

2025/26 STRATEGIC PROJECTS (Non-PIVOTAL) APPLICATION GUIDELINES

1. BACKGROUND

The **Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority** (CATHSSETA) is a National Public entity established in terms of the Skills Development Act (No. 97 of 1998) as amended, and as such is mandated to promote skills development for the CATHSSETA sector. The CATHSSETA hereby invites suitable employers, stakeholders and interested parties to apply for Strategic Projects funding.

In this Strategic Projects (SP) window, CATHSSETA will be allocating funding for **Workshops**.

2. WHO CAN APPLY

The following stakeholders and legal entities operating within the CATHSSETA sub-sectors are invited to apply for the 2025/26 Strategic Projects (Non-PIVOTAL) funding:

- 2.1. Cooperatives;
- 2.2. Federations/Trade Unions;
- 2.3. SMMEs; and
- 2.4. NGOs, NPOs, CBOs.

3. TARGETS TO BE FUNDED

LEARNING PROGRAMME	TARGET APPLICANTS	# of Entities to be supported	AMOUNT
Workshops (Non-PIVOTAL)	NGOs/NPOs/CBOs Cooperatives SMME's (1 – 49)	10 NGO's/NPOs/CBOs 10 Cooperatives 10 SMME's	R 2 300 per delegate
	Federations/Trade Unions - Worker initiated training interventions supported through capacity building	10 Federations/ Trade Unions	R 2 300 per delegate

4. WORKSHOP GUIDELINES

- 4.1. Entities applying should be operating within the CATHSSETA sub-sectors, applicant needs to confirm the number of employees.
- 4.2. Maximum amount per delegate is R2 300 over the period of the workshop.
- 4.3. Applicants should indicate the number of delegates to participate in the workshop on their applications.
- 4.4. Maximum number of delegates is **50** per entity.
- 4.5. Workshop topics should be relatable to CATHSSETA sub-sectors.
- 4.6. Duration of the workshop should be a **minimum 2-3 days workshop**.
- 4.7. CATHSSETA reserves the right to decrease the allocation to ensure equitability to all applicants, depending on the availability of funds.

5. CATHSSETA WILL NOT AWARD STRATEGIC PROJECT FUNDS FOR

- Projects that have already commenced prior to the approval of the application.
- Set-up costs, e.g., start-up costs
- Capital expenditure, e.g., building costs, equipment such as computers, etc, except for the Infrastructure with Colleges.
- Existing operating expenses e.g., salaries of current employees who will undergo training.
- Organisational policy development
- Training of any learners who are currently being funded through other programmes.

6. The CATHSSETA awards SP funding at its discretion for the purposes of attaining its strategic objectives as outlined in the Strategic Plan, Annual Performance Plan and the development of skills as articulated in its Sector Skills Plan subject to availability of funding.

7. APPLICATION GUIDELINES

- Submission of applications is through a fully completed proposal on the prescribed CATHSSETA template, together with compliance documents.
- Ensure that the proposal is fully completed on the prescribed template, an incomplete proposal will be deemed non-compliant and will not be evaluated.
- Applications should be submitted to: dq2@cathsseta.org.za, any applications that are not submitted through the prescribed email address will not be considered.
- It is the responsibility of applicants to familiarise themselves with CATHSSETA's Discretionary Grant and Strategic Project Policies, which are available on the CATHSSETA website, together with compliance templates where applicable.
- Stakeholders are encouraged to focus on actual needs when preparing applications.

8. APPLICATION PROCESS

CATHSSETA 2025/26 SP Non-PIVOTAL window opens from 22 September until 20 October 2025 @ 23h59, **there will be no extension to submit applications after the deadline**. Application information is available on the CATHSSETA website, on www.cathsseta.org.za. Below is an overview of how to apply:

Step 1: Familiarize yourself with this document, which provides the specifications of what CATHSSETA is looking to fund.

Step 2: Familiarise yourself with the Discretionary Grant & Strategic Project Policies, which outline what Non-PIVOTAL programmes are, the evaluation criteria, and the learning programme guidelines.

Step 3: Access the Non-PIVOTAL programme application proposal template by going to www.cathsseta.org.za, download, complete the application proposal template and submitting together with all required documents in a ZIP folder to dq2@cathsseta.org.za.

Please ensure that you complete the application proposal in full before submitting it. Applications not on the CATHSSETA prescribed proposal templates will not be considered.

Step 4: Use the checklist that is appended to this document (Annexure A) to prepare all documentation that must be submitted with the application form. Ensure that you have all the relevant document templates (where applicable) downloaded on the CATHSSETA website, completed and signed where applicable. These documents should be attached and submitted with the application form.

Step 5: Ensure that you submit non-PIVOTAL applications via email to dq2@cathsseta.org.za.

Please direct queries for application forms to the following:

REGION	REGIONAL MANAGER	EMAIL ADDRESS
KwaZulu-Natal & Free State	Ms Lungile Dlamini	Lungile@cathsseta.org.za
Gauteng, Northwest, Limpopo & Mpumalanga	Ms Zandile Ntshangase	zandilen@cathsseta.org.za
Western Cape, Eastern Cape & Northern Cape	Ms Martha Collett	martha@cathsseta.org.za
HELP-DESK		
Mr Thabang Motlatla		thabang@cathsseta.org.za
Ms Tebogo Mohulatsi		tebogo@cathsseta.org.za

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



Annexure A: Document submission checklist

Applicants are required to submit the following documents with their application form:

Documents	Purpose	Downloadable from website ¹	Checklist
Organisation's CIPC registration document	Compulsory for compliance	No	
Declaration of authorised person		Yes	
Acknowledgement of CATHSSETA Discretionary Grant policy and Strategic Projects & Partnership policy		Yes	
Declaration of interest		Yes	
BBBEE Certificate (if applicable)	Required for evaluation	No	
Financial statements or bank statement		No	
Lease or Title deed documents		No	
Asset register		No	

¹ Where applicable, templates must be downloaded from the website – www.cathsseta.org.za

Annexure B - CATHSSETA 2025/26 – 2029/30 SSP Strategic Areas of Focus

- I. Implement CATHSSETA Fourth Industrial Revolution (4IR) Sector Skills Strategy;
- II. Implement CATHSSETA Small, Medium and Micro Enterprises (SMME) and
- III. Entrepreneurship Skill Strategy;
- IV. Analysis of skills needs;
- V. Addressing occupational shortages and skills gaps;
- VI. Sector transformation;
- VII. Review and realign legacy qualifications into occupationally directed qualifications in
- VIII. line with the pre-2009 Ministerial directive;
- IX. Increased partnerships to include worker-initiated interventions; and
- X. Monitoring and Evaluation (M&E)

Annexure C – The Eight (8) National Skills Development Plan (NSDP) Outcomes

Outcome 1: Identify and increase production of occupations in high demand

Outcome 2: Linking education and the workplace

Outcome 3: Improving the level of skills in the South African workforce

Outcome 4: Increase access to occupationally directed programmes

Outcome 5: Support the growth of the public college system

Outcome 6: Skills development support for entrepreneurship and cooperative development

Outcome 7: Encourage and support worker-initiated training

Outcome 8: Support career development services