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**APPLICATION FOR THE BANKSETA SKILLS FOR FUTURE GRANT FUNDING 2020/2021**

**CATEGORY**

|  |  |
| --- | --- |
| UNEMPLOYED YOUTH |  |

**Contact Details**

|  |  |
| --- | --- |
| **Higher Education Institution Name:** |  |
| **SETA Registered Levy no.** |  |
| **Physical Address** |  |
| **Postal Address** |  |
| **Contact person/s:** |  |
| **Telephone:**  **Landline**  **Cell** |  |
| **E-mail address:** |  |
| **District Municipality** |  |
| **Local Municipality** |  |
| **Province** |  |

**Application form for Skills for Future Grant Funding Window 2020/2021**

Please complete the application form below in full:

The completed and signed application form and accompanying documents must be emailed in PDF to [NobuzweM@bankseta.org.za](mailto:NobuzweM@bankseta.org.za) and [BusisiweN@bankseta.org.za](mailto:BusisiweN@bankseta.org.za). The funding window opens on **Friday**, **9th October 2020** and closes on **Wednesday, 25th November 2020 at 16h30.**

No late applications will be accepted. All proposal must be sent to the above email address and no applications will be considered sent outside this email address.

**Communication of decisions**

Decisions in respect of the Skills for Future Grant funding window applications will be communicated by e-mail to applicants once BANKSETA has determined the full extent of the liability to the applying institutions.

**NB: Please note that the evaluation process will take into full account the below mentioned criteria. The proposal must comprehensively satisfy all aspects of the requirements.**

**Project Details**

|  |  |
| --- | --- |
| Project Name |  |
| Name of Institution |  |
| Type of Institution (Public University / University of Technology |  |
| Institution Registration Details |  |
| Total Amount applied for:  R (**inclusive** **of VAT**) |  |
| Project start and end dates |  |
| **Project summary**  *(A brief overview of the project)* | |

# ABILITY TO DELIVER

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| **1. What is the track record/experience of the institution to deliver on this, or a similar project?** |
| **2.** **What are the administration, project and contract management capacity to deliver data for this project?** |
| **3. Does the institution have financial and internal resources (own staff, tutors or partnership with another company) to manage this project?** |
| **4. Please indicate province/s where this project will be implemented, the name of the rural area/s and name of school/s chosen.** |

## CONTENT OF PROGRAMME AND IMPLEMENTATION STRATEGY

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| 1. **Does the institution have existing partnerships with the schools? How will the learners be selected?**  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Province** | **Black / Coloured/ Indian** | | **White** | | **Disabled** | | **Youth** | **TOTAL** | |  | **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | **TOTALS** |  |  |  |  |  |  |  |  | |
| 1. **Please submit the outline of the proposed ICT programme in a separate document.** |
| 1. **Please submit the outline of the proposed work readiness programme in a separate document.** |

## LEARNER SUPPORT INCLUDING LEARNING AIDS AND EXIT STRATEGY

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| **1. What kind of support will be given to the learners and what is the institution exit strategy for the learners?** |
| **2. Please explain the recommended reasonably priced tablet suggested for this project and software to be used.** |
| **3. Please indicate how the specific recommended software will address the business needs and scarce skills identified for the broader banking and microfinance sector in line with 4IR.** |

**What are the costs?**

Give total cost per each learner. Provide a detailed breakdown of the actual cost as required. Ensure to include these items: Cost for Software, Tablets, Tutoring, the actual cost per learner (including transportation, meals and stationery

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Required** | | | |
| **Budget Item** | **#Units** | **Cost per Unit** | **Total** |
| 1. Training/Tutoring Costs |  |  |  |
| 1. Learning material and Stationery |  |  |  |
| 1. Lunch packs for learners |  |  |  |
| 1. Learner transportation (where applicable) |  |  |  |
| 1. ICT Software fee |  |  |  |
| 1. Cost for Tablet |  |  |  |
| 1. Other (please provide details) |  |  |  |
| **Grand Total** |  |  |  |

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

**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 Skills for Future 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.**

1. **Project Plan, Budget, Governance**

The application is to be accompanied by a draft project plan 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.**

**Draft Project Planning Template**

The draft project plan must be completed in full and include all the deliverables mentioned above, the milestones and the budget. This will be revised at the time the MoA is signed.

**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 |
| --- | --- | --- | --- | --- | --- | --- | --- |
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**COMPUSLORY**

**Skills for Future 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**
  + **Proposed ICT programme**
  + **Proposed Work Readiness programme**
  + **Project Plan**
  + **Tax Clearance Certificate**

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| --- | --- | --- | --- | --- |
| **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) \_\_\_\_\_\_\_\_ **Skills for Future project.**

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

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

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

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