

2024/25 STRATEGIC PROJECTS APPLICATION GUIDELINES

1. BACKGROUND

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 Strategic Projects funding.

In this Strategic Projects window, CATHSSETA will be allocating funding for the projects listed in paragraph 1.1 below.

1.1. Non-PIVOTAL Programmes

- Workshops
- Technical and Vocational Education and Training (TVET) and Community Education & Training (CET) College Infrastructure
- Mentorship programme

2. WHO CAN APPLY

The following stakeholders and legal entities are invited to apply for the 2024/25 Strategic Projects funding:

- 2.1. Public Technical and Vocational, Education and Training (TVET) Colleges
- 2.2. Public Community Educational & Training (CET) Colleges
- 2.3. Public Universities and Universities of Technology (UoT's)
- 2.4. The following entities operating within the CATHSSETA sub-sectors
 - Non-Government Organisations (NGO's)
 - Non-Profit Organisations (NPO's)

- Small Enterprises (SMME's) (0 - 49 employees)
- Community Based Organisations (CBO's)
- Cooperatives
- Federations/Trade Unions

3. TARGETS TO BE FUNDED

LEARNING PROGRAMME	TARGET APPLICANTS	# of Entities to be supported	AMOUNT
SMME mentorship programme (Non-PIVOTAL)	Coaching & mentorship institutions	10 SMME's	R 100 000 per SMME
Workshops/ Conferences/ Seminars (Non-PIVOTAL)	NGOs/NPOs/CBOs Cooperatives SMME's (0 – 49)	20 SMME's 30 NGO's 30 Cooperatives	R 2500 per delegate
	Federations/Trade Unions - Worker initiated training interventions supported through capacity building	10 Trade Unions	R 2 500 per delegate
Infrastructure development (Non-PIVOTAL)	TVET Colleges	15 TVET Colleges	R400 000 per college
	CET Colleges	9 CET colleges	R360 000 per college

4. WORKSHOP GUIDELINES

- 4.1. Entities applying should be operating within the CATHSSETA sub-sectors, applicant needs to confirm the number of employees.
- 4.2. Maximum amount per delegate is R2 500 over the period of the workshop.
- 4.3. Applicants should indicate the number of delegates to participate in the workshop on their applications.
- 4.4. Maximum number of delegates is **65** per entity.
- 4.5. Workshop topics should be relatable to CATHSSETA sub-sectors.

4.6. CATHSSETA reserves the right to decrease the allocation to ensure equitability to all applicants, depending on the availability of funds.

5. WORKSHOP GUIDELINES – TRADE UNIONS

- 5.1. Trade Union applying should be affiliated with CATHSSETA sub-sectors.
- 5.2. The minimum duration for a workshop is 2 days.
- 5.3. Maximum amount per delegate is R2 500 over the period of the workshop.
- 5.4. Applicants should indicate the number of delegates to participate in the workshop and the type of workshop on their applications.
- 5.5. Maximum number of delegates is **100** per entity.
- 5.6. CATHSSETA reserves the right to decrease the allocation to ensure equitability to all applicants, depending on the availability of funds.

6. MENTORSHIP GUIDELINES

- 6.1. The target is applicable to reputable Coaching & mentorship institutions/ service providers who specialize in entrepreneurial mentorship, to offer mentorship to SMME beneficiaries, preferably previously funded SMME's.
- 6.2. The mentor should have a minimum of 5 years' experience as a subject matter expert in entrepreneurial development. Proof of mentorship experience in the form of reference letters should be submitted with the proposal.
- 6.3. The duration of the mentorship programme must be a minimum of 6 months.
- 6.4. To ensure that a mentoring programme is effective and efficient, a clear plan on how the programme will be structured and executed should be outlined, as well as what it aims to achieve.

7. INFRASTRUCTURE GUIDELINES

- 7.1. The target is applicable to public TVET & CET Colleges.
- 7.2. The infrastructure should be directed to improving facilities for learners who are studying towards qualifications aligned to CATHSSETA sub-sectors, e.g. Kitchen renovations.
- 7.3. The submitted proposal should outline in detail the infrastructure required and detailed budget.

8. CATHSSETA WILL NOT AWARD STRATEGIC PROJECT FUNDS FOR

- 8.1. Projects that have already commenced prior to the approval of the application.
- 8.2. Set-up costs, e.g., start-up costs
- 8.3. Capital expenditure, e.g., building costs, equipment such as computers, etc, except for the Infrastructure with Colleges.
- 8.4. Existing operating expenses e.g., salaries of current employees who will undergo training.
- 8.5. Organisational policy development
- 8.6. Training of any learners who are currently being funded through other programmes.

9. The CATHSSETA awards Strategic Project 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.

10. APPLICATION GUIDELINES

- 10.1. Submission of applications is through a fully completed proposal on the prescribed CATHSSETA template, together with compliance documents.
- 10.2. Applications should be submitted to: dq2@cathsseta.org.za, any applications that are not submitted through the prescribed email address will not be considered.
- 10.3. It is the responsibility of applicants to familiarise themselves with CATHSSETA's Discretionary Grant and Strategic Project Policies, which are available on the CATHSSETA website, together with compliance templates where applicable.
- 10.4. Stakeholders are encouraged to focus on actual needs when preparing applications.
- 10.5. CATHSSETA reserves the right to lower the limit depending on the availability of funds.

11. APPLICATION PROCESS

CATHSSETA 2024/25 Strategic Projects window opens from 22 July 2024 until 30 August 2024 and 16h00, **there will be no extension to submit applications after the deadline.** Application information is available on the CATHSSETA website, on 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.

Step 2: Familiarise yourself with the Discretionary Grant & Strategic Project Policies, which outline what non-PIVOTAL programmes are, the evaluation criteria, and the learning programme guidelines.

Step 3: Access the Non-PIVOTAL programme application by going to www.cathsseta.org.za, download, complete the application proposal template and

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submitting together with all required documents in a ZIP folder to dg2@cathsseta.org.za. Please ensure that you complete the application proposal in full before submitting it. **Applications not on the CATHSSETA prescribed proposal templates will not be considered.**

Step 4: Use the checklist that is appended to this document (Annexure A) to prepare all documentation that must be submitted with the application form. Ensure that you have all the relevant document templates (where applicable) downloaded on the CATHSSETA website, completed and signed where applicable. These documents should be attached and submitted with the application form.

Step 5: Ensure that you submit non-PIVOTAL applications via email to dg2@cathsseta.org.za.

Please direct queries for application forms to the following:

REGION	REGIONAL MANAGER	EMAIL ADDRESS
KwaZulu-Natal & Free State	Ms Lungile Dlamini	Lungile@cathsseta.org.za
Gauteng, Northwest, Limpopo & Mpumalanga	Ms Zandile Ntshangase	zandilen@cathsseta.org.za
Western Cape, Eastern Cape & Northern Cape	Ms Martha Collett	martha@cathsseta.org.za
HELP-DESK		
Mr Thabang Motlatla		thabang@cathsseta.org.za
Ms Tebogo Bengu		tebogo@cathsseta.org.za

Annexure A: Document submission checklist

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

Documents	Purpose	Downloadable from website ¹	Checklist
Organisation's registration documents	Compulsory for compliance	No	
Declaration of authorised person		Yes	
Acknowledgement of CATHSSETA Discretionary Grant policy and Strategic Projects, Sponsorships & Partnership policy		Yes	
Declaration of interest		Yes	
BBBEE Certificate (if applicable)	Required for evaluation	No	
Financial statements or bank statement		No	
Lease or Title deed documents		No	
Asset register		No	
¹ Where applicable, templates must be downloaded from the website – www.cathsseta.org.za			