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## 2020/21 Discretionary Grant application guidelines

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 discretionary grant funding.

These grants are intended to meet the sector needs as set out in the Sector Skills Plan (SSP), Strategic Plan and the priorities outlined in the National Skills Development Plan (NSDP).

In this Discretionary Grant window, CATHSSETA will be allocating Discretionary Grant funding for the learning programmes listed below. Please refer to **Annexure 1**, which is appended to this document, for definitions, unit costs to be funded per learner and targets to be fulfilled in this window for each learning programme.

1. Skills Programme for unemployed

### Who can apply

The following stakeholders and legal entities who fall within the CATHSSETA sector are invited to apply for the 2020/21 Discretionary Grant window 2 funding:

- All levy paying & non levy paying employers within the CATHSSETA sector; and
- Accredited training providers in the CATHSSETA sector

Stakeholders who applied during any previous Discretionary Grant windows are welcome to apply during this new window of funding whether their previous applications were successful or not.

### CATHSSETA will not award Discretionary Grant 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.
- Existing operating expenses e.g. salaries of current employees who will undergo training
- Organisational policy development
- Interventions that result only in "awareness" for participants
- Training of any learners who are currently being funded through other programmes.

The CATHSSETA awards Discretionary Grant 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.

### Application guidelines

- Applications aligned to the **CATHSSETA Occupational and Skills gaps** reflected below and in the CATHSSETA Discretionary Grants policy will be given priority.
- Online applications should be properly completed and **ALL** required supporting documents must be uploaded (Please refer to annexure 2 below for required and compulsory documentation).
- Only properly completed and submitted application forms shall be considered for evaluation.
- Levy paying employers applying must be up to date with their levies
- It is the responsibility of applicants to familiarise themselves with CATHSSETA's Discretionary Grants Policy, which is available on the CATHSSETA website.
- Past experience has shown that the total value of applications each year, exceeds the available discretionary funds by far. Stakeholders are therefore encouraged to focus on actual needs when preparing applications. CATHSSETA reserves the right to lower the limit depending on the availability of funds.
- An employer applying for grants should have the capacity to host learners, 3<sup>rd</sup> party applicants will not be approved.
- **All Discretionary Grants are VAT zero rated.**
- Applicants will be informed of the outcomes during March 2021.
- Upon submitting your application form, you will receive an automated reference number.

### Application Process

CATHSSETA 2020/21 Discretionary Grants window 2 will open on **17 January 2021** and close on **06 February 2021 at 16:00**. **There will be no extension to submit applications after the deadline.** Application information will be made available on the CATHSSETA website, on [www.cathsseta.org.za](http://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 per province and per learning programme. Please take note that applications must be submitted per learning programme. Should an applicant wish to participate in more than one learning programme, they must complete an application form per learning programme.

**Step 2:** Familiarise yourself with the Discretionary Grants Policy, which outlines what Discretionary Grants are, the evaluation criteria, and the learning programme guidelines.

**Step 3:** Use the checklist that is appended to this document (Annexure 2) to prepare all documentation that must be submitted with the application form. Ensure that you have all the relevant documents downloaded, completed and signed where applicable. Scan the completed documents and save these in PDF format, in one folder on your computer as you will be required to upload these documents in the documents upload section.

**Step 4:** Access the online application form by going to [www.cathsseta.org.za](http://www.cathsseta.org.za) and clicking on the **Funding tab, and the Discretionary Grants tab**. Under the Discretionary Grants tab, there is a link that will direct you to the online CIMS system. If you have already registered on the CIMS system, you do not need to re-register, you may use the same login details.

**Step 5:** Please ensure that you complete the application form in full and upload all the necessary supporting documents as articulated on the check list mentioned in step 2. Please note that you will not be able to make any changes to your application form once you submit your application.

**Step 6:** Please ensure that you click the submit button once you have completed your application form. CATHSSETA will only consider applications that have a “submitted” status, not a “created” status. You will receive an automated reference number once you have submitted the application form.

The CATHSSETA Regional offices are available to help with information and facilities for the lodging of applications.

REGION	REGIONAL MANAGER	EMAIL ADDRESS
<b>KwaZulu-Natal &amp; Free State</b>	Ms Zandile Ntshangase	<a href="mailto:zandilen@cathsseta.org.za">zandilen@cathsseta.org.za</a>
<b>Gauteng, North West, Limpopo &amp; Mpumalanga</b>	Ms Sharon Mukhola	<a href="mailto:sharon@cathsseta.org.za">sharon@cathsseta.org.za</a>
<b>Western Cape, Eastern Cape &amp; Northern Cape</b>	Ms Tebogo Bengu	<a href="mailto:tebogo@cathsseta.org.za">tebogo@cathsseta.org.za</a>
HELP-DESK		
	Mr Thabang Motlatla	<a href="mailto:thabang@cathsseta.org.za">thabang@cathsseta.org.za</a>

#### Targets to be funded per province

Performance Indicators	Annual Targets	TARGET BENEFICIARIES PER PROVINCE								
		GP	KZN	WC	LMP	EC	FS	MLP	NWP	NCP
# of unemployed learners entering Skills programmes	<b>200</b>	33	33	34	20	20	20	13	14	13

#### Occupational Shortages and skills gaps to be supported

**Preamble:** CATHSSETA is specific with the skills it needs as developed in its SSP, as such this window is targeted at developing the occupational shortages and skills gap occupations below.

Sub-sector	OFO CODE	Occupation	Intervention	NQF Level
<b>Hospitality</b>	2017-515101	Hotel Service Manager	Skills Programme	5
	2017-512101	Cook	Skills Programme: Cook Convenience/Assistant Chef	2
	2017-513101	Waiter	Skills Programme	5
	2017-841201	Kitchenhand	Skills Programme	2
	2017-513202	Barista	Skills Programme	5
	2017-422401	Hotel Receptionist	Skills Programme and Learnership: Hospitality Reception; WIL: Hospitality studies	5
	2017-342301	Fitness Instructor	Skills Programme: Fitness Instructor	5
<b>Tourism and Travel Services</b>	2017-122105	Customer Service Manager	Skills Programme	3

**Annexure 1** - Further details on each learning programme.

**Unemployed learners** are those learners that were not in the employment of the employer before the commencement of the learning programme.

**Annexure 1: Definitions and unit costs for the CATHSSETA learning programmes on offer in this advertisement window**

**1. Skills Programme Unemployed**

Designed and intended to be an occupational based, short term learning program for employed learners, which when successfully completed, will constitute credits towards a qualification registered on the NQF. Skills Programmes are from 3 days to 3 months.

**Unit cost per learner per credit:** R 180 (NQF 2)

: R 190 (NQF 3)

: R 215 (NQF 4)

: R 238 (NQF 5)

**Stipend per learner** : R107.80 per day

Skills Programme will be funded up to a maximum of 60 credits, the maximum amount per learner is R 14 280 for training, and R8 085 maximum for the stipend (over the duration of the skills programme).

## Annexure 2: Document submission checklist

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

Documents	Purpose	Downloadable from website <sup>1</sup>	Checklist
Organisation's registration documents	Compulsory for compliance	No	
Valid Tax Clearance Certificate/ Tax exemption certificate/ Tax compliance status pin	Compulsory for compliance	No	
BBBEE Certificate (if applicable)	Required for evaluation	No	
Declaration of interest (Template downloadable on CATHSSETA website)	Required for evaluation	Yes	
Declaration of authorised person (Template downloadable on CATHSSETA website)	Compulsory for compliance	Yes	
Authorised person's ID copy			
Acknowledgement of CATHSSETA Discretionary Grant policy (Template downloadable on CATHSSETA website)	Compulsory for compliance	Yes	
Host employer confirmation letter (where applicable)	Required for evaluation	Yes	
Proof of Accreditation i.e. Training Provider accreditation letter	Required for evaluation	No	
Proof of registration of assessors & moderators	Required for evaluation	No	
Financial statements or bank statement	Required for evaluation	No	
Confirmation of banking details (Letter from bank or cancelled cheque)	Required for evaluation	No	
Lease or Title deed documents	Required for evaluation	No	
Asset register	Required for evaluation	Yes	
COID letter	Required for evaluation	No	
<sup>1</sup> Where applicable, templates must be downloaded from the website – <a href="http://www.cathsseta.org.za">www.cathsseta.org.za</a> by clicking on the <b>DISCRETIONARY GRANTS SUBMISSION TEMPLATES</b> .			