

SGB Project Guidelines for Submissions – Annexure B

These guidelines have been developed to assist SGBs with understanding the processes for submitting applications to the MEC for Education for approval.

A. Applications for SGB Projects:

1. Letter of Application

- clearly stipulating what it proposed to be built/added/upgraded, with motivation detailing the need for the project.
- This letter must be written by the school and placed on the school's letterhead.
- The letter may be in an MS Word or pdf format.
- A one-page motivation will suffice.

2. Signed Minutes of the SGB agreeing to/supporting the project.

- The minutes outlining the resolution for the project must be signed by both the school principal and the SGB Chairperson.
- It should be noted in the minutes that should there be a donor/sponsor incurring the cost of the project, that such improvement or investment on the immovable property, will be the property of the WCG. No sponsor shall own any property that is in the land belonging to WCG.

3. Professional, structural drawings of proposed project

- Drawings must include a clear site plan clarifying the proposed area for the new development.
- indicating the footprint of all existing structures, roads abutting the school property and the intended position of the proposed structures.

4. Project Plan

- See attached *Annexure A* for guidelines, requirements and format of Project plans.
- The project plan must contain the specifics of who will incur the cost and how much is budgeted for the proposed project.

5. Agreements

- attach any agreements that may exist between the school and potential donors/funders who will be paying for the costs of the project.
- Also attach detailed information of the potential donors or funders to establish the potential donor's legitimacy and guarantee that the project will be funded.
- **Lease agreement** if the school will be benefiting monetary value with the endeavoured project. In a case that the proposed development will not be operated by the school itself, but by 3rd party)
- Leases should not exceed **9 years 11 months** and shorter terms are preferred not to burden the property over too long a period.
- **Memorandum of Agreement** if multiple parties will use the facilities.

6. A written support from the Circuit Manager/Director supporting the project.

- May be a letter, statement or go-ahead approval for the school to apply by the Circuit Manager or district office.
- very critical -no application will be processed without this approval.

7. A separate letter stating why Circular 0031/2022 procedure was not followed, should the project be completed.

- Please note that no construction work may commence on site until the MEC signs off on the project, the Department of Infrastructure (DOI) peruses the plans prior to submission to the local authority for approval of the building plans, in the event the DOI has any recommendation regarding the plans, to avoid resubmission.

B. Applications for Solar Panel Installations

The following documents are needed for applying for the solar panel installation at your school:

1. Letter of application with a motivation detailing the need for the solar panel installation.

2. Signed minutes of the governing body meeting agreeing to the solar panel installation.
3. Engineer's report to state if the roof will carry the new solar panels.
4. Site plan (where positions of solar panels are shown). In the application it is not clear on which roof's tops it will be situated.
5. Single line diagram drawings.
6. SANS form 2 – engineer's details
7. Indicate the current supply capacity. E.g. 100 kVA - 150 A 3-phase.
8. Confirm number of supplies to the erf.
9. The budget for the solar system. (PS. If the school is going into a loan agreement with a financial institute the school must apply through the District Office to approve the loan: Circular 002/2019)
10. The District's Office, Circuit Manager (CM) approval for the installation of the solar panels at the school.
11. The details of the proposed solar system including generation capacity (kWp), Battery Size and estimated annual production in kWh.

NB: please note and include in your application:

- A fireman's switch as part of the drawings of the PV solar system for the disconnection of power, to safeguard a fireman from electrocution in the event of a fire.
- Motivation for solar proposal based on Energy audit/load profile
- Energy saving measures investigated / Quotes x 3
- Insurance/security etc.

C. Building Plans

- Schools building plans must be submitted to **Local Council** for approval.
- The reason is that only the local council are mandated to give a 'fire certificate'. The WCED cannot approving plans without the approved building plan.
- The **Department of Infrastructure** has its own processes towards approving building plans. The DOI team will only look at the norms and standards guidelines. They will not give official approval, only suggestions where applicable.

D. Approval process

This refers to the processes that the application goes through before it reaches the MEC office for approval.

Step 1: Application

- Schools will submit all their SGB Project applications via the generic email address provided below:
- SBGinfraprojects@westerncape.gov.za
- The applicant will receive an email acknowledging receipt of their application.
- Applications will be checked and allocated to an admin officer who inspects the application and prepares the submission for routing and approval.

Step 2: Verification

- The Admin Officer, assigned to your application, will scrutinize the application and ensure that all the required documentation has been submitted.
- Where there are outstanding documents, issues for clarity or further questions related to your application, the officer will contact the applicant.
- Applications will only receive further attention, once all the required documentation has been received.

Step 3: Approvals

- The Admin Officer, assigned to your application, will also send the application for necessary approvals and comment, if required.
- Structural Building Plans are sent to the DoI for scrutiny and approval as they are the custodian of all WCG (Western Cape Government) Properties.

Step 4: Submission

- A submission will be compiled when the application is complete and verified.
- A submission is a written motivation, on behalf of the school, to the MEC for approval.
- Where there are outstanding documents, issues for clarity or further questions related to your application, the officer will contact the applicant.

- The submission would then be placed **on route** to the following people for comment and signature:

Admin Officer	<ul style="list-style-type: none"> • Drafts the submission • First signatory
Deputy Director: Property Management Mr Cheslin Paris	<ul style="list-style-type: none"> • Supervisor and the second signatory on the submission • makes amendments to the submission if required
Director: Physical Resource Planning & Property Management Mr Gerrit Coetzee	<ul style="list-style-type: none"> • is the third person to sign on the submission. • checks suitability and viability of request for MEC's approval
Chief Director: Physical Resources Ms Lesline McGlenatendolf	<ul style="list-style-type: none"> • Fourth signatory on submission
Deputy Director General: Education Planning – Mr Salie Abrahams	<ul style="list-style-type: none"> • Fifth signatory on submission
Superintended General: Education Mr Brent Walters	<ul style="list-style-type: none"> • Sixth signatory on submission route
MEC: Education Mr David Maynier	<ul style="list-style-type: none"> • Final Signatory • Issues letter of approval

Step 5: Letter of Approval

- Based on the comments of the signatories to the submission, the MEC may decide to approve the project or reject the application.
- If an application is not approved, the submission will be returned, and the reasons will be provided and furnished to the applicant.

- It is important to note that the MEC only grants **provisional approval** – provided that the Council approves the building plans, only then the school can commence with the proposed project.
- The approval letter will be sent to the applicant via the admin officer dealing with the matter.

NB: We cannot provide a definitive lead time on the approval of proposed projects.

- Approval is dependent on the **volumes of applications** received daily from schools and the **availability** of the Senior Management that has to sign the submission before it reaches MEC's office.
- It would be beneficial to submit your applications well in advance from the intended commencement of the project plan to allow for the necessary approvals.
- The WCED have a policy of +/- **90 working days** turn-around-time.
- If no communication is received from the Department within **30 days** of submitting your application, you may follow up with your case officer on the progress of your application.
- We humbly request that you allow sufficient time for this process to run its course.

E. Contact Information

WCED: Physical Resource Planning and Property Management Team

Director: Gerrit Coetzee -021 467 9337

via his PA, Ms Van Rensburg e-mail at

Cleopatra.VanRensburg@westerncape.gov.za

Deputy Director: Property Management

Mr Cheslin Paris - **0214672010**

Cheslin.Paris@westerncape.gov.za