



**DISCRETIONARY GRANT FUNDING WINDOW GUIDELINES  
SMALL AND MICRO ENTERPRISES  
AND  
COOPERATIVE FINANCIAL INSTITUTIONS**

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**Closing Date: Wednesday, 15 May 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 support skills development in Small and Micro Enterprises employing less than 50 employees (SMEs) and Cooperative Financial Institutions (CFIs) through the funding of programmes that meet the criteria as indicated below.

## 3. Invitation Process and Application requirements

- 3.1. BANKSETA will publish all funding window invitations on the BANKSETA website [www.bankseta.org.za](http://www.bankseta.org.za)
- 3.2. The funding window will close at 16h00 on 15 May 2026
- 3.3. No late applications will be accepted.
- 3.4. All applications must be submitted to BANKSETA [SIMS](#). Training will be provided for all stakeholders.
- 3.5. Applicants are required to submit all the programmes applied for in one application form.

#### 4. Eligibility Criteria

**The funding window is open for the following applicants:**

- 4.1. Levy paying SMEs (employers with less than 50 employees) who are registered with the BANKSETA or in the process of InterSeta Transfer to BANKSETA where the previous Seta has already approved an application.
- 4.2. CFIs (Cooperative Financial Institutions) that fall within the BANKSETA Standard Industry Classification (SIC) Codes.
- 4.3. BANKSETA accredited training providers (Skills Development Providers). These may be primary or secondary providers where BANKSETA did programme approval.

**The table below reflects the eligibility requirements for each applicant**

<b>Levy paying SMEs</b>	<b>CFIs</b>	<b>BANKSETA Accredited SDPs</b>
Application form completed in full and duly signed off. The application must be signed by the Director or someone delegated by the Director for which the signed authorisation letter must be attached.	Application form completed in full and duly signed off. The application must be signed by the Director or someone delegated by the Director for which the signed authorisation letter must be attached.	Application form completed in full and duly signed off. The application must be signed by the Director or someone delegated by the Director for which the signed authorisation letter must be attached.
WSP submission to BANKSETA by 30 April 2026 will be confirmed by BANKSETA	WSP submission to BANKSETA by 30 April 2026 will be confirmed by BANKSETA	Provider Accreditation for BANKSETA qualifications and /or skills programmes will be confirmed by BANKSETA and must be current and valid and in place until at least 31 December 2026
Up to date levy payments to BANKSETA will be confirmed by BANKSETA	-	-
Proof of registration with CIPC must be provided by the applicant. BANKSETA will verify the validity and currency of this at the time of evaluation.	Proof of registration with CIPC must be provided by the applicant. BANKSETA will verify the validity and currency of this at the time of evaluation.	Registration on the Central Supplier Database (CSD) will be confirmed by BANKSETA at the time of the window closing and all must be in order
If applicable: An approved InterSeta Transfer Form where the company is under InterSeta Transfer to BANKSETA must be provided by the applicant	If applicable: An approved InterSeta Transfer Form where the company is under InterSeta Transfer to BANKSETA must be provided by the applicant	-

## **5. Evaluation Criteria**

- 5.1. Applications must be for BANKSETA registered skill programmes – less than 6 months in duration. Any programme that exceeds six months will not be considered. Please see list of BANKSETA Skills Programmes attached.
- 5.2. The Training Providers must be accredited for the skills programme applied for - this will be verified by the BANKSETA at the time of window closing.

## **6. Funding Allocation Criteria**

- 6.1. The maximum amount that BANKSETA will fund is R30 000 per learner.
- 6.2. Applicants must provide the quotation or cost breakdown, and only actual training costs may be applied for.
- 6.3. No cap on the number of learners.
- 6.4. A cap of R200 000 per SME employer for all applications combined will apply regardless of the number of applications.
- 6.5. A cap of R100 000 per Cooperative Financial Institution (CFI) for all applications combined will apply regardless of the number of applications.

## **7. Evaluation and Allocation Process**

- 7.1. In all cases an evaluation panel shall be established to evaluate applications.
- 7.2. The evaluation panel will be appointed by the CEO and consist of at least three panel members.
- 7.3. All members will be required to sign a declaration of interest.
- 7.4. The evaluation panel and decision will be recorded for audit purposes.
- 7.5. All grants are VAT inclusive, and this funding is specifically for training costs. Funding does not include set up/initiation costs, administration and/or including capitalization of projects.
- 7.6. 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.
- 7.7. Feedback on the status of the application will be provided to all applicants.

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

- 8.1. 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.

- 8.2. Should an (unsuccessful) applicant want to appeal the decision of the Board, this must be done in writing and within one month of receiving the outcome. 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.
- 8.3. Change requests 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.

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

- 9.1. BANKSETA will sign a Memorandum of Agreement (MoA) with the applicant for each application that is approved.
- 9.2. The approval notification to the applicant should 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.
- 9.3. The signed MoAs must be accompanied by SARS Tax Clearance, and Proof of Banking details for the approved applicant. The banking details must remain the same for the duration of the contract.
- 9.4. 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.
- 9.5. 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.

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

- 10.1. 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)
- 10.2. The BANKSETA will request an invoice from the stakeholder upon receipt and verification of complete performance information received.
- 10.3. The other tranche payments will be paid subject to all the project requirements being met.
- 10.4. Progress Reports are to be submitted as outlined on each MOA (BANKSETA to provide template).
- 10.5. Invoices will be paid provided all project requirements are met and supporting documentation are provided
- 10.6. Successful applicants and payments are subject to a monitoring and evaluation process.

10.7. 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. Extensions**

11.1. Applicants should endeavor to meet deadlines and complete the project within the timelines submitted during the 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.

11.2. BANKSETA will only accept and pay for performance information that is current and falls within the current financial year (1 April 2026 to 31st March 2027).

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

12.3. 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.

12.4. 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.

## **13. Confidentiality of information**

Applicants agree to provide information as required by BANKSETA for the purpose of reporting to the Department of Higher Education, as well as other statutory stakeholders.

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:

13.2. 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

13.3. 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.

13.4. 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.
- Reporting enrolment and achievement 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 personalized communications.
- Providing information for internal and external auditing purposes
- Complying with the law; and/or
- For a purpose that is ancillary to the above.

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

13.6. In the event that 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.

13.7. In the event that 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.

13.8. Whether or not a protective order or other remedy is obtained, or the applicant 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.