Municipality, except in exceptional cases and only after approval by the Mayor in consultation with the Mayoral Committee.

8.5 Subject to 8.3, any grant from the Fund shall not result in repeat commitments nor may any expectation be created that funding will automatically be made available in future.

8.6 Grants from the Fund may not be used in conjunction with other Municipality funding or grants.

8.7 Process for release of funds:

8.7.1 The Mayor identifies an appropriate use and determines the quantum of the grant, within any limitations set by Council, as well as the beneficiary and forwards the request to the Municipality Manager.

8.7.2 The Mayor may impose, in writing, conditions in respect of any grant made from the Fund.

8.8 The Municipality Manager or his/her nominee must assess the request and determine whether it meets the Guidelines set out above as is required by section 12(4) of the MFMA. Provided that sufficient funds are available, the Municipality Manager or his/her nominee will withdraw the amount from the Fund.

8.9 Reporting Requirements:

8.9.1 The Mayor must report to Council on a basis in respect of the status of the Fund including amounts withdrawn, and the names of the beneficiaries.

8.9.2 Any donations received into the Fund must also be reported.

8.10 Donations to the Fund

8.10.1 Any member of the public or organisation may donate money to the Fund. The Municipality may actively canvass for donations to the Fund.

8.10.2 If a donor specifies conditions in respect of any donation, the donated amount may only be utilised in terms of those conditions.

8.10.3 The Mayor may refuse any donation where the conditions attached are unacceptable to the Mayor.

8.10.4 The Municipality may appropriate the Fund from its annual budget.

8.11 Grant Limits

8.11.1 The Council may determine the maximum limit of any grant from time to time.

9 POLICY CONTENT

9.1 TARGETED FIELDS OF STUDY

9.1.1 Civil Engineering;

9.1.2 Electrical Engineering;

9.1.3 Town Planning and;

9.1.4 Information Technology.

9.2 TERTIARY INSTITUTION RECOMMENDED.

9.2.1 Learners may enrol at any university in the country.

9.3 BURSARY AMOUNT

9.3.1 Tuition fees, books, accommodation, and meals will be paid directly to the institution upon registration.

9.4 APPLICATIONS FOR A BURSARY

9.4.1 Application for bursaries will be advertised in the local newspaper and the municipal website.

9.4.2 bursary committee to oversee applications and selection of learners will be established.

9.4.3 Eligible learners must send applications on a prescribed form with required documents to the bursary committee.

9.4.4 Selected learners are notified in writing.

9.4.5 Career guidance and induction will be organized for selected learners before the end of the year.

9.5 COMPLETION OF STUDIES BY BURSARY BENEFICIARIES

9.5.1 Students who have completed their studies may be placed under 3 year's learnership, which will be facilitated, by the skills and development section.

9.5.2 A budget allocation will be made available for such initiative and must be approved by the council.

9.5.3 Appointed candidates will be compensated with a stipend, which will be determined by the availability of a budget for a particular financial year.

9.5.4 Students who have already secured permanent jobs will automatically be exempted from this initiative.

10 CRITERIA SELECTION

10.1 Eligible learners must be residents of Thulamela Municipality.

10.2 Learners must study in the field that will be beneficial to the municipality.

10.3 Learners must show consistent good performance.

10.4 Their parents must be unemployed or classified as indigent.

10.5 Learner must be in grade 12 during the current financial year and should have passed Grade 12 with a Bachelor Certificate.

10.6 Preference will be given to learners intending to study civil Engineering, Electrical Engineering, Town and Regional Planning and Information Technology.

10.7 Special cases received by the Mayor, which are aimed at assisting learners with the potential, mainly from disadvantaged communities who are not able to access tertiary education due to finance, will also be considered.

11 BUDGET ALLOCATIONS AND APPOINTMENT OF STUDENTS

11.1 The bursary fund will allocate its funds according to the Financial Year's Budget approval by the council.

11.2 The number of students to be appointed will be determined by the Budget allocated by the council.

12 TERMINATION OF STUDY COURSE

- 12.1 If the bursar abandons, for whatever reason, the course of study for which the study donation has been granted within the first six months of the study year, any portion of the study donation not yet paid out shall be forfeited.
- 12.2 The date furnished in writing by the educational institution concerned, shall be the date on which a bursar shall be deemed to have completed a course of study or the date of abandonment of such course, whatever the case may be.
- 12.3 In the event of death or disability of the bursar all the conditions stated under section 6 shall be deemed to have been complied with on condition that a certified death certificate or a written proof of disability is submitted.
- 12.4 Before the study donation is paid out a written agreement shall be entered into between the bursary holder and the municipality wherein the provisions of this policy shall be reaffirmed.

13 IMPLEMENTATION: ROLES AND RESPONSIBILITIES

13.1 DUTIES OF BURSARY COMMITTEE

- 13.1.1 Selection of learners
 - 13.1.2 Career guidance
 - 13.1.3 Management of fund and reporting
 - 13.1.4 Support and monitoring
 - 13.1.5 Assesses students' background as part of selection criteria to qualify for the bursary fund.
- 13.2 The Bursary Fund shall preside in the Office of The Mayor and consist of not less than three and not more than five people. The committee will report to the Mayor, the MM, and the Executive Committee

14 LEGISLATIVE AND REGULATORY FRAMEWORK

- 14.1 Section 12 of the MFMA regulates the establishment of "relief, charitable, trust or other funds":

- 14.1 Section 12(1) permits the establishment of a charitable, trust or other fund in the name of the Municipality, with the municipal manager being the account officer of such a fund;
- 14.2 Section 12(2) allows for the Municipality to open a separate bank account in the name of the Municipality for the purpose of such a fund;
- 14.3 Section 12(3) determines that money received by the Municipality for the purpose of such a fund must be paid into the bank account of the municipality, or if a separate bank account has been opened in terms of subsection (2), into that account; and
- 14.4 Section 12(4) determines that money in a separate account opened in terms of subsection (2) may be withdrawn from the account without appropriation in terms of an approved budget, but only –
- (a) by or on the written authority of the accounting officer acting in accordance with decisions of the municipal council; and
 - (b) for the purposes for which, and subject to any conditions on which, the fund was established or the money in the fund was donated.

15 STAKEHOLDER ENGAGEMENT (if applicable)

- 15.1 All the relevant stakeholders internal and external will be consulted through the development and implementation of this policy.

16 MONITORING AND EVALUATION

- 16.1 On a continuous basis this policy will be assessed to determine its relevance and effectiveness and to assess whether it has achieved the intended objectives.
- 16.2 The monitoring of compliance with this policy and the status of the Fund shall be undertaken by Council upon submission of the quarterly reports which it shall receive.

17 CONCLUSION

- 17.1 In conclusion, the Mayors Bursary fund Policy outlines critical matters raised in the purpose and the objectives. The provisions in the policy contents highlights the need for municipality to adhere to the key issues narrated which will address challenges encountered and lead to effective and efficient implementation of the policy.

17.2 The Municipality commits to make resources available, monitor and evaluate the effectiveness of the policy, thus encouraging all relevant stakeholders to familiarise themselves with the policy and take necessary actions to fully participate and ensure compliance of the policy.

18 REVISION DATE

18.1 The policy shall be reviewed every 3 years or as and when necessary.

19 ANNEXURES

19.1 Business process map

19.2 Standard operating procedure.