



## **CATHSSETA INTEGRATED MANAGEMENT SYSTEM (CIMS)**

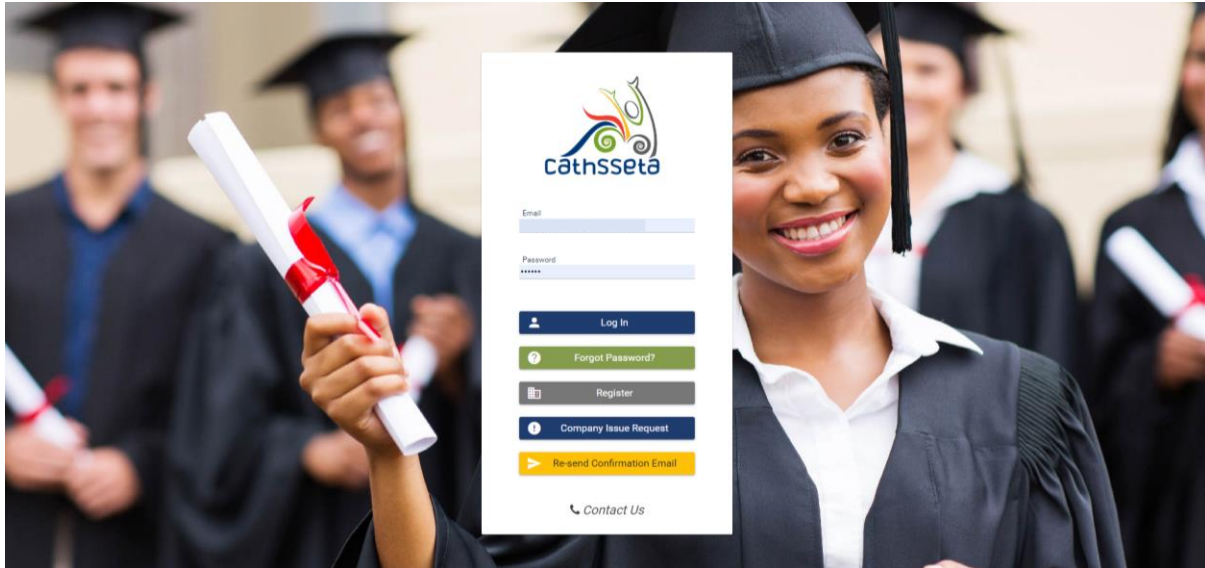
### **DISCRETIONARY GRANT APPLICATION**

User Manual

# DISCRETIONARY GRANT APPLICATION

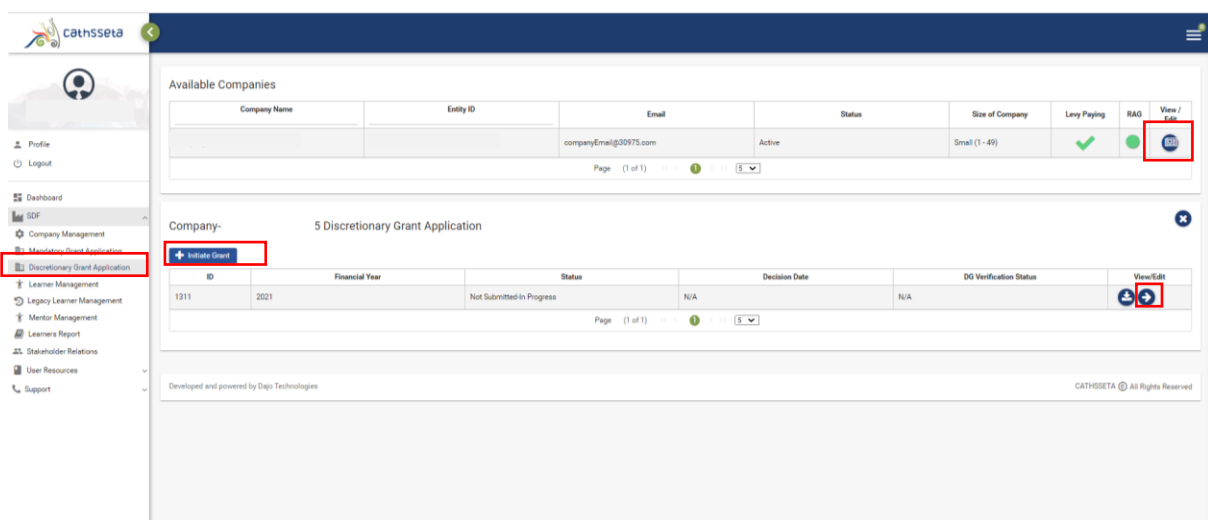


1. To submit a Discretionary Grant (DG) Application, login to your profile as a Skills Development Facilitator (SDF).



2. Navigate to and click on SDF, then click on Discretionary Grant Application.
3. Companies that are linked to your SDF profile will be displayed. Click on the view/ edit to initiate a grant.
4. Click on the initiate grant icon. The grant will be displayed in the table. Click the arrow to view/ edit the grant.

*Please note that your company profile including company banking details and employment data will need to be up to date.*



# DISCRETIONARY GRANT APPLICATION



- The grant application application will be displayed. The Company Details, Company Contacts and Employment Data information is auto-populated, you can change this information in SDF/ Company Management.

**Company:**  
Discretionary Grant Application 2021 [Not Submitted-in Progress]  
Submission deadline: 31 October 2020 12:00:00  
The system will auto-fill some fields based on other sections/selections. These fields cannot be edited in the form and require to be amended in the originating section.

Company Details	Company Contacts	Employment Data	Discretionary Grant Application	Project Implementation Plan	Project Motivation	Document Upload	Sign Off
Company Name *	Trading Name *	Tel Number *	Company Description Number				
Fax Number	30975	30975					
N/A		companyEmail@30975.com					
Emp ID	Number of Employees	SIC Code *					
	1	Hotels, Motels, Bostels And Inns Registered With The Sa Tourism Board					
Organisation Type	Recognition Agreement	UIN Name					
Education & Training Institution (Other)	NO	N/A					
<b>Banking Details</b>							
Bank Name	Bank Account Number	Bank Branch Code *	Name Of Account Holder *				
African Bank Limited	*****1228	40000					
<b>Physical Address</b>				<b>Postal Address</b>			
Address Line 1 *	Address Line 3	Address Line 1 *	Address Line 3				
N/A	N/A	N/A	N/A				
Address Line 2	Address Line 4	Address Line 2	Address Line 4				
Noordwyk	N/A	Noordwyk	N/A				
Postal Code		Postal Code *					
1684		1684					
Municipality		Municipality					
City of Johannesburg Metropolitan Municipality		City of Johannesburg Metropolitan Municipality					

- Complete the **Discretionary Grant Application**. Certain fields will be auto-populated based on the information selected.
- You will be required to indicate the number of learners you intend on training per intervention type, and the estimated cost will be calculated.
- You will also be required to indicate the number of learners per demographic category, and the total number of disabled learners and total youth, then click submit.

**Discretionary Grant Training**

Funding Method *	Intervention Type *
SETA Discretionary Grant	Bursary Employed
PIVOTAL/Non-PIVOTAL Training	NQF Aligned *
PIVOTAL	YES
SQA ID *	NQF Level *
(99284) Bachelor of Accounting	NQF Level 07
Level of Training *	ETQA *
Advanced Level (NQF Level 7 - 10)	CHE - Council on Higher Education
Municipality *	Province
Amathloli Local Municipality	Eastern Cape
Provider Name	OFO Code *
Test Skills Development Provider	(2019-331201) Financial Accounting Plan Officer
Estimated Start Date *	Estimated End Date *
30/09/2020	01/09/2021
Provider Type *	Occupational Shortages and Skills Gaps *
Training	None

Number of Learners	Estimated Cost *	Black Female	Black Male	Coloured Female	Coloured Male
10	350,000	5	5	0	0
Asian Female	Asian Male	White Female	White Male	People With Disability	Youth
0	0	0	0	4	10

**Submit**

Expand row	Number of Learners	OFO Code	Intervention Type	NQF Level	Provider	Provider Type	Province	Occupational Shortages Skills Gaps	View/Edit	View/Edit
⊕	10	(2019-331201) Financial Accounting Plan Officer	Bursary Employed	NQF Level 07	Test Skills Development Provider	Training	Eastern Cape	None		

# DISCRETIONARY GRANT APPLICATION



- You can add multiple interventions. To view the programme details click on the small arrow to expand row.
- You can delete/ update the information. You can also add the workplace where the learners will be placed. The workplace information can be updated in **company management**.

*Please note that you will not be able to download the allocation letter at this stage.*

- Complete the **Project Implementation Plan**. The intervention, Qualification and number of Learners is auto-populated from the application. Once completed, click save.

# DISCRETIONARY GRANT APPLICATION



12. Complete the **Project Motivation** then click save.

The screenshot shows the 'Project Motivation' form within the 'Discretionary Grant Application 2021 [Not Submitted-in Progress]' section. The form includes the following fields:

- Purpose \***: The purpose of this project is to test the DG Application.
- Project Objectives \***: The objective of this project is to test the DG Application.
- Benefits CATHSSETA \***: The benefit of this project is that the DG Application will be tested.
- Benefits Recipients \***: The benefit of this project is that the DG Application will be tested.
- Turnover**: \*2,500,000.00
- Total Assets**: 1,000,000

A green 'Submit' button is located at the bottom of the form. The left sidebar contains navigation options such as Profile, Logout, Dashboard, SDF, Company Management, and Discretionary Grant Application.

13. Upload the required documents, and any additional documents.

14. You can re-upload your document/ view your document online.

The screenshot shows the 'Documents' table within the 'Discretionary Grant Application 2021 [Not Submitted-in Progress]' section. The table lists various documents with their upload status and actions.

Type	Uploaded By	Uploaded	Version	Document is required	Actions
Organisation's registration documents	Sbonisiwe Maimang	27 Sep 2020 (11:33)	1	<input checked="" type="checkbox"/>	View, Download, Delete, Refresh
Valid Tax Clearance Certificate/ Tax exemption certificate/ Tax compliance status pin	Sbonisiwe Maimang	27 Sep 2020 (11:33)	1	<input checked="" type="checkbox"/>	View, Download, Delete, Refresh
BBBEE Certificate (if applicable)	Sbonisiwe Maimang	27 Sep 2020 (11:34)	1	<input type="checkbox"/>	View, Download, Delete, Refresh
Declaration of interest	Sbonisiwe Maimang	27 Sep 2020 (11:33)	1	<input checked="" type="checkbox"/>	View, Download, Delete, Refresh
Declaration of authorised person	Sbonisiwe Maimang	27 Sep 2020 (11:34)	1	<input checked="" type="checkbox"/>	View, Download, Delete, Refresh
Authorised person's ID copy (Not older than 6 months)	Sbonisiwe Maimang	27 Sep 2020 (11:34)	1	<input checked="" type="checkbox"/>	View, Download, Delete, Refresh
Acknowledgement of CATHSSETA Discretionary Grant policy	Sbonisiwe Maimang	27 Sep 2020 (11:34)	1	<input checked="" type="checkbox"/>	View, Download, Delete, Refresh
Host employer confirmation letter (only applicable for TVET colleges, Universities, UoTs and training providers)				<input type="checkbox"/>	Upload, Refresh
Proof of Accreditation i.e. Training Provider accreditation letter				<input type="checkbox"/>	Upload, Refresh
Proof of registration of assessors & moderators				<input type="checkbox"/>	Upload, Refresh
Financial statements or bank statement				<input type="checkbox"/>	Upload, Refresh
Confirmation of banking details				<input type="checkbox"/>	Upload, Refresh
Lease or Title deed documents				<input type="checkbox"/>	Upload, Refresh
Asset register				<input type="checkbox"/>	Upload, Refresh

The left sidebar contains navigation options such as Profile, Logout, Dashboard, SDF, Company Management, and Discretionary Grant Application.

# DISCRETIONARY GRANT APPLICATION



15. Navigate to the sign-off page. Read the declaration, and check the acknowledgement box. Then click the green button to submit the grant to the CATHSSETA.
16. The grant application status will change to pending approval.

Company-I  
Discretionary Grant Application 2021 [Not Submitted-in Progress]  
Submission deadline: 31 October 2020 12:00:00  
The system will auto-fill some fields based on other sections/selections. These fields cannot be edited in the form and require to be amended in the originating section.

Company Details Company Contacts Employment Data Discretionary Grant Application Project Implementation Plan Project Motivation Document Upload Sign Off

**Declarations**  
By checking the box below you are confirming the following:  
We, the undersigned, submit this information in fulfillment of this entity's legal obligation in terms of the skills development legislation and requirements.  
We declare that, to the best of our knowledge, the information contained in this Discretionary Grant Application Form is accurate and up to date.  
We recognise that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of the law.  
[CATHSSETA Grant Policy](#)

Signed off by	User Type	Date	Acknowledge
Sbonisile Msimang	Primary SDF	Pending Sign Off	<input checked="" type="checkbox"/> I acknowledge that I have read and understand the CATHSSETA Grants Policy terms and conditions.

Submit Discretionary Grant

Developed and powered by Digo Technologies CATHSSETA © All Rights Reserved

17. Upon submission you will receive an email notification, to acknowledge receipt of your application.

