

**PROJECT APPLICATION PROPOSAL**

Applicant Logo



---

**(PROJECT NAME)**  
**PROPOSAL**  
**TO THE**  
**CATHSSETA**

(for internal use only)

Ref No	
Date Received	

## SECTION A: DETAILS OF THE APPLICANT

Full legal name (business name)	
Acronym (where applicable)	
Legal status & Registration Number	
VAT registration number (where applicable)	
Size of entity	0-49 <input type="checkbox"/> 50-149 <input type="checkbox"/> 150+ <input type="checkbox"/>
Type of entity (E.g. NGO, CO-OP, SMME s, etc.)	
Business address	
Postal address	
Contact person	
Telephone no	
Fax no	
Cell Phone No	
E-mail address	
Website	

## DECLARATION

I, the undersigned, hereby certify that:

- The information provided in this application is factually correct in all material respects.
- I am duly authorised to submit this application on behalf of \_\_\_\_\_  
\_\_\_\_\_ (name of applying organisation)

Name	
Designation	
Signature	
Date	

**SECTION B: PROJECT SUMMARY**

- 1.1. Title of the Project: \_\_\_\_\_
- 1.2. Sub sector (s): \_\_\_\_\_
- 1.3. Project Location (Province(s): \_\_\_\_\_
- 1.4. Project Sites: (District Municipality and Local Municipality)\_\_\_\_\_
- 1.5. Beneficiaries:

Project Site	Programme*	Black		White		Disabled		Total
		Male	Female	Male	Female	Male	Female	
<b>Grand Total</b>								

*\*Programme refers to: Bursary qualification*

- 1.6. **Project Duration (e.g. 12 months)**\_\_\_\_\_
- Expected Start Date: \_\_\_\_\_
- Expected End Date: \_\_\_\_\_

## **SECTION C: PROJECT PROPOSAL**

This application format is intended to provide a guide for submitting the proposal to CATHSSETA. The guide provides details on how the proposed project will be implemented. It will form part of the Memorandum of Agreement with the CATHSSETA if the proposal is accepted. For this reason, it should be completed with utmost care and diligence.

### **1. BACKGROUND AND CONTEXT**

Please provide a brief background and sector context of the proposal including key social and economic challenges the proposal relates to. Indicate how the project is relevant to any socio-economic challenges faced by the targeted beneficiaries, rural communities and/or youth. Indicate the extent to which the proposal supports or complements any of the key strategies of government. Furthermore to indicate their interest in learning infrastructure development for their Institution.

### **2. PROJECT BENEFICIARIES**

Please describe intended beneficiaries of the project in terms of economic, social category and infrastructure development requirements. Provide a paragraph describing the current constraints (as-is) facing the targeted beneficiaries and reason for these constraints.

What transformation and developmental imperatives does the proposal seek to address in terms of infrastructure development?

Provide a paragraph on the benefits for CATHSSETA and the sector.

### **3. PROJECT OBJECTIVES**

Describe the overall objective of the project. The overall objective should describe the long-term social and economic benefits to which the project will contribute relating to infrastructure support. The overall objective should highlight the importance of the project to society e.g. increased income/employment, social or community benefit.

### **4. SPECIFIC OBJECTIVES**

Describe the specific objectives of the project. These indicate specific benefits the project will deliver to beneficiaries i.e. those things that are directly under the control of the project itself. Specific reference to the targeted sub-sector/s should be included.

## 5. PROJECT IMPLEMENTATION PLAN

Make use of the table below to provide a detailed description on how the project will be implemented.

	Milestone	Activities	Responsible person/entity	Time Frame
	<b>Pre – Implementation Phase</b>			
	<b>Implementation Phase</b>			
	<b>Post Implementation Phase</b>			

## 6. PROJECT RISK AND CONSTRAINTS

Provide an analysis of any perceived risks and constraints to the project and mechanisms to mitigate the identified risks and constraints.

## 7. EXPECTED IMPACT, PROJECT SUSTAINABILITY AND MULTIPLIER EFFECTS

Indicate how the implementation of the project will improve the situation of the target beneficiaries and or targeted sector(s) in relation to infrastructure support.

Indicate how the results/impact achieved can be sustained beyond the project.

What other indirect spin-offs/benefits might be achieved from the programme? This may include possibilities for replication (extension) or strengthening existing initiatives/investments.

## 8. DETAILED PROJECT BUDGET

Provide a detailed budget for the project. Include main cost items (e.g. stipends, provider costs) for the duration of the project. Indicate which costs are covered by the applicant budget and which are requested from CATHSSETA.

Where other contributions have been indicated, clearly assign costs to various sources of funding.

<b>PROJECT COSTING BREAKDOWN</b>		Budget Allocation:	
		Project Administration:	
		Direct Project Costs:	
<b>Expense Entries</b>	<b>Description</b>	<b>Unit Cost</b>	<b>Project Cost</b>
<b>Phase 1: Pre-Implementation</b>			
<b>Phase 2: Implementation</b>			
<b>Phase 3: Closeout</b>			
<b>Direct Cost</b>			
<b>Total Cost</b>			

## APPLICATION CHECK LIST

Before sending your proposal, please check that your application is complete:

- The proposal is complete and in accordance with the application format.
- The declaration by the applicant is signed.
- The budget is presented in word format of the application form.
- Profile of the organisation is attached
- Submitted a detailed budget