



DISCRETIONARY GRANT:

**SKILLS DEVELOPMENT INITIATIVES FOR GRADE 12
and
CAREER DEVELOPMENT WORKSHOPS**

**FUNDING WINDOW GUIDELINES
2025-2026**

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 Public Education and Training Institutions such as Universities, Universities of Technology (UoTs), Technical and Vocational Education Training Colleges (TVETs) and Community of Education Training Colleges (CETs) to apply for Discretionary Grant Funding for a variety of skills development initiatives to be implemented at rural schools in South Africa.

There are 3 different categories, except for category C, only one application per institution, per category (A and B) is allowed.

Category A – For Grade 12 Learners: A Digital Literacy Program that incorporates ICT skills programmes. This must include a work readiness programme and career counselling.

Category B – For Grade 12 Learners: Mathematics, Physical Science and/or Accounting at schools to assist Grade 12 learners. This must include a work readiness programme and career counselling.

Category C – For Teachers and/or Career Development Practitioners: Workshops to enable teachers and/or Career Development Practitioners to share career path information and BANKSETA material with learners.

3. Invitation Process

- 3.1 The funding window opens on **Friday, 08th August 2025** and closes **at 16h30 on Friday, 19th September 2025**
- 3.2 No late applications will be accepted.

4. Eligibility Criteria

Applicants must meet the eligibility criteria as indicated below to qualify for funding.

- 4.1 Public Universities

- 4.2 Public Universities of Technology (UoT)
- 4.3 Public Technical and Vocational Education Training Colleges (TVETs)
- 4.4 Public Community of Education Training Colleges (CETs).

5. Evaluation Criteria

Applications must meet the evaluation criteria as indicated below to qualify for funding. Any application not adhering to the below will be declined.

- 5.1 Application forms must be signed, completed correctly and in full.
- 5.2 Applications must align with the relevant requirements of the category that institution is applying for.

Category	Capped Amount per Learner / Delegate	Requirements
A. Digital Literacy Program that incorporates ICT skills programmes. This must include a work readiness programme and career counselling.	R17 000.00	ICT skills such as coding, software programming, data science, robotics process, data security etc. Note: The capped amount includes tablets and/or laptops.
B. Mathematics, Physical Science and/or Accounting at schools to assist Grade 12 learners. This must include work readiness programme and career counselling.	R12 000.00	Priority will be given to schools that performed poorly in 2024 exams as per DBE report.
C. Conduct a one-day Workshops to enable teachers, retired teachers or career development practitioners to share career path information and BANKSETA material with learners.	R 2 000.00	Conduct a workshop to teachers, retired teachers, or career development practitioners so that they can provide career information to learners. BANKSETA will provide Career Guides on occupations in the Banking and Alternative Banking Sector.

- 5.3 Applicants may apply for all or some categories but BANKSETA reserves the right to approve application as per funding availability and past performance.
- 5.4 The funding window is open for programmes offered in all, or any of the nine (9) provinces.

6. Allocation criteria

- 6.1 Applicants must note the capped amount per category provided in item 5 above
- 6.2 Priority will be given to learners and schools in rural areas.

- 6.3 A 5% Administration fee per approved institution will be provided.
- 6.4 When allocating funding BANKSETA may prioritize certain provinces, municipalities and rural areas.

7. Submission Requirements

- 7.1 Applications and other related documents are to be submitted on BANKSETA templates, and as per the prescribed submission process. Failure to do so will result in disqualification of the applications.
- 7.2 Stakeholders must note that for this funding window they will be required to apply online as well as via email in the normal way.
- 7.3 Training on how to apply online will be provided, and attendance of the briefing session is therefore encouraged.
- 7.5 No late applications will be accepted. The register as well as the completed and signed application form must be emailed in PDF format to Grade12initiativesapplications2025@bankseta.org.za. Submission of the application will be acknowledged; however, applicants must note that the completeness and correctness of applications will only be evaluated after the closing date.
- 7.6 Applicants agree to provide information as required by BANKSETA for the purpose of reporting to the Department of Higher Education and Training, as well as other statutory stakeholders.
- 7.7 Applicants must keep a copy of their submission for their internal use and backup purposes.

8. Evaluation and Allocation Process

- 8.1 In all cases an evaluation panel shall be established to evaluate applications.
- 8.2 The evaluation panel will be appointed by the CEO and consist of at least three panel members.
- 8.3 All panel members will be required to sign a declaration of interest.
- 8.4 The evaluation panel and decision will be recorded for audit purposes.
- 8.5 All grants are VAT inclusive, and this funding is specifically for training and training tools costs. Funding does not include set up/initiation costs, and/or including capitalization of projects.
- 8.6 If the BANKSETA Board approves additional funding for a particular funding window or if there are savings or underutilization by successful applicants, BANKSETA may

- approve additional applications or increase the funding for a particular applicant. Only approved applications will qualify for additional funding.
- 8.7 If there are insufficient applications in a certain category/programme, BANKSETA may request successful applicants to train additional learners and approve additional funds to train more learners over and above the number of learners applied for.
- 8.8 Feedback on the status of the application will be provided to unsuccessful applicants.

9. Approval, Appeal and Change Request Process

- 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 outcome. The request will be submitted for review. After reconsideration the BANKSETA's decision is final.
- 9.3 Change requests are discouraged but should this be unavoidable, the request must be submitted to the BANKSETA within one month of receiving the outcome and with motivation for the change. The approval of the change request is at the discretion of the CEO provided that the approved amount is not exceeded and that the change is still in line with the guidelines. No change may be implemented without approval by BANKSETA.

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 Applicants should endeavor 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 should be done well in advance and at least three months before the initial completion date.

- 10.5 If the MoA has expired, and no project extension request is received by BANKSETA before the lapse of the MoA or 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.

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 The first invoice to the BANKSETA must be accompanied by official proof of banking details which may not change for the duration of the project.
- 11.3 The final invoice will be paid subject to all the project requirements being met. This may include a monitoring and evaluation audit conducted by BANKSETA.
- 11.4 Progress Reports are to be submitted with invoices as required (BANKSETA to send template).
- 11.5 Invoices will be paid provided all project requirements are met and supporting documentation are provided (such as proof of payment to other parties, etc.)
- 11.6 Successful applicants and payments are subject to a monitoring and evaluation process.
- 11.7 The BANKSETA will only be paying for beneficiaries who successfully complete the programme as required and only make final payments once all other tranche criteria requirements are met.
- 11.8 Applicants are reminded that all supporting documentation related to funding of Learners, should be submitted within two months of signing the MoA.
- 11.9 Statements of results or completion certificates should be submitted within two months of the learner successfully completing and no later than 28 February 2026.

12. Disclaimer, Termination and Breach

- 12.1 In all instances, BANKSETA reserves the right to approve / decline funding at its discretion.
- 12.2 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.
- 12.3 Payments are also subject to these processes as per the quality requirements stipulated by BANKSETA.

- 12.4 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.
- 12.5 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.

13. Confidentiality of information

13.1 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.

13.2 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.

13.3 Information related to Memoranda of Agreement will be kept for 5 years after the stated end date. After 5 years it will be destroyed.

- 13.4 In the event that BANKSETA is required by legal process to disclose any of the information, it shall provide the employer 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 order 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 employer 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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