



2016 PIVOTAL Grant Funding Window:

Annexure A

PROGRAMME CATEGORY	FIRST TRANCHE	FINAL TRANCHE
18.1 EMPLOYED		
Learnerships R 35 000 p/i	50%Invoice Official confirmation of banking details (bank stamped letter or/ a cancelled cheque) A list of BANKSETA PIVOTAL funded learners (only) MOA signed by both the stakeholder and BANKSETA BY NO LATER THAN 14 OCTOBER 2016: Signed, original registered learnership agreements incl. supporting doc: <u>Complete and originally signed learnership agreements, and certified copies of supporting documentation</u> (copy of ID, highest qualification) <u>should be submitted in hard copy</u> for upload purposes.	50%Invoice Submission of Quarterly progress reports Quality Assurance site visits by BANKSETA (incl. learner verification) Upload of Learner achievements (certificates) Close-out report to measure impact
Masters & Executive Bursaries R 35 000 p/i	50%Invoice Official confirmation of banking details (bank stamped letter or/ a cancelled cheque) A list of BANKSETA PIVOTAL funded learners (only) MOA signed by both the stakeholder and BANKSETA BY NO LATER THAN 14 OCTOBER 2016: Signed, original registered bursary agreements incl. supporting doc: <u>Complete and originally signed bursary agreements, and certified copies of supporting documentation</u> (copy of ID, highest qualification and proof of learner registration) <u>should be submitted in hard copy</u> for upload purposes.	50%Invoice Submission of Quarterly progress reports Upload of Learner achievements (certificates) Close-out report to measure impact
Other Bursaries R 35 000 p/i	50%Invoice Official confirmation of banking details (bank stamped letter or/ a cancelled cheque) A list of BANKSETA PIVOTAL funded learners (only) MOA signed by both the stakeholder and BANKSETA BY NO LATER THAN 14 OCTOBER 2016: Signed, original registered bursary agreements incl. supporting doc: <u>Complete and originally signed bursary agreements, and certified copies of supporting documentation</u> (copy of ID, highest qualification and proof of learner registration) <u>should be submitted in hard copy</u> for upload purposes.	50%Invoice Submission of Quarterly progress reports Upload of Learner achievements (certificates) Close-out report to measure impact
Internships R 20 000 p/i	50% Invoice Official confirmation of banking details (bank stamped letter or/ a cancelled cheque) A list of BANKSETA PIVOTAL funded learners (only) MOA signed by both the stakeholder and BANKSETA BY NO LATER THAN 14 OCTOBER 2016: Signed, original registered internship agreements incl. supporting doc: <u>Complete and originally signed learner agreements, and certified copies of supporting documentation</u> (copy of ID, highest qualification) <u>should be submitted in hard copy</u> for upload purposes. Signed, original fixed term employment contract	50%Invoice Submission of Quarterly progress reports Signed-off copies of workplace logbook Quality Assurance site visits by BANKSETA (learner verification) Upload of Learner achievements (certificates) Close-out report to measure impact

PROGRAMME CATEGORY	FIRST TRANCHE	FINAL TRANCHE
18.2 UNEMPLOYED		
Learnerships R 40 000 p/l	50% Invoice Official confirmation of banking details (bank stamped letter or/ a A list of BANKSETA PIVOTAL funded learners (only) MOA signed by both the stakeholder and BANKSETA BY NO LATER THAN 14 OCTOBER 2016: Signed, original registered learnership agreements incl. supporting doc: <u>Complete and originally signed learnership agreements, and certified copies of supporting documentation</u> (copy of ID, highest qualification) <u>should be submitted in hard copy</u> for upload purposes. Signed, original fixed term employment contract	50%Invoice Submission of Quarterly progress reports Official proof of learner employment status and/ rejected offers Quality Assurance site visits by BANKSETA (learner verification) Upload of Learner achievements (certificates) Close-out report to measure impact
Internships R 25 000 p/l	50% Invoice Official confirmation of banking details (bank stamped letter or/ a A list of BANKSETA PIVOTAL funded learners (only) MOA signed by both the stakeholder and BANKSETA BY NO LATER THAN 14 OCTOBER 2016: Signed, original registered internship and work-based experience agreements incl. supporting doc: <u>Complete and originally signed learner agreements, and certified copies of supporting documentation</u> (copy of ID, highest qualification) <u>should be submitted in hard copy</u> for upload purposes. Signed, original fixed term employment contract	50%Invoice Submission of Quarterly progress reports Official proof of learner employment status and/ rejected offers Signed-off copies of workplace logbook Quality Assurance site visits by BANKSETA (learner verification) Upload of Learner achievements (certificates) Close-out report to measure impact
Programmes supporting learners with Disabilities (learnerships) R 45 000 p/l	50% Invoice Official confirmation of banking details (bank stamped letter or/ a A list of BANKSETA PIVOTAL funded learners (only) MOA signed by both the stakeholder and BANKSETA BY NO LATER THAN 14 OCTOBER 2016: Signed, original registered learnership agreements Incl supporting doc: <u>Complete and originally signed learner agreements, and certified copies of supporting documentation</u> (copy of ID, highest qualification) <u>should be submitted in hard copy</u> for upload purposes. Signed, original fixed term employment contract	50%Invoice Submission of Quarterly progress reports Official proof of learner employment status and/ rejected offers Quality Assurance site visits by BANKSETA (learner verification) Upload of Learner achievements (certificates) Close-out report to measure impact

INVOICE AND PAYMENT REQUIREMENTS

We would like to highlight the following key requirements:

- Stakeholders will be requested to raise the first tranche invoice once the MoA is duly signed by all parties, and once all learner agreements (including supporting documentation) are confirmed to be complete.
- Approved Funding may be reconsidered if incomplete learner agreements are submitted.
- Acceptance of vendor documentation (vendor form, tax clearance certificate, confirmation of banking details and a copy of a cancelled cheque)
- You are required to raise separate invoices per programme and per category.
- The invoice amount may not exceed the relevant tranche amount as per the MOA.
- The submission of all required supporting documentation as per the Funding Guidelines (Annexure A/ Payment Requirements), together with the invoice, will ensure the prompt processing and approval of a claim.
- Invoices should reflect a current date
- Performance information (learner agreements) have to be registered on the BANKSETA Management Information System (MIS) before any invoices may be approved for payment.

BANKSETA PIVOTAL Invoice requirements:

- Tax invoice in .pdf format.
- The invoice should be issued to, and contain the following information:
 - Banking Sector Education and Training Authority (BANKSETA)
 - Physical: 94 Bekker Road, Thornhill Office Park, Block 22, Vorna Valley, Midrand, 1685
 - Postal : PO Box 11678, Vorna Valley, 1686
 - Tel No. 011 8059661
- Reflect a zero rated VAT calculation
- Include your organisation's name, address, contact details, VAT number, company registration number, banking CURRENT invoice date, invoice number
- ***First tranche claims only:***
Attach official confirmation of the banking details as reflected on the invoice (a bank stamped letter from your organisation's bank or a cancelled cheque

The BANKSETA reserves the right to increase the funded amount per learner if and when additional funding becomes available.