



**APPLICATION FOR BANKSETA / HIGHER EDUCATION GRANT FUNDING  
2018 and/or 2019**

**CATEGORY**

**PLEASE SELECT**



EMPLOYED 18.1

UNEMPLOYED 18.2

OTHER

**Contact Details**

<b>Higher Education Institution Name:</b>	
<b>SETA Registered Levy no.</b>	L
<b>Physical Address</b>	
<b>Postal Address</b>	
<b>Contact person:</b>	

<b>Telephone:</b> <b>Landline</b> <b>Cell</b>	
<b>Fax number:</b>	
<b>E-mail address:</b>	

## Project Details

Qualification Name and registration number	
Institution Registration Details	
Total Amount applied for: R (inclusive of VAT)	
Project start and end dates	
<b>Project summary</b> <i>(A brief overview of the project and what it aims to achieve)</i>	

## Business Case (Please see Note 5 & 6 below)

<b>1. The background to the project</b> <ul style="list-style-type: none"> <li>- <i>Brief description of the learning schedule (time – table) that the learner will follow for the duration of the programme.</i></li> <li>- <i>Description of support that will be available to the learner.</i></li> <li>- <i>How and why did this project originate?</i></li> <li>- <i>What skills priorities are addressed through this project?</i></li> <li>- <i>Explain the links between this project and the priorities indicated in the latest BANKSETA Sector Skills Plan</i></li> <li>- <i>Explain Resources Used, who will participate in the project? Provide staffing detail</i></li> </ul>								
<b>2. What specifically will the project deliver?</b> <ul style="list-style-type: none"> <li>- <i>Will the project produce graduates this year, if not when? Explain any industry related activities and what this means to the institution, learner and BANKSETA. Ensure a clear expected outcome</i></li> </ul>								
<b>3. What are the benefits of the project to the banking sector?</b> <ul style="list-style-type: none"> <li>- <i>Identify and describe each benefit</i></li> <li>- <i>Estimate who the beneficiaries of the project will be:</i></li> </ul>								
Province	Black / Coloured/ Indian		White		Disabled		Youth (max 35 years old)	TOTAL
	Male	Female	Male	Female	Male	Female		

<b>TOTALS</b>								

**4. What are the costs?**

Give total cost per each learner. Provide a detailed breakdown of the budget. Ensure to include these items:

*Learner allowances, Tuition Fee, Travel, Books/Stationery/Equipment/Data  
Accommodation, Meals, Learner support, Learner special events, Other*

<b>Budget Required</b>			
<b>Budget Item</b>	<b>#Units</b>	<b>Cost per Unit</b>	<b>Total</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Total cost per learner for each type of Qualification involved			
<b>Total</b>			
<b>Other Contributions (Indicate the sources of internal co-funding)</b>			
1			
2.			
3.			
4.			
5.			
<b>Total Other</b>			
<b>Grand Total</b>			

Do **not** calculate the BANKSETA admin/project man fee of 5%. This will be added when the evaluation panel consults.

**5. How will the success of the project be evaluated?**

- Give details of propose and methods to be used

**Project Plan**

The draft project plan must include all the deliverables mentioned above, the milestones and the budget. (See page 5). This will be revised at the time the MoA is signed.

Provide details of how the project will be resourced.

- Own staff, consultancy etc.
- Details of proposed project manager

- Explain Partnership and other Agreements e.g. if TVET college lecturers are to be trained, give BANKSETA an indication of your connections with this college and any agreements that make this learning experience possible.

A final report is required to give feedback on the project progress leading up to closure. The types of elements that need to be incorporated in this report include:

- Risk Management
- Deviations from Project Aims and Objectives (Mitigating factors for deviation)
- Lessons Learned
- Challenges, achievements and successes
- Financial Management / Corporate governance procedures

## NOTES

1. **Please complete all the applicable sections in as much detail as possible.**
2. If insufficient space has been provided, please add additional sheets/lines.
3. This application should be read in conjunction with the BANKSETA Higher Education Institution Grant Funding Window Guidelines
4. Responsibilities of the APPLICANT

The APPLICANT will have responsibility for the following, which includes (but is not limited to):

- Overall project management and administration
- Reporting to the governance structure of the project and to the BANKSETA
- Procurement\*
- Financial management including record keeping.

NOTE: The APPLICANT will be held liable for any financial mismanagement. Partnership is encouraged. Contracting arrangements need to be transparent and above board.

### 5. Project Plan, Budget, Governance

The application is to be accompanied by a draft project plan (page5), which must incorporate details of the project budget. Included within the draft project plan and budget should be details of the project governance and of the proposed project manager.

BANKSETA will add 5% Admin/project management fees to the total cost of the project.

All budgets are to be **inclusive of VAT.**

### 6. Ownership of deliverables, Copyright and BANKSETA Acknowledgement

The material generated by a project, funded by a BANKSETA approved Discretionary Grant, will be the property of the BANKSETA.

Copyright in all such material shall vest in the BANKSETA. This does not extend to material which was developed by the institution through the CHE-related qualifications vetting process.

Acknowledgement of funding by the BANKSETA is to be incorporated into all project documentation, deliverables and training material.

## Draft Project Planning Template

### Work Breakdown Structure (WBS)

WBS no.	Description of activity and standard/specification applicable	Definition of deliverable to be submitted to BANKSETA	Person and/or organisation responsible for activity	Start date	Completion date	Cost of deliverable	Payments

## COMPUSLORY

### Bursary Project Authorisation

We, the representatives from \_\_\_\_\_ (Institution/Entity Name) confirm that the information contained in this proposal is correct and commit to ensuring that the project meets its stated objectives.

We acknowledge that this application **will only be considered to be complete if:**

- **The application forms are completed in full**
- **The application form is duly signed off in the designated areas**
- **The application form is inclusive of the following:**
  - Official Proof of Banking details
  - Quality Management Plan (QMP)
  - Project/ Implementation Plan
  - Tax Clearance Certificate

APPLICANT Roles	Name	Title / Designation	Date	Signature
Senior Manager				
Project Manager – Project Implementing Agent				
Project Administrator - Assigned to capture, process, record data and information				



**COMPULSORY**

**Institutional Declaration**

I, \_\_\_\_\_ (name of respondent) \_\_\_\_\_ **declare that I will ensure this institution will account, comply with all contractual requirements and contribute to resolving queries/issues that may arise as a result of this BANKSETA and \_\_\_\_\_ (name of institution) \_\_\_\_\_ bursary project.**

**Name of university/institution/entity representative:** \_\_\_\_\_

**Title/Capacity of representative:** \_\_\_\_\_

**Signature of Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For BANKSETA office use only**

<b>Number of learners applied for</b>				
<b>Ave Cost per learner</b>				
<b>Qual 1:</b>				
<b>Qual 2:</b>				
<b>Qual 3:</b>				
<b>Qual 4:</b>				
<b>Qual 5:</b>				
<b>Qual 6:</b>				
<b>Total Value of application</b>				
<b>5% Admin Fee</b>				
<b>Funding application reference number</b>				
<b>Date Stamp application received</b>				