

MOGALE CITY LOCAL MUNICIPALITY BURSARY POLICY

Office of the Executive Mayor
Funded through the 2% Corporate Social Responsibility (CSR) Fund

1. Definitions

For the purpose of this policy:

Applicant – A person applying for financial assistance through the municipal bursary programme.

Bursary – Financial assistance granted by the municipality to support a student's tertiary education.

Corporate Social Responsibility (CSR) Fund – The 2% allocation of municipal funds dedicated to social development initiatives within the municipality.

Immediate Family Member – A spouse, child, or dependent of a municipal employee.

Municipality – The Local Municipality administering this bursary programme.

Recognised Institution – A public tertiary institution accredited in terms of the Higher Education Act.

2. Legislative and Regulatory Framework

This policy must be implemented in accordance with the following legislation:

- **Constitution of the Republic of South Africa, 1996**
 - **Municipal Finance Management Act (MFMA), Act 56 of 2003**
 - **Local Government: Municipal Systems Act, Act 32 of 2000**
 - **Promotion of Administrative Justice Act (PAJA), Act 3 of 2000**
 - **Higher Education Act, Act 101 of 1997**
 - Applicable municipal by-laws and policies.
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3. Purpose of the Policy

The purpose of this policy is to:

- Provide a framework for the **fair, transparent and accountable allocation of bursaries** funded through the municipal CSR Fund.
- Promote **access to higher education** for deserving students from disadvantaged backgrounds.
- Support the development of **scarce and critical skills** required for local socio-economic development.
- Ensure that the allocation of bursaries is **free from conflicts of interest**.

4. Objectives

The objectives of the bursary programme are to:

- Support academically deserving students who lack financial resources.
 - Promote access to tertiary education for youth within the municipality.
 - Contribute to **skills development and human capital growth** within the municipality.
 - Encourage studies in **fields aligned with municipal development priorities**.
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5. Scope of the Policy

This policy applies to:

- All bursaries funded through the **2% CSR Fund**.
- All bursary applicants and recipients within the municipality.

The **Office of the Executive Mayor** will administer the bursary programme.

6. Eligibility Criteria

Applicants must meet the following requirements:

6.1 Residency

Applicants must be **permanent residents within the jurisdiction of the Municipality**.

6.2 Academic Requirements

Applicants must:

- Have passed **Grade 12**, or
- Be currently enrolled in a recognised tertiary institution.

6.3 Admission Requirements

Applicants must:

- Meet the admission requirements of the institution.
- Provide proof of acceptance or registration.

6.4 Financial Need

Preference will be given to applicants from **financially disadvantaged households**.

6.5 Priority Fields of Study

Priority will be given to students studying in fields aligned with municipal needs, including but not limited to:

- Civil Engineering
- Electrical Engineering
- Town and Regional Planning
- Environmental Management
- Finance and Accounting
- Information Technology
- Public Administration
- Infrastructure Development
- Water and Sanitation Management

7. Exclusion Criteria

The following individuals **shall not qualify** for bursaries funded through the 2% CSR Fund:

- **Municipal employees**
- **Immediate family members of municipal employees**, including spouses, children, and dependants.

This exclusion is intended to **avoid conflicts of interest and ensure fairness in the allocation of public funds**.

8. Application Process

8.1 Advertisement

The municipality shall advertise bursary opportunities annually through:

- Municipal website
- Local newspapers
- Community radio
- Municipal notice boards

8.2 Required Documentation

Applicants must submit:

- Completed bursary application form
- Certified copy of ID
- Proof of residence
- Certified copy of Grade 12 certificate or latest academic results
- Proof of acceptance or registration at a tertiary institution
- Proof of household income or affidavit

Incomplete applications **will not be considered.**

9. Selection Process

9.1 Bursary Selection Committee

A Bursary Selection Committee shall be established consisting of officials from:

- Office of the Executive Mayor
- Municipal Manager's Office
- Corporate Services Department
- Community Development Services
- Finance Department

9.2 Evaluation Criteria

Applications will be evaluated based on:

- Academic performance
- Financial need
- Field of study
- Representation across municipal wards
- Availability of funds

9.3 Approval

The **2% SCR Committee** shall approve the final list of bursary recipients.

10. Value of the Bursary

The bursary may cover:

- Tuition fees
- Prescribed textbooks
- Accommodation
- Study materials

The value of each bursary will be determined annually based on the **available CSR budget**.

11. Conditions of the Bursary

Recipients must:

- Maintain satisfactory academic progress.
- Submit academic results each semester or academic year.
- Inform the municipality of any changes in study status.
- Use the bursary funds only for approved educational expenses.

Failure to comply may result in **withdrawal of the bursary**.

12. Monitoring and Reporting

The Office of the Executive Mayor shall:

- Maintain records of all bursary recipients.
- Monitor academic performance.
- Provide annual reports on bursary allocations and expenditure from the CSR Fund.

13. Roles and Responsibilities

13.1 Executive Mayor

- Provide strategic oversight

13.2 2% CSR Committee

- Approve bursary recipients

13.3 Municipal Manager

- Ensure administrative compliance with legislation

13.4 Bursary Selection Committee

- Evaluate applications
 - Recommend candidates
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14. Policy Review

This policy shall be **reviewed annually**.

15. Effective date: 01 July 2026

Supporting documents to be used together with a Bursary Policy:

1. Schedule 1: Municipal Bursary Application Form
2. Schedule 2: Municipal Bursary Agreement (Contract)
3. Schedule 3: Bursary Selection Scoring Matrix (For Committee Use)