



DISCRETIONARY GRANT

FUNDING WINDOW GUIDELINES 2024-2025

STRATEGIC PROJECTS

September 2024

BANKSETA FUNDING WINDOW GUIDELINES

1. Purpose

This document has been developed to guide the application process for BANKSETA Discretionary Grant Funding Windows. It considers the SETA Grant Regulations and the BANKSETA Discretionary Grant Policy. This document provides guidelines for the opening of funding windows, inviting applications, evaluation of applications, allocation of funds and payment of funds. This document aims to ensure a consistent, fair, and transparent process.

2. Objective

The objective of this funding window is to invite applications that will support National Priorities that emerge from time to time. Applications may also contribute to the strategic outcomes of the BANKSETA. The funding of applications under this category will focus on promoting innovation or creativity or immediate needs or national government priorities or a mix thereof and more importantly subject to budget availability. This approach is intended to allow for impact driven, creative and / or innovative or interventionist approach towards skills development.

3. Invitation Process

- BANKSETA will publish all funding window invitations on the BANKSETA website www.bankseta.org.za
- This funding window remain open for the year but will be closed on 28 February 2025 to allow for year-end reconciliation.
- **Applications must be directed to this dedicated email address: strategicprojects2024@bankseta.org.za only.**

4. Eligibility

4.1 BANKSETA has categorized eligible applicants as per below in no order of priority:

- Public Higher Educations Institutions and their entities (TVET Colleges and Universities)
- Community Education and Training Colleges
- BANKSETA registered employers who actively contribute to the skills development levy and who submitted a Workplace Skills Plan and Annual Training Report for 2023.2024 (if applicable).
- Registered NGO's/CBO's/NPO's – to submit proof of registration as an NGO/CBO/NPO
- Government Entities (Departments, entities or Municipality)
- Private providers who can contribute to the strategic outcomes of the BANKSETA or National Priorities.

BANSKETA also encourages partnerships and counter contributions/co-funding between public/private institutions to collaborate on the project. **Application must be supported by an agreement between the 2 parties affirming that they are in a partnership. With the roles of each institution clearly clarified.**

4.2 BANKSETA has categorised eligible programmes as per below:

- Accredited Skills programmes (accredited and non-accredited) for unemployed beneficiaries
- Work Based Learning for unemployed beneficiaries.

- Programmes with proven outcomes for unemployed youth to transition to employment

For the above programmes, programmes implemented in Rural areas and programmes for people with disabilities will be prioritized.

Applicants must note that this funding window is not to be used to substitute any of the funding windows that already funds programmes of the BANKSETA. **Applications for TVET WIL, UOT WIL, Bursaries (Employed & Unemployed), PIVOTAL programmes, Reskilling etc will not be prioritized as opportunities under these programmes have already been rolled out.**

BANKSETA is looking for applications that are outside the norm, unique and innovative and have potential and proven impact on beneficiaries. This will form part of the eligibility and prioritization criteria to be used in the allocation of funding.

5. Evaluation Criteria

The evaluation panel will evaluate all the indicated sections of the application template based on the following broad framework

1. Project Background, objectives and Justification	The proposal must justify the link to national/economic strategies and its relevance to the socio-economic profiles of the chosen beneficiaries	20
2. Measurability of Project results and their impact	The proposal must demonstrate that project results are achievable and have potential/defined or known impact on the beneficiaries	20
3. Coherent, Appropriate and viable implementation methodology.	Proposals must detail implementation strategy that clearly indicate how envisaged results and outcomes will be achieved.	30
4. Capacity to implement and manage the projects on a national or provincial or local scale	The proposal should provide/demonstrate evidence of capacity, capability and relevant experience to manage the proposed project on a national/provincial or local basis. This should include concrete evidence of existing networks or associate organisations that form part of this capacity.	20
5. Budget	Appropriateness of costs, correct	10

Per the application template-part B and C	totals and correct template	
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Any application not meeting a threshold of 60% will not be approved.

6. Funding Allocation Criteria

- 6.1 There is no cap on the number of learners applied for, however BANKSETA may decrease the number of learners to be approved based on budget considerations
- 6.2 Funding allocation will prioritize 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.
- 6.3 In this respect funding allocation criteria are driven by several factors such as unemployment rates, rural nature of the province and population size in the nine (9) provinces.
- 6.4 Please complete all the sections in as much detail as possible providing substantive information. Merely repeating published statistics is discouraged as it will not add any value to the application.
- 6.5 BANSKETA will consider a **maximum** of 5% projects Administration fee per approved project

7 Submission Process

- 7.1. Applicants to submit the application using the designated BANKSETA application form as published with these guidelines. Using any other format may lead to disqualification of your application
- 7.2. Application that are not completed in full may be rejected based on insufficient information
- 7.3. Only one application is allowed per organization.
- 7.4. Applications for programmes that have already commenced/implemented will not be considered.
- 7.5. Applications must be submitted to the specified e-mail address. **No applications submitted via any link will be accepted.**
- 7.6. Applicants must keep a copy of their submission for their internal use and backup purposes.

8 Evaluation and Allocation Process

- 8.1. An evaluation panel shall be established to evaluate applications.
- 8.2. All panel members will be required to sign a declaration of interest.
- 8.3. The evaluation panel and decision will be recorded for audit purposes.
- 8.4. All grants are VAT inclusive, and this funding is specifically to support training related costs. Funding does not include set up costs including capitalization of projects.
- 8.5. BANKSETA may approve additional applications or increase the funding for applications should additional funding become available at a later stage. This is subject to Board approval.
- 8.6. Feedback on the status of the application will be provided to successful and unsuccessful applicants.

9 Funding Approval and Appeals

- 9.1. The evaluation documentation will be submitted for Probity Review. The probity review report will be submitted for review to the CEO. Once the CEO has reviewed, the report and supporting evidence as required will be submitted to the Finance and Remuneration Committee for recommendation to the BANKSETA Board. Final approval will be done by the BANKSETA Board.

The BANKSETA Board may delegate approval functions to the CEO as indicated in the BANKSETA Delegations of Authority Policy.

- 9.2. Should an (unsuccessful) applicant want to appeal the decision of the BANKSETA, this must be done in writing and within one month of receiving the evaluation outcome. The request will be submitted to the CEO to review and after his reconsideration, the decision is final.

10 Contracting, Commitment Schedule and Project system update

- 10.1. BANKSETA will sign a Memorandum of Agreement (MoA) with the applicant for each application that is approved.
- 10.2. The approval notification to the applicant will include a deadline date for the return of signed MoAs to the BANKSETA so that funds are not left uncommitted for long periods of time.
- 10.3. The project manager will monitor all the received MoAs and any MoA not signed and returned to BANKSETA by the agreed date will be cancelled.
- 10.4. If BANKSETA detects there is no project activity taking place and no reasonable cause has been provided, the MoA will be terminated, and the funding forfeited.
- 10.5. If the MoA has expired, and no supporting documentation to claim the final tranche has been received and no project extension request is received and approved by BANKSETA before the lapse of the MoA, no further payments will be made.

11 Invoicing / Funds Disbursement Process

- 11.1. Upon approval of the application, the Applicant and BANKSETA will sign a Memorandum of Agreement (MoA) to formalize the application and to agree to the disbursement schedule (in line with the specific application)
- 11.2. Invoices to the BANKSETA must be accompanied by all the required documents as listed in the MOA.
- 11.3. Invoices will be paid provided all project requirements are met and supporting documentation are provided as per signed MoA.
- 11.4. Successful applicants and payments are subject to a monitoring and/or auditing process.
- 11.5. The BANKSETA will only be paying for beneficiaries who complete the programme as required, and only make final payments once all other tranche criteria requirements are met.
- 11.6. Applicants are reminded that all supporting documentation related to funding of learners, should be submitted within stipulated timeframes by BANKSETA. For first tranche payments, evidence must be submitted within two months of signing the MoA but no later than 28 February 2025.
- 11.7. Statements of results or completion certificates and other close out report documents should be submitted as per stipulated timeframes in the MoA.
- 11.8. In selected instances BANKSETA may require projects to open dedicated bank accounts for the implementation of the approved project.

12 Extensions and/or re-applications

- 12.1. Applicants should endeavour to meet deadlines and complete the project within the project plan submitted during application phase. If, however, this is not possible the applicant should apply in writing to have the timelines extended and where needed to sign an addendum to the MoA to extend the end date. This must be done at least three months before the MoA end date.

13 Disclaimer, Termination and Breach

- 13.1. In all instances, BANKSETA reserves the right to approve / decline funding at its discretion.
- 13.2. The BANKSETA reserves the right to verify, monitor and audit any of the above approved grants

- during the implementation period by a designated BANKSETA representative. Payments are also subject to these processes as per the quality requirements stipulated by BANKSETA.
- 13.3. The BANKSETA may withhold grants or recover any grants paid to an applicant if it is found that the grants allocated are not being used for the purpose for which the grant was intended. This includes but are not limited to the employment status of intended beneficiaries stated incorrectly (employed / unemployed), fraudulent identity documents (deceased learners), etc.
- 13.4. Non-compliance will lead to summary termination of the agreement and the Contracting party will, due to non-compliance have neither right to any grants or disbursements nor any other right out of this agreement.

14 Confidentiality of information

- 14.1. In compliance with the requirements of the Protection of Personal Information Act (POPI), BANKSETA wishes to inform all its stakeholders that in applying for funding, invoicing the BANKSETA and providing supporting information for such invoices, the below standards will apply:
- BANKSETA undertakes to keep all information obtained or received by it for purposes of funding applications, funding agreements, invoicing and performance information disclosed or provided by the employers in confidence and in a safe and secure manner.
 - Information shall be revealed only to the representatives, agents, and employees whose knowledge of the information is required for the purpose related to administering the funding applications, funding agreements, invoices and supporting documentation.
- 14.2. The purpose related to administering the funding applications, funding agreements, invoices and supporting documentation includes the following:
- reporting skills development initiatives to the Department of Higher Education and Training.
 - reporting enrolments and achievements of programmes to the South African Qualifications Authority.
 - reporting on quality assurance functions to the Quality Council of Trades and Occupations.
 - evaluating and processing applications for access to funding.
 - compiling statistics and other research reports.
 - providing personalised communications.
 - providing information for internal and external auditing purposes
 - complying with the law; and/or
 - for a purpose that is ancillary to the above.
- 14.3. Information related to Memoranda of Agreement will be kept for 5 years after the stated end date. After 5 years it will be destroyed.
- 14.4. If BANKSETA is required by legal process to disclose any of the information, it shall provide the institution with prompt notice of such requirement so that the employer may seek a protective order or agree to the provision of information. If a protective order or other remedy to ensure that only information covered by such other or other remedy is obtained, the BANKSETA shall use all reasonable efforts to ensure that only the information covered by such order or other remedy is disclosed. Whether or not a protective order or other remedy is obtained, or the institution party agrees to the provision of information, BANKSETA shall take all the reasonable steps to ensure that only the portion of the information which it is legally required to disclose, is disclosed.
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