**APPLICANT NAME AND LOGO**

**STRATEGIC PROJECTS 2024/25**

**Grant Application Template**

|  |  |
| --- | --- |
| **PROJECT NAME** |  |
| **NAME OF THE APPLICANT** |  |

|  |  |
| --- | --- |
| **Application Ref No.** |  |

(for office use only)

**IMPORTANT NOTES AND Funding Allocation Criteria**

1. While there is no cap on the number of learners that can be applied for, applicants must be aware BANKSETA does not have limitless budgets and will therefor exercise the discretion to decrease the number of learners applied for.
2. Each applicant may submit only one application.
3. Funding allocation will prioritise support for rural areas, female beneficiaries, and people living with disabilities. Be aware that owing to limited funding even applications meeting criteria may be declined.
4. In this respect funding allocation criteria are driven by a number factors such as unemployment rates, rural nature of the province and population size in the nine (9) provinces.
5. Please complete all the sections in as much detail as possible providing substantive information relevant for evaluation. Merely repeating published statistics is discouraged
6. Attach all **supporting documents** where requested.
7. Applications must be submitted **ONLY** to **strategicprojects2024@bankseta.org.za** **with the subject line Strategic Project Application. NB: Please DO NOT submit the application using any link as this will not be considered.**

**PART A: DETAILS OF THE APPLICANT**

|  |  |
| --- | --- |
| Full legal name (business name): |  |
| Legal status & Registration Number |  |
| VAT registration number (where applicable): |  |
| Business address: |  |
| Postal address: |  |
| Contact person: |  |
| Telephone no |  |
| Cell Phone No |  |
| E-mail address: |  |
| Website: |  |

**DECLARATION BY AUTHORISED PERSON**

I, the undersigned, hereby certify that:

* The information provided in this application is factually correct in all material respects
* I am duly authorized by the relevant authority/governing body (board) to submit this application on behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of applying organization)

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date and Place:** |  |

**PART B: PROJECT SUMMARY**

**1.1 TITLE OF PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1.2 Project Location (Province):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1.3 Project Sites: (District Municipality, Local Municipality)**

**1.4 Beneficiaries: (Must be unemployed)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Site** | **Black** | **White** | **Disability** | **Total** |
|  | **Male** | **Female** | **Male** | **Female** | **Male**  | **Female** |  |
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|  |  |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |  |

**1.5 Project Budget (Vat inclusive):**

|  |
| --- |
| **Project Budget Required** |
| **Cost/Budget Item** | **#Units** | **Cost per Unit** | **Total** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5 |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| **Total BANKSETA Budget** |  |  |
| ***Note: Number of budget items is only an indication*** |
| **Other Contributions (Indicate sources)** |
| **Budget Item** | **#Units** | **Cost per Unit** | **Total** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **Total Other** |  |  |  |
| **Grand Total** |  |  |  |

* 1. **Project Duration in Months (e.g.24 months)**

**Expected Start Date:**

**Expected End Date:**

PART C: STRATEGIC PROJECT PROPOSAL

**IMPORTANT NOTES REGARDING SUBMITTING YOUR PROJECT PROPOSAL**

This section requires that the applicant provides details of the proposal, its motivation, proposed implementation methodology, project results and the capacity & capability of the applicant that supports the assertions of project success. **All the areas indicated in sections 1 to 8 of PART C will be evaluated** **out of a total of 100** where with a **minimum** **evaluation score of 60%** required for the proposal to be considered for prioritization and possible funding. For this reason, applicants are advised to complete their applications with utmost care and diligence.

1. BACKGROUND AND CONTEXT

Provide a brief background and context of the application. This should include a description of key economic and social challenges the proposed project relates to (contextualised unemployment; key national strategies, transformation issues; skills participation trends etc.). Include details of sector opportunities, national macro policies/strategies in place to support growth and employment creation.

2. OVERALL AIM AND SPECIFIC OBJECTIVES OF THE PROJECT

**2..1 OVERALL AIM OF THE PROJECT**

Describe the overall aim of the project. This should be done in relation to the envisaged outcomes for the beneficiaries of the project

 **2.2 SPECIFIC OBJECTIVES OF THE PROJECT**

Describe the specific objectives of the project. These indicate specific benefits the project will deliver to beneficiaries i.e. those things that are directly under the control of the project itself.

Specific objectives should include quantified reference to one or more of the following learning interventions:

## Learnerships /Internships

## Skills programmes (accredited and non-accredited)

## Experiential training

## Further and higher education programmes (level of readiness after completing your programme) e.g. qualifications in line with the programmes enrolled or offered during the training programme. Please specify the areas in which such programmes will be proposed.

* + - Mentorship
1. **PROJECT BENEFICIARIES**

Please describe intended beneficiaries of the project in terms of economic or social profile/category. Provide a breakdown of the total intended number of beneficiaries in terms of type of programmes, race (equity[[1]](#footnote-2)) gender and broad labour market characteristics (unemployed).

1. PROJECT RESULTS

Describe the results or benefits the project will deliver to the project beneficiaries. List the deliverables to be achieved by the project in quantified measurable outputs (*SMART* principle to be applied). Project deliverables are generally written as completed actions.

Use the guiding format below:

|  |  |
| --- | --- |
| **Deliverable/Result** | **Indicators** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. IMPACT ON BENEFICIARIES AND SUSTAINABILITY

The proposal should indicate the expected impact (of achieved results) on the lives of the beneficiaries and or targeted sector. This might include reference to the needs and constraints identified for the group

Indicate how the results/impact achieved can be sustained beyond the project for the benefits to continue flowing. In view of increased levels of unemployment especially among youth BANKSETA will prioritize project with a strong transition to employment or self-employment

1. PROJECT IMPLEMENTATION STRATEGY

Provide a detailed strategy for implementing the proposed based on the guidelines below

**6.1 PROJECT ACTIVITIES**

Based on the results indicated in par 4, please list using the format below all the activities that will be carried out in the implementation of the project as well as an indication of the period (month) in which they will be carried out. Additional rows may be added if more activities are planned.

Use the following as a guide

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project deliverable/Result** | **Activities** | **Sub-Activities** | **Timeframe (Month)** | **Cost** |
|  |  |  |  |  |

**6.2 PROJECT STAKEHOLDER & PARTNER ANALYSIS**

Using the enclosed format please indicate stakeholders & partners who will be involved in the implementation of the project as well as their expected role/contribution.

| **Stakeholder/Partner** | **Expected role/contribution** |
| --- | --- |
|  |  |
|  |  |

**6.3 PROJECT RISKS/CONSTRAINTS AND MITIGATION MEASURES**

Provide an analysis of any perceived risks and constraints to the project as well as mechanisms to mitigate the identified risks and constraints

|  |  |  |
| --- | --- | --- |
| **Risk/Constraint Description**  | **Priority** *(Low, medium, High)* | **Mitigating Factor/Possible Solution** |
|  |  |  |
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1. APPLICANT CAPACITY TO IMPLEMENT and MANAGE THE PROJECT

**7.1 APPLICANT CAPACITY AND EXPERIENCE**

Describe the current capacity (and capability) of the applicant to implement the interventions/programmes proposed. This should include key personnel e.g. facilitators; managers, technical experience and expertise, sector qualified/qualification, availability of training materials/tools

Describe previous and current interventions/programmes managed by the applicant, beneficiaries trained. Please comment results and successes achieved in terms of completion and placement rates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Company/Funder** | **Programme/ Project Name** | **No of Beneficiaries Trained** | **Year and Duration**  | **Project Value** |
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* 1. **PROJECT MANAGEMENT, GOVERNANCE AND ADMINISTRATION**

Describe intended measures for the administration of the project. This should include areas of administration support (e.g. payment of accounts/stipends, procurement, progress reports to BANKSETA etc) the project will receive. In the case where the applicant would use internal capacity, the proposal should provide details of available personnel to administer the proposed project

Indicate what resources (personnel, providers, assessors,mentors etc) will be made available to the project as well as arrangements for the monitoring and evaluation of the project.

1. PROJECT BUDGET

The enclosed format should be used to indicate the financial resources required to implement the proposed project. Please ensure the following:

* That all calculations (rows & columns) are correct
* Costs are VAT inclusive (where applicable)
* That notes are indicated for budget items

Please indicate which costs are covered by the applicant budget and which are requested from the BANKSETA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Activity** | **Quantity** | **Unit Cost** | **Total Cost** | **Notes** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |

|  |  |
| --- | --- |
| **Other Contributions (Indicate sources)** |  |
| **Project Activity** | **Quantity** | **Cost per Unit** | **Total** | **Notes** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| **Total Other** |  |  |  |  |
| **Grand Total** |  |  |  |  |

1. PROJECT PARTNERSHIPS (OPTIONAL)

This part must be completed for each partner involved in the project. You may duplicate this table as necessary to create entries for more partners.

|  |  |  |
| --- | --- | --- |
|  | Partner1 | Partner 2 |
| Full legal/statutory name (**e.g. GEDA**) |  |  |
| Legal status (Schedule 3, Section 21) |  |  |
| Business address (physical) |  |  |
| Contact person |  |  |
| Telephone No |  |  |
| Cell Phone no |  |  |
| E-mail address |  |  |
| Role and involvement in implementing the proposed project |  |  |
| Signatures |  |  |
| Date |  |  |

**Responsibilities of the APPLICANT**

The APPLICANT will be responsible for the following, which include (but is not limited to):

1. Overall project management.
2. Reporting to the governance structure of the project and to the BANKSETA.
3. Managing partners/Contracting with training provider or delivery of training.
4. Financial management including record keeping.
5. The applicant will be held liable for any financial mismanagement.

The Protection of Personal Information Act, no 4 of 2013 promotes the protection of personal information by public and private bodies. The BANKSETA is in full support of the PoPI Act and will disclose information only to ensure compliance in terms of the project reporting requirements.

1. The NSDS equity targets are an important criterion [↑](#footnote-ref-2)