



## **CATHSSETA DISCRETIONARY GRANT APPLICATION Frequently Asked Questions (FAQs)**

**1. Do I need to be a levy paying company to apply for Discretionary Grant funding?**

No, but if you are a private company you would have to be in the CATHSSETA sector to apply or apply for a qualification within the CATHSSETA sector.

**2. If I applied for the Discretionary Grant funding in the previous window, can I still apply again?**

Yes, all applicants who fulfil the criteria set out in the Discretionary Grant advert may apply regardless of their application outcome in the previous window.

**3. If I currently have a contract with the CATHSSETA, may I apply?**

Yes and your current performance may be taken into account when evaluating your application.

**4. Our organisation has operations in all the provinces how do we apply for all our provincial branches?**

The authorised representative should complete 1 application form and indicate in the project grant details the number of learners to be funded per province.

**5. Can I apply for more than 1 learning programme?**

Yes you may, however you need to create an application form for each learning programme applied for.

**6. How do I identify the documents that must be completed?**

The application guidelines contain instructions which will guide the applicant through each stage of the application. A step by step guideline on how to complete the application form is also available online should applicants require additional clarification.

**7. Can I nominate someone to make enquiries and/or apply for the Discretionary Grant on my behalf?**

Yes, CATHSSETA requires written authorisation from the applicant nominating a representative of the company to conduct dealings with CATHSSETA in relation to the discretionary grant process. A template (Declaration of Authorised Person) is provided for this purpose.

**8. Is there an alternative to the current electronic method of applying?**

No. If applicants are facing challenges completing the online application, they are urged to contact their nearest Regional Office for assistance. Please refer to the **application guidelines** for Regional Office contact details.

**9. How long will it take to complete and submit an application form?**

This is dependent on a number of factors such as your typing speed, internet connectivity and availability of required documents. The **APPLICATION GUIDELINES** show a step by step application process, please refer to these guidelines when completing your application.

**10. When will we know about the outcome of our application?**

The internal processes of evaluating the applications including conducting due diligence will take place before allocations can be made. Due to the fact that this might not happen at the same time for all entities, no communication on your status of the application can be made until all applications have been evaluated and approval has been made by the Accounting Authority.

**11. My Tax clearance certificate will be expiring soon, what implications could this have on my application?**

Your organisation's tax clearance certificate must be valid at the time you submit your application form. Only valid tax clearance certificates will be accepted. You will be required to submit a new tax clearance certificate during the due diligence phase.

**12. What are the implications of not having a valid BEE Certificate or exemption certificate?**

This does not deem your application non-compliant, but it may negatively affect your evaluation scoring.

**13. Are the unit costs per learner open for negotiation?**

No, the unit cost cannot be amended.

**14. Does CATHSSETA provide assistance in recruiting learners?**

No, CATHSSETA is not equipped to assist in recruiting learners for your organisation. It is the responsibility of the organisations to recruit learners.

**15. What is a project implementation plan (PIP)?**

A project implementation plan informs CATHSSETA on what training plan you intend to follow relating to the grant application. It should typically include the duration of theoretical training, practical training and workplace experience. It should also indicate who will be doing the training and what materials would be needed to implement the learning programme.

**16. Does the period for Learnerships include theory and the workplace components?**

Yes it does.

**17. Can I nominate my company as a Training Provider as we are an accredited training provider?**

Yes, however, if you are not accredited by CATHSSETA, our Quality Assurance Department will need to verify your status as a training provider and ensure that you are accredited for the respective qualifications you are intending to train on.

**18. Can the CATHSSETA assist Employers in appointing Accredited Training Providers?**

Yes they can, however this remains the responsibility of the applicant.

**19. *If I have not signed a contract with a Training Provider, will it affect my application?***

No, however you will need to indicate which Training Provider will be conducting the training.

**20. *My host employer is not in the culture, arts, tourism, hospitality and sport sector. May they host learners?***

Only CATHSSETA levy paying or CATHSSETA sector members may host employed learners. Unemployed learners may be hosted by non-CATHSSETA member companies, as long as the work experience afforded to the learners is in a CATHSSETA sector functional area and/or is appropriate to their training and qualification.

**21. *I cannot upload a document, its taking too long to upload or I am getting an error message. What should I do?***

The problem encountered may be related to the browser or internet connection speed. This typically occurs when the data speed is slow. Please keep trying or alternatively log on to a faster network.

**22. *What is Due Diligence?***

Due Diligence is a Discretionary Grant evaluation phase which CATHSSETA conducts to verify the information indicated in the application.

**23. *I have submitted my application but received an error message, what do I do?***

It is possible that you may have had a time-out or connectivity problem. Please try to resubmit. If this problem continues, please contact the CATHSSETA DG Helpdesk for assistance.