



# DISCRETIONARY GRANT FUNDING WINDOW TRADE UNION SUPPORT GUIDELINES

March 2026

# **BANKSETA FUNDING WINDOW GUIDELINES**

## **1. Purpose**

This document has been developed to guide the application process for BANKSETA Discretionary Grants for trade unions with members in the Banking and Alternative Banking Sector. 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 trade unions with members in the Banking and Alternative Banking Sector to apply for discretionary grant funding for the Upskilling/Reskilling of members and/or own employees.

The BANKSETA will consider applications for programmes in support of skills identified in the BANKSETA Sector Skills Plan or Labour Relations and Trade Union Practices. The programme need not be SAQA registered, however, it must include a competency assessment (i.e. not just attendance).

The applicant must ensure that the project is initiated within two months of approval.

## **3. Application Process**

- BANKSETA will publish all funding window invitations on the BANKSETA website [www.bankseta.org.za](http://www.bankseta.org.za)
- Applications must be submitted **via email** to:  
[TradeUnionApplications2025@bankseta.org.za](mailto:TradeUnionApplications2025@bankseta.org.za)
- This funding window will open for a period of five (5) working days. It will open on Thursday 5 March 2026 and close on Thursday 12 March 2026 at 16h00. No late applications will be accepted.

## **4. Eligibility Criteria**

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

4.1 The application form must be completed in full and duly signed by the applicant

4.2 The applicant must be a Trade union with at least one hundred (100) members in the Banking and Alternative Banking Sector.

## **5. Evaluation Criteria**

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

5.2 If the application is for a SAQA registered Skills Programmes and Qualifications the registration number must be provided

5.3 The accreditation number for the training provider must be provided and proof of accreditation must be submitted

5.4 Programmes must align to the BANKSETA Sector Skills Plan or relate to Labour Relations and Trade Union Practices.

## **6. Allocation of funds**

6.1 Applicants are not limited in terms of the number of programmes applied for; however, they must carefully consider business needs and prioritize applications as funding may be limited or declined considering the funding available and the number of applications received.

6.2 Each programme will be evaluated individually.

6.3 All grants are VAT inclusive

6.4 BANKSETA reserves the right to approve / decline applications, without any preference given to any applicant, and to apply discretion to equitably distribute funding per category, based on the availability of funds.

6.5 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.

6.6 The funding is for costs related to **training, assessment and certification** only. BANKSETA will consider the learner cost of each programme considering the duration, level of the programme, method of delivery and reserves the right to request for further information to ensure reasonability of costs.

### **Important to note**

Any learner information submitted in terms of approved applications must be current i. e.

If the learner documents are dated before 31 March 2026, it must be submitted before 31 March 2026. If the learner documents are dated from 1 April 2026 onwards the applicant must submit within one month of the date of the learner documents but no later than 31 May 2026.

## **7. Approval, Appeal and Change Request Process**

7.1 In all cases an evaluation panel shall be established to evaluate applications.

7.2 All panel members will be required to sign a declaration of interest.

7.3 The evaluation panel and decision will be recorded for audit purposes

7.4 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

7.5 Should an (unsuccessful) applicant want to appeal the decision of the Board, this must be done in writing within one month of receiving the outcome and the request will be submitted to the CEO to review, and should there be grounds for an appeal this will be tabled at the Board to reconsider. After their reconsideration, the Board's decision is final.

7.6 Change requests are discouraged but if unavoidable must be submitted to the BANKSETA with a motivation for the change within one month of signing the funding agreement. 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.

## **8. Contracting, Commitment Schedule and Project system update**

8.1 BANKSETA will sign a Memorandum of Agreement (MoA) with the applicant for each application that is approved.

8.2 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.

8.3 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.

8.4 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.

## **9. Invoicing / Funds Disbursement Process**

9.1 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 and deliverables (in line with the specific application). Applicants will be requested to submit a project implementation plan which will inform the drawdown schedule.

9.2 The first invoice to the BANKSETA must be accompanied by official proof of banking details

9.3 The first invoice and will only be paid upon verification of the grant recipient's tax compliance status.

9.4 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.

9.5 Invoices will be paid provided all project requirements are met and supporting documentation are provided.

9.6 Successful applicants and payments are subject to a monitoring and evaluation process.

9.7 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.

## **10. Extensions**

Extensions are discouraged and 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 at least three (3) months before the contract expires, to have the timelines extended and where needed to sign an addendum to the MoA to extend the end date.

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

11.1 In all instances, BANKSETA reserves the right to approve / decline funding at its discretion.

11.2 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.

11.3 Payments are also subject to these processes as per the quality requirements stipulated by BANKSETA.

11.4 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 or relate to fraudulent or invalid learners.

11.5 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.

## **12. Confidentiality of Information**

12.1 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 applicants 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.

12.2 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

12.3 Information related to the Memoranda of agreement will be kept for 5 years after the stated end date. After 5 years, it may be destroyed.

12.4 If BANKSETA is required by legal process to disclose any of the information, it shall provide the applicant with prompt notice of such requirement so that the applicant 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 applicant 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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