



**DISCRETIONARY GRANT**

**FUNDING WINDOW GUIDELINES FOR  
LEVY PAYING EMPLOYERS:**

**TRAINING FOR WORKERS AND  
UNEMPLOYED PERSONS**

**2026-2027**

## BANKSETA FUNDING WINDOW GUIDELINES

### 1. Purpose

This document has been developed to guide applicants through the 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 BANKSETA **levy-paying employers** to apply for Discretionary Grant Funding for the following. Please submit **only one application** per category.

#	Programme	Total Funding Available *	Capped Amount per Learner
1	Workers enrolled in learnership programmes	R75 000 000	Maximum funding of R50 000 for the end-to-end delivery of the programme
2	Unemployed learners enrolled in learnership programmes	R224 000 000	Maximum funding of R112 000 for the end-to-end delivery of the programme, including learner stipends and UIF, for at least 12 months
3	Workers granted Bursaries (New) <i>New Entries - This relates to any programme that is a one-year to 18-month programme (such as Postgraduate Diploma, Occupational Qualification, etc. or a first year of study for a qualification such as Bachelor of Arts, Bachelor of Commerce or Master's Degree)</i>	R41 000 000	Maximum funding of R50 000 for the end-to-end delivery of the programme

4	Workers granted Bursaries (continuing) <i>Continuing Bursaries refer to learners in the second, third or final year of studies.</i>	R25 000 000	Maximum funding of R50 000 for the end-to-end delivery of the programme
5	Workers enrolled in Skills Programmes	R15 000 000	Maximum funding of R30 000 for the end-to-end delivery of the programme
6	Unemployed learners enrolled in skills programmes	R30 300 000	Maximum funding of R56 000, including but not limited to delivery, assessment, certification, and stipends
7	Unemployed learners enrolled in internship programmes	R66 096 000	R99 000 (6000*18 months) Or R72 000 (6000*12 months)

- *The funding available for each funding window is subject to final approval of the 2026/2027 Annual Performance Plan and budget.*

**PLEASE NOTE: The above funding is per learner per programme, irrespective of the duration it takes the learner to complete the programme. For example, Occupational Qualifications may take longer to complete.**

### 3. Invitation Process

- BANKSETA will publish all funding window invitations on the BANKSETA website [www.bankseta.org.za](http://www.bankseta.org.za)
- The funding windows open on 06 February 2026 and close at 16h00 on 27 March 2026.

### 4. Submission process

- No late applications will be accepted.
- Applications **must** be submitted to the BANKSETA MIS. [SIMS](#) (Training will be provided to all stakeholders).

- Submission of the application will be acknowledged; however, applicants must note that the completeness and correctness of applications will only be evaluated/determined after the closing date.

## 5. Eligibility Criteria

Applicants must meet the eligibility criteria as indicated below to qualify for funding. Any applicant who does not meet the eligibility criteria will be disqualified.

5.1 The applicant (Employer) must have submitted a Workplace Skills Plan and Annual Training Report (where applicable) by the due date of 30 April 2025 or 30 May 2025 (where extension was granted) to BANKSETA.

5.2 The employer must be up to date with levy contributions to BANKSETA.

5.3 Stakeholders must upload the fully completed and duly authorized application form on SIMS.

5.4 Application forms must indicate the start and end dates of the programmes. These funding windows are only for programmes starting from 1 April 2026 and no later than 28 February 2027

5.5 BANKSETA requires applicants to complete the application form in full and to declare that all requirements will be met by submitting performance information that will meet the requirements indicated by BANKSETA.

5.6 Applicants must declare that allocation of funding is done based on the above agreement by the applicant, but that payment will be made subject to the correct supporting documents that meet the requirements for each funding window.

## 6. Evaluation Criteria

There is no specific evaluation criterion to be applied; however, applicants must note the declarations that they must complete as per 5.5 and 5.6 above.

## 7. Allocation Criteria

The following formula will be used to determine the allocation of grants to all applicants approved:

**Available budget per category x levy contribution percentage of applicant (Levy contribution for 2024/2025 to be used with a 5% increase)**

If there are funds remaining after applying the formula to successful applications, such funds will be allocated equally to each applicant up to the number of learners applied for.

## 8. Evaluation Process

- In all cases, an evaluation panel shall be established to evaluate applications.
- The evaluation panel will be appointed by the CEO. All members will be required to sign a declaration of interest.
- The evaluation panel and decision will be recorded for audit purposes.
- All grants are VAT inclusive, and this funding is specifically for training costs, and /or learner allowances (for unemployed learners). Funding does **not** include set up/initiation costs, administration and/or including capitalization of projects.
- 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 without opening a new funding window. Only approved applications from the evaluated funding window will qualify for additional funding.
- 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. No new funding window will be opened.
- BANKSETA will consider the applicant's implementation track record of previous allocations in the allocation of grants by:
  - reducing the grant allocation where there is documented evidence and no reasonable explanation of no utilisation or under-utilisation of the funding allocation, or
  - increasing the allocation where there is proven successful and full utilisation of the funding allocation
- Applicants will be notified of the outcome of their application by 30 June 2026.

## 9. Approval and Appeal Process

- 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, the report and supporting evidence will be submitted to the Finance and Remuneration Committee for recommendation to the BANKSETA Board. The BANKSETA Board will do the final approval. The BANKSETA Board may delegate approval functions to the CEO as indicated in the BANKSETA Delegations of Authority Policy
- Should an (unsuccessful) applicant want to appeal the decision, this must be done in writing and **within one month** of receiving the evaluation outcome. The request will be submitted to the CEO for review, and thereafter, the decision will be final.

## 10. Contracting, Commitment Schedule and Project system update

- BANKSETA will sign a Memorandum of Agreement (MoA) with the applicant for approved applications.
- 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 extended periods of time.
- The project manager will monitor all the received MoAs, and any MoA not signed and returned to BANKSETA by the agreed date may be cancelled.
- If the MoA has expired, and no project extension request is received by BANKSETA at least three months *before* the lapse of the MoA, or if BANKSETA detects that there is no project activity taking place and no reasonable cause has been provided; the MoA may be terminated, and the funding forfeited.
- Approved projects need to be implemented within the timeframes of the MoA. The BANKSETA will not accept learner performance information that falls outside of the 2026/2027 financial year (1 April 2026 to 31 March 2027).

## 11. Invoicing / Funds Disbursement Process

- 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)
- The first invoice to the BANKSETA must be accompanied by official proof of banking details.
- 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.
- Progress Reports are to be submitted with invoices as required (BANKSETA to provide template).
- Invoices will be paid provided all project requirements are met and supporting documentation is provided (such as proof of payment to other parties, proof of disbursement of stipends to unemployed learners, etc.)
- Successful applicants and payments are subject to a monitoring and evaluation process.
- The BANKSETA will only pay for beneficiaries who successfully complete the programme as required and only make final payments once all other tranche criteria requirements are met.
- Applicants are reminded that all supporting documentation for the first tranche should be submitted **within two months of signing the MoA**.
- Completion certificates should be submitted **within one month of the learner successfully completing and no later than 28 February of each year**.

## **12. Extensions**

- Applicants should endeavour to meet deadlines and complete the project within the project plan submitted during the application phase. If, however, this is not possible, the applicant should apply in writing to have the timelines extended at least three months before the expiry date of the MoA.
- Should it be impractical to implement the project due to unforeseen circumstances, applicants must accept that the grant will be withdrawn, and they will use the next funding windows process to apply afresh.

## **13. Disclaimer, Termination and Breach**

- In all instances, BANKSETA reserves the right to approve/decline funding at its discretion. BANKSETA further reserves the right to allocate budgets within the available funding, considering equitable distribution of available resources.
- 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.
- 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.
- 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**

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 following standards will apply:

14.1 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 communication.
- 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. If 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 reasonable steps to ensure that only the portion of the information which it is legally required to disclose is disclosed.