GUIDELINES FOR COMPLETING THE CATHSSETA 2016/17 WINDOW 2 DISCRETIONARY GRANTS APPLICATION FORM

CONTENTS

Important Information For All Applicants

1. Please read this guide carefully for guidance on how to complete the various sections of the Discretionary Grants application form.

2. The Discretionary Grants application form must be completed and submitted online. The application portal will open from the 11th of July 2016 and will remain accessible until the 31st of July 2016.

3. Once you have registered on the website, www.cathsseta.grantsportal.org, you will receive an email confirming your registration.

4. Any business branch that is not a legal entity in its own right may not make the application. All applications must be processed by the applicant's legal entity i.e., all applications must be made by Head Office on behalf of the branch office(s).

5. Where the applicant is a legal entity in its own right (such as a Franchise, holding company, subsidiary etc.), they can apply directly for the Discretionary Grant.

6. Applicants may apply for more than one project/learning programme. In this instance, Section 2 will need to be completed for each project.

7. **Applicants may apply for projects/learning programmes in more than one province. In this instance, an application will need to be completed for each province.**

8. Applicants are urged to refer to the following documents to ensure absolute adherence to the compliance requirements and submission of the required information and CATHSSETA documents: Discretionary Grants Policy, Annual Performance Plan, Sector Skills Plan, Learning Programme Descriptions and Frequently Asked Questions (FAQs).

9. Discretionary Grants are allocated at the sole discretion of the CATHSSETA depending on the availability of funds, specific criteria as per the CATHSSETA Discretionary Grants Policy and Guidelines as well as approval from the CATHSSETA Accounting Authority.
   Please forward any queries to your respective Regional Offices, refer to the "Contact Us" page on the website for contact details –
   www.cathsseta.grantsportal.org.

STEP 1: REGISTER/LOGIN

FOR NEW USERS:
You will need to register online before you can access the Discretionary Grant (DG) application form.
To register, go to www.cathsseta.grantsportal.org

> 1) Click "Register" if you are a new user.

To access the application form: **Login│Register**

HOME

HOW TO APPLY

DISCRETIONARY GRANTS SUBMISSION DOCUMENTS

DOWNLOADABLE TEMPLATES

FAQS

CONTACT US

CATHSSETA 2016/17 WINDOW 2 DISCRETIONARY GRANTS APPLICATIONS

OPENING DATE: 11th of July 2016, at 08:00 am
CLOSING DATE: 31st of July 2016, at 11:59 pm

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) hereby invites the following stakeholders and legal entities who fall within the CATHSSETA sector to apply for the 2016/17 Window 2 Discretionary Grant funding:

- Levy-paying and non levy paying entities;
- Public training providers (universities, universities of technology and TVET colleges);
- Government departments, agencies and state-owned enterprises;
- Accredited private training providers in the CATHSSETA sector;
- Non-profit organisations (NPOs);
- Non-governmental organisations (NGOs);
- Community-based organisations (CBOs);
- Co-operatives; and
- Industry bodies and organised labour.

DISCRETIONARY GRANTS ADVERT

DISCRETIONARY GRANTS POLICY

SCARCE AND CRITICAL SKILLS

2) Complete your registration as a new user by entering your username, email address and by creating a password with a minimum of 8 characters. Remember to read and then accept the terms and conditions in order to complete the registration process. Note: Make sure that you enter the correct email address. If not, you will not receive a confirmation email containing your username and password.

3) Once you have entered your username, email address and password, click "Register" and check your email. You will automatically receive an email confirming that you have registered. Note: If you do not receive an email immediately, check your spam/junk folder on your email.

To access the application form: **Login | Register**

TO ACCESS THE APPLICATION FORM REGISTER BELOW

Register an Account   Already a member?

👤   Username *   [   ]

✉   E-mail Address *   [   ]

🔒   Password *   [   ]
ⓘ

Confirm your Password   [   ]

☐   By completing this registration, the applicant confirms to be in adherence with the CATHSSETA terms and conditions for the Discretionary Grant

Register   Login

STEP 1: REGISTER/LOGIN

FOR REGISTERED USERS:

1) Click "Login" if you have already registered.

To access the application form: **Login | Register**

TO ACCESS THE APPLICATION FORM LOGIN BELOW

Login   Forgot your password?

Username or E-mail *

Password *

☐ REMEMBER ME

Login   Create an Account

2) Enter your username or email address, password and click "Login". Note: if you have forgotten your password, you can recover it by clicking "Forgot your password"?

FORGOT YOUR PASSWORD?

1) Click "Forgot your password"

To access the application form: **Login | Register**

TO ACCESS THE APPLICATION FORM LOGIN BELOW

Login   Forgot your password?

Username or E-mail *

Password *

☐ REMEMBER ME

Login   Create an Account

2) Enter your username or email and answer the antispam question. Note: In order to answer the antispam question, respond to the clue that has been provided e.g. 7 + 1 = 8

Reset Password   Back to Login

We'll email you a secret key. Once you obtain the key, you can use it to Change your Password.

Username or Email

Antispam Question   Answer: 9 + 3

Request Secret Key   Change your Password

3) Click "Request Secret Key" to continue with the process. Check your emails, as the secret key would have been emailed to you. Note: Check your spam/junk folders on your email if this email does not appear in your inbox.

4) Enter Your Secret Key that was sent to you via email. Enter your new password and confirm your password. Complete the antispam question and then click on "Change my Password". Note: Your password needs to be 8 characters long at least.

Change your Password   Request New Key

A secret key has been sent successfully.

Your Secret Key

You need a secret key to change your account password. Do not have one? Click here to obtain a new key.

Password

Confirm your Password

Password Strength

Antispam Question   Answer: 2 + 1

Change my Password   Do not have a secret key?

Login   Forgot your password?

Your password has been changed successfully. Please login.

Username or E-mail *

Password *

☐ REMEMBER ME

Login   Create an Account

5) You will receive an email confirming that your password has been changed. You can now login with your new password. Click "Login"

1) Once you have logged in, select the desired province to access the application form. The project will only be run on the selected province. Should an applicant wish to run projects in other provinces, they must complete province specific application forms.

Logout | My Profile

TO ACCESS THE APPLICATION FORM SELECT A PROVINCE BELOW:

EASTERN CAPE

FREE STATE

GAUTENG

KWAZULU NATAL

MPUMALANGA

LIMPOPO

NORTHERN CAPE

NORTH WEST

WESTERN CAPE

NOTICE

Section 1: Entity information and compliance requirements

Applicants must provide full entity information, along with attaching key compliance documents which include:

- Tax clearance certificate or Tax exemption certificate issued by SARS
- Valid B-BBEE Certificate (or exemption letter where applicable)
- Declaration of Interest: Requires applicants to declare their interest (template provided).
- Declaration of Authorised Person: Requires applicants to submit a resolution that the nominated person has been authorised to conduct business with CATHSSETA (template provided). Note: The Declaration of Interest (Form 1a) and the Declaration of Authorised Person (Form 1b) must be signed by the same person.
- PIVOTAL Plan (Form 1c) : Requires applicants to provide a PIVOTAL training plan of their organisation and to acknowledge that the provided PIVOTAL plan is accurate.

Applicants MUST adhere to all requirements stated in this section of the form. Applications will not be considered further if these requirements are not met.

Section 2: Project/grant details

Applicants must indicate in detail the learning programs and qualifications being applied for per province. Proposed learner numbers by gender, race and disability are required. Details of where learners will be placed for workplace experience are also required with an indication of the sector and region of host employer. Details of training providers where applicable are also required in this section.

Key requirements:
- Applicants must motivate for their proposed project taking into context CATHSSETA Annual Performance Plan, Discretionary Grants Policy and Sector Skills Plan.
- Applicants are required to provide a detailed project motivation, learner recruitment plan and project implementation plan as indicated in the section.

Section 3: Demonstrable capacity/ability

- The applicant is required to demonstrate their overall capacity and capability to deliver on the project applied for. All information requirements in this section must be completed in full.

Section 1: Entity Information and Compliance Requirements

The first section of the DG application form is displayed and requires you to fill in your entity information and to upload compliance documents.

> Note: Your information will automatically save to draft when you move to the next page. Fields marked with * are mandatory and you will not be able to move to the next page if you do not complete the mandatory fields.

You will be required to complete the following fields for section 1:

Entity Name *

Example

Section 01 - Entity Information and Compliance Requirements

Please complete this section with the applying entities details. You will be required to upload scanned copies of relevant where indicated. Mandatory fields are clearly marked with a red asterisk.

Application Primary Contact

Contact Person *	Joe
Email Address *	joe@gmail.com
Telephone Number *	0111234567
Mobile Number *	0731234567
	Previous Next

(*) Mandatory

STEP 3: DISCRETIONARY GRANT APPLICATION FORM

1) Enter your entity name, contact person details, email address, telephone number and mobile number. Note: Mandatory fields are marked with a red asterisk

Legal Name * What is the legally registered name of your entity/company/organisation/institution?	Example
Trading Name * What is the legally registered trading name of your entity/company/organization/institution?	Eg
Registration Document * Please upload entity/company/Institution/organisation registration documents.	Upload File Company Registration_1467384985.pdf
Entity Type * Please confirm your entity type	Private company - (Pty) Ltd
Entity Size * Please confirm your entity size	Medium (50-149)
How long has the business been in existence? *	2-5 years
Application Capacity In what capacity are you applying for the Discretionary Grant?	Training Provider
Please indicate your Tax Clearance Status	Valid
Please upload Valid Tax Clearance certificate or Tax exemption certificate issued by SARS	Upload File

Tax Certificate Date Issued*	2016-07-14
Tax Certificate Expiry Date*	2017-07-19
BBBEE Certificate* Do you have a valid BBBEE Certificate?	◉ Yes ○ No
Valid BBBEE Certificate Valid BBBEE certificate with full report (or exemption letter where applicable)	Upload File BEE Certificate_1467385046.pdf
Black Ownership* What is your percentage of black ownership?	100
Black Woman Ownership* What is your percentage of black women ownership?	80
What is your BBBEE rating level	2
SETA Levy Status* Are you a SETA levy paying company?	○ Yes ◉ No
Not SETA Levy Payer If you indicated "no" to any question above, please provide a reason	◉ Exempted ○ Non Levy Paying Entity ○ [ ]
Which SETA do you pay Levy to?	CATHSSETA
What is your Skills Development Levy Number?	SWK5862
Chamber Focus	Arts, Culture & Heritage
Sector	HUNTING AND TRAPPING, INCLUDING RELATED SERVICES
	Previous Next

2) Enter your entity/company/organisation registered name, legal trading name and upload your entity/company/organisation/institution registration documents.

3) Choose your entity type from the drop down. For example if you are a private company select Private company - (Pty) Ltd or if you are government owned select Government department.

4) Select the size of your entity from the drop down. For example if you have more than 50 employees select Medium (50-149).

5) Enter the period of time your business has been in existence.

6) Select the capacity in which you are applying for the Discretionary Grant. For example you may be an employer, training provider or lead employer.

7) Indicate your Tax clearance status, e.g. valid, invalid or exempted. If you have a valid tax clearance certificate, enter the date of issue and the expiry date of the Tax clearance certificate and upload a valid tax clearance certificate. Alternatively, if you selected your Tax clearance status as exempted, you will only be required to upload a Tax exemption certificate issued by SARS.

8) Indicate whether you have a valid BEE Certificate or not. If yes, upload a valid BBBEE certificate (or exemption certificate where applicable). Enter the percentage of black ownership and black women ownership. Note: This question will not be applicable, if you selected Government Department above on the application form.

9) Indicate whether you are a SETA levy-paying entity or not. If you are not, give a reason, for example exempted non-levy paying entity or type in a specific reason. If you indicate yes, you will be required to select which SETA you are paying levies to and you will need to enter your Skills Development Levy Number.

10) Select the main chamber focus of your business. For example if your business is in the tourism industry, select travel & tourism.

11) Select the sector in which your business operates in.

Head Office Details	
Physical Address*	52 Varsity Road Westville Durban
Post Code*	4000
Municipality*	eThekwini Metropolitan Municipality
Province*	Kwazulu/Natal
Postal Address*	52 Varsity Road Westville Durban
Post Code*	4000
Municipality*	eThekwini Metropolitan Municipality
Province*	Kwazulu/Natal
	Previous Next

12) Enter the physical and postal address of your entity/company/organisation/institution's head office.

Section 1

*This form will automatically save to draft when the applicant moves to next page.

Entity Information and Compliance Requirements

Shareholders
Please enter the shareholders or member details

Name*	ID Number*	% Ownership	Race*	Gender*	Disability*	ID Copy
Lebogang	76050644108	100	Black: Afric ▾	Male ▾	Able-bodie ▾	Upload File

ID

Lebogang_1467385

[Remove]

[Add Another Shareholder]

[Previous] [Next]

13) Enter the following details of the shareholders or members: name, ID number, % of ownership, race, gender, disability and upload certified copies of their IDs. If there is more than one shareholder, click "Add Another Shareholder" to add their details. Note: This question will not be applicable if you selected state owned company or government department as an entity type above in the application form.

Entity Information and Compliance Requirements

Directors
Please enter the directors' details

Name*	ID Number*	% Ownership	Race*	Gender*	Disability*	ID Copy
Tebogo	83090852365	60	Black: Afric ▾	Female ▾	Able-bodie ▾	Upload File

ID

Tebogo_146738567

[Remove]

| Gugu | 85060555646 | 40 | Black: Afric ▾ | Male ▾ | Able-bodie ▾ | Upload File |

ID

Gugu_1467385709

[Remove]

[Add Another director]

[Previous] [Next]

14) Enter the following details of the directors: name, ID number, % of ownership, race, gender, disability and upload certified copies of their IDs. If there is more than one director, click "Add Another director" to add their details. Note: This question will not be applicable if you selected state owned company or government department as an entity type in question 3 of the application form.

Authorised person Please enter the authorised person's details.	
Name*	Lebogang
ID Number*	8706056441088
ID Copy*	Upload File ID Lebogang_1467385790.pdf
Declaration of authorised person-form 1b*	Upload File Authorised Person_1467385813.pdf
	Previous Next

15) Enter the following details of the authorised person: name and ID number. Upload the following documents: ID copy and Declaration of authorised person (Form 1b).

Entity Information and Compliance Requirements

Required Documents	
Declaration of interest – form 1a*	Upload File Declaration of Interest_1467385850.pdf
PIVOTAL PLAN – form 1c*	Upload File Pivotal_1467385859.pdf
Acknowledgement of CATHSSETA Discretionary Grants policy – form 1d*	Upload File Acknowledgement of DG Policy_1467385873.pdf
Add Another Entity if you are JV please tick the box to add another entity	☐
	Previous Next

16) Upload the following compliance documents: Declaration of Interest (Form 1a), PIVOTAL Plan (Form 1c) and Acknowledgement of CATHSSETA Discretionary Grant Policy (Form 1d). If you wish to add another entity, tick the box next to 'Add Another Entity' and click 'Next'.
Note: Failure to upload compulsory documents will deem your application as non-compliant.

The second section of the DG application form is displayed and requires you to fill in details about the project/grant you applying for.

Note: Your information will automatically save to draft when you move to the next page.

You will be required to complete the following fields for section 2:

Section 2A: Overview of Application

Section 2 - PROJECT/GRANT DETAILS

Please note that you should only complete this section if you are applying a discretionary grant funded programme. Please refer to an advert for specifications.

Section 2A: Overview of application

Please indicate the Learning Programmes that you will be seeking funding for as part of this application.
You will then be presented with a separate section for each Learning Programmes.
In each section, you will be able to provide the detail relating to your proposed projects and qualifications.

Learning programmes

Please tick all that are relevant.

Learnership Employed	☑
Learnership Unemployed	☐
Apprenticeship	☐
Internship	☐
Work Intergrated Learning: N6	☐
Internship: NCV	☐
Bursary Employed	☐
Bursary Unemployed	☐
Skills Programme Employed	☐
Skills Programme Unemployed	☐
	Previous Next

1) Tick the project/s you are applying for.

Section 2: Project/grant details

Section 2B: Project details

In section 2B you will be required to fill in the details for each project selected in section 2A.

The following fields must be completed:

Learnership Employed
Project Details

Learnership Employed	**Unit cost per Learner R18 000 (NQF 2 &3), R20 000 (NQF 4)**
Total Number of Learners * The total number of learners that you are proposing for this Learning Programme	50
	Previous Next

2) Enter the total number of learners for each project you are applying for.

Project Locations*

Project locations *	Location of project	type of location	number of learners
	City of Ekurhuleni M ▾	Urban ▾	50
			Remove
			Add More Project Locations
	Previous Next		

3) Complete project location details. Enter the location of the project, state whether it is going to be in a rural or urban location and enter the number of learners. To add more than one location click 'Add Project Location' at the bottom of the page.

Section 2B - Project Details
Applicants may apply for more than one qualification per project. To add more qualifications, please click on the 'Add Another Qualification' button below.

Occupation *	Fitness Instructor			
SIC /OFO Code	342301			
Qualification applied for *	FETC: Fitness			
SAQA ID *	63669			
NQF Level *	4			
Total number of learners applied for this qualification *	50			

Demographics: Race* Number of learners*	African	Coloured	Indian	White
	15	15	10	10

Demographics: Gender* Number of learners*	Male	Female
	25	25

Demographics: Disability* Number of learners*	Able Bodied	Disabled

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4) Select the qualification you are applying for from the drop down list. You can apply for more than one qualification per project by clicking "the plus sign". Note: The NQF level of the qualification and the number of credits will automatically appear once you have selected a qualification.

5) Enter the total number of learners applied for per qualification.

6) Indicate the number of learners that are African, White, Indian and Coloured. Indicate the number of learners that are female and male. Enter how many learners are disabled and able-bodied.

Section 2B - Project Details
Applicants may apply for more than one qualification per project. To add more qualifications, please click on the 'Add Another Qualification' button below.

Occupation *	Fitness Instructor
SIC /OFO Code	342301
Qualification applied for *	FETC: Fitness
SAQA ID *	63669
NQF Level *	4
Total number of learners applied for this qualification *	50

Demographics: Race* Number of learners*	African	Coloured	Indian	White
	15	15	10	10

Demographics: Gender* Number of learners*	Male	Female
	25	25

Demographics: Disability* Number of learners*	Able Bodied	Disabled

Workplace Information*
Preference will be given to applicant who can demonstrate the workplace capability.

Workplace Name	ABC holdings
Workplace Relationship to Applicant	Host employer
Host Letter * Letter confirming that the host employer will provide workplace for learners should the applicant be awarded a grant by the CATHSSETA	Upload File Host employer letter_1467616824.pdf

Workplace Accreditation Detail	Workplace Sector	Workplace Nature of Business	Workplace SDL Number	Which SETA is your Workplace Registered
	HOTELS, MOTELS. ▾	Hotels	SKW2563	CATHSSETA ▾

Workplace Personnel Detail	Workplace Total number of learners	Workplace Employees	Workplace Supervisors	Workplace Mentors
	50	100	25	20

Workplace Contact Person	Joe
Workplace Contact Telephone	0111234567

Note: Only applicants applying for Learnerships, Apprenticeships, Work Integrated Learning, Skills Programmes and Internships will be required to complete the following fields for workplace:

7) Enter the name of the workplace where learners will be placed.

8) Enter the relationship of the applicant to the workplace. For example if learners will be placed at a workplace other than your organisation, select Host Company.

9) Enter the name of the contact person at the workplace.

10) Enter the address, province and municipality of the workplace.

11) Enter the nature of the business and the sector in which the business operates in.

12) Enter the number of employees, mentors and supervisors at the workplace.

13) Enter the number of learners that will be placed at the workplace.

14) If the worksite is not that of the applicant, upload the Host agreement, confirming the workplace and the number of learners that will be hosted.

15) Enter the proposed start and end date of the project.

16) Enter the total number of learners applied for.

17) Indicate whether your entity/company/organisation will contribute to the project or not. If yes, enter how much your entity/company/organisation will contribute per learner.

Note: You will only be required to complete the following questions on the application form if you are applying for Learnerships, Bursaries, Apprenticeships and/or Skills Programmes:

Training Provider Details

| Training Provider Accreditation | ● Yes ○ No |
| Do you have an accredited training provider for this qualification | |

Training Provider Details	Name	ETQA	Accreditation Number	Accreditation Certificate
	ABC	CATHSSETA ▾	SKW56322	Upload File Accreditation certificate_1467617058.pdf Remove
				Add Training Provider

Previous Next

18) Enter the name of the training provider (Institution/Organisation).

19) Indicate whether the training provider is accredited or not. If yes, select with which ETQA, the expiry date of accreditation and upload the accreditation certificate. Note: The training provider needs to be accredited in order for your project to be funded. If a training provider has not been identified at this stage please proceed with the application however you will need to appoint an accredited training provider if your application is successful. Completing the training provider's detail at this stage may be an added advantage for your application.

20) Upload accreditation certificate. To add another training provider please click 'Add Training Provider'.

Section 2: Project/grant details

Section 2C- Project Motivation

Section 2C - Project Motivation *
Please complete the Project Motivation section, providing more information in support of your application.

PURPOSE (why are you applying for the grant)*	Please complete the Project Motivation section
PROJECT OBJECTIVES (what do you want to achieve through the project?)*	Please complete the Project Motivation section
Benefits for the CATHSSETA *	Please complete the Project Motivation section
Benefits for the recipients *	Please complete the Project Motivation section
Document Uploads	Please upload the following documents in support of your application.
Project Implementation Plan * Please upload your project implementation plan.	Upload File PIP_1467617182.pdf
Learner Recruitment Plan * Please upload your proposed Learner Recruitment Plan.	Upload File Learner recruitment

21) State the reason why you are applying for the grant, what you want to achieve through the project, benefits for the CATHSSETA and benefits for the recipients. State how you will be recruiting learners for the project the proposed Project Implementation Plan (PIP).

Learnership Employed
Project Details

Learnership Employed	Unit cost per Learner R18 000 (NQF 2 &3), R20 000 (NQF 4)
Total Number of Learners * The total number of learners that you are proposing for this Learning Programme	50
	Previous Next

22) If you had selected more than one learning programme at the start of section 2A, you will now have to complete steps 2-21 again for the second learning programme you are applying for.

The third section of the DG application form is displayed and requires you to fill in details that demonstrate if your entity/company/organisation has the capacity/ability to deliver on the project applied for.

> **Note: Your information will automatically save to draft when you move to the next page.**

You will be required to complete the following fields for section 3:

Section 3A: Financial Information

Turnover * All figures to be provided in Rands	500000
Cost of Sales * All figures to be provided in Rands	5000
Net Profit after Tax * All figures to be provided in Rands	450000
Total Assets * All figures to be provided in Rands	125000
Equity * All figures to be provided in Rands	12563
Total Liabilities * All figures to be provided in Rands	2563
Total gross monthly payroll for May 2016 * All figures to be provided in Rands	45256
Total gross annual payroll for 2015/2016 * All figures to be provided in Rands	565222
Supporting Documents *	Please provide supporting evidence for the information stated above.
Financial Statements At least 1 Year's Audited/Reviewed Financial Statements (for businesses that have been in operation for less than a year, management accounts are sufficient)	Upload File Financial Statements_1467617397.pdf
Bank Statements * Original, bank stamped 3 months' bank statement (where this is not possible, the entity may give statement for a shorter period of time in addition to a letter of good standing from the bank)	Upload File

1) Enter the following latest financial information pertaining to your institution/organisation: turnover, cost of sales, net profit, total assets, equity, total liabilities, total gross monthly payroll for May 2016 and total gross annual payroll for 2015/2016.

Section 3: Demonstrate capacity/ability

2) Upload the following documents as supporting evidence for the information stated above: At least 1 Year's Audited/Reviewed Financial Statements (for businesses that have been in operation for less than a year, management accounts are sufficient). Most recent bank stamped 3 months bank statement (where this is not possible, the entity may provide statements for a shorter period of time in addition to a letter of good standing from the bank).

Section 3B: Physical Operations of Business

Section 3B - Physical Operations

This section should be completed for each entity that is part of the application

Primary Operating Address	Varsity Road Westville
Operating Sites	How many operating sites do you have in South Africa?	10
Provincial Footprint	Please indicate your provincial footprint, as determined by the location of your operating sites.	☑ Western Cape ☐ Eastern Cape ☐ Northern Cape ☐ Free State ☑ Kwazulu/Natal ☐ North West ☑ Gauteng ☐ Mpumalanga ☐ Limpopo
Lease or Title Documents	Please upload a copy of your lease agreement or title conferring documents in respect of operating address.	Upload File Title deeds_1467617507.pdf
Asset Register	Please upload a copy of your most up to date asset register	Upload File Asset register_1467617513.pdf

Remove

Add Physical Operations details for another entity

3) Enter the primary operating address of your entity/company/organisation.

4) Enter the total number of operating sites that you have.

5) Select the provinces in which you have operating sites in.

6) Upload the following documents: Lease agreement or title conferring documents in respect of operating address and asset register.

Section 3C: Organisation Structure

Employees Number of employed persons in your organisation	50
Permanent	45
Temporary	5
Supporting Documentation	Please provide supporting evidence for information stated above
Organisation structure	Upload File Organogram_1467617562.pdf
PAYE Documentation Latest EMP201	Upload File PAYE - EMP 201_1467617572.pdf
COID Letter COID Letter of good standing	Upload File

Remove

Add Operations Details for another entity

7) Enter the total number of employees in your organisation.

8) Indicate the number of employees that are permanent and temporary.

9) Upload the following supporting evidence for the information given above: Organisation structure, PAYE documentation - latest EMP201 and COID letter of good standing.

Section 3D: Prior CATHSSETA Project Experience

Section 3D - CATHSSETA Prior Experience *
Provide recent and/or largest contracts pertaining to your business conducted in last 3 years

Is this the first time for your entity to implement a SETA project?	Yes ▾
Provide 3 of your largest contracts of prior experience in delivering projects	

ABC	52222	2016-07-12	12	Upload File
				ABC
				contract_1467617702.pdf
				Remove
				Add Contract

Previous Next

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1) Please indicate whether this is your first time to implement a SETA project. If it is your first time, please complete the required information and upload the three of your largest contracts.

Is this the first time for your entity to implement a SETA project?	No ▾
Name of SETA where the project has been implemented?	BANKSETA ▾
Number of learners	50
Value (Rands)	180000
Start date of the project	2015 – 01 – 03
End date of the project	2016 – 01 – 31
For CATHSSETA projects only: Have you supplied /submitted all evidence as required for tranche payments?	Yes ▾
For CATHSSETA projects only: Have you complied to all requirements as per the CATHSSETA contracts and policy?	Yes ▾
Upload your previous SETA contract	Upload File
Provide 3 of your largest contracts of prior experience in delivering projects	

ABC	52222	2016-07-12	12	Upload File

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2) If this is not your first time to implement a SETA project and you do have a current active or existing contract with a SETA then complete the following: number of learners, value in Rands, start and end date of the project. Upload your previous SETA contract and provide 3 of your largest contracts of prior experience in delivering projects.

Section 3E- Key Persons Relevant to this project

Section 3E - Key Persons Relevant to this project

Provide details of key persons involved in this project

Kindly note: Employers must provide, as a minimum, details of Mentors and Supervisors; Training Providers must provide, as a minimum, details of Facilitators, Moderators and Assessors; all applicants must provide, as a minimum, details of Skills Development co-ordinators and/or Project Manager for proposed CATHSSETA project)

Key Persons Table	Name	ID Number	Role / Role on project	Please upload ID, accreditation certificate, and Cv's
	Tebogo	8506076441088	Project manager	Upload File / ID / Tebogo_1467617872.pdf / Remove / Add Another Key Persons

Previous Submit

1) Enter the following details of the key persons that will be involved in this project: name, ID number, role on project, accreditation details, upload IDs and certificates of key persons.

Note: All applicants must provide, as a minimum, details of a Project Manager for a proposed CATHSSETA project. Employers must provide, as a minimum, details of Mentors and Supervisors. Training Providers must provide, as a minimum, details of Facilitators, Moderators and Assessors.

STEP 4: SUBMISSION OF APPLICATION

Key Persons Table

Name	ID Number	Role Role on project	Please upload ID, accreditation certificate, and Cv's

Are you sure you want to submit the application?
Please note: upon clicking submit, you will receive a congratulation pop up message. If you do not receive this pop up it means your application has not been submitted to CATHSSETA.

Yes   No

Upload File

ID

Tebogo_1467617872.pdf

Remove

Add Another Key Persons

1) Once section 3 has been completed you will have an option to submit your application. If you are satisfied with your application click "Yes" to submit to CATHSSETA or "No" to cancel and save as a draft. Draft applications will be visible under "My profile" for you to edit your application before submitting.

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✉ Account Details

✉ E-mail Address   sphamandla@africawide.co.za ✉

Delete Profile   Edit Draft Application

2) If you have selected No above and you wish to edit your application, then go to "My Profile", and click on the Edit Draft Application tab. In order to edit your application select which province your application form was for and you will be taken to the list of your draft application forms.

Congratulations !

Your application form has been submitted successfully. Your details have been successfully sent to your registered Email-id

[View]

3) If you selected Yes, an email will be sent to you after you have submitted your application. The email will confirm receipt of your application and a summary of your application will be attached to the email. Note: Once you have clicked "Submit application", you will not be able to make any edits on your application. If you need to make any edits on your application, you will have to complete a new application form. The confirmation email will contain a unique DG ID which will be your application reference. You will use this unique DG ID every time you have a query regarding your application. **Note:** If you do not receive an email immediately, check your spam/junk folder on your email.

cathsseta

FOR ANY QUERIES PLEASE CONTACT YOUR
CATHSSETA REGIONAL OFFICE
THE CATHSSETA DISCRETIONARY GRANTS
HELP DESK:
TEL: 081 509 7583
EMAIL: cathsseta2016dg@grantsportal.org