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**APPLICATION FOR THE BANKSETA SKILLS FOR FUTURE GRANT FUNDING 2022/2023**

**CATEGORY**

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| GRADE 12 RURAL LEARNERS | Applicant, please Tick to confirm |

1. **Contact Details**

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| **Higher Education Institution Name:** |  |
| **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 2022 /2023**

Please complete the application form below in full:

The completed and signed application form must be emailed in PDF format to [SFF2022applications@bankseta.org.za](mailto:SFF2022applications@bankseta.org.za) and cc [BusisiweN@bankseta.org.za](mailto:BusisiweN@bankseta.org.za) and [NobuzweM@bankseta.org.za](mailto:NobuzweM@bankseta.org.za). The application form must be accompanied by the application register. The funding window opens on **Friday, 3rd December 2021** and closes on **Friday, 11th February 2022 at 16h30.**

In all instances, the relevant designated and mandated contact person of the institution should authorise the application on behalf of the said Institution. Applications are to be submitted on BANKSETA templates, and as per the correct submission process.

**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 evaluated and followed all governance processes to seek approval of funds.

**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.**

1. **Project Details**

|  |  |
| --- | --- |
| Project Name |  |
| Name of Institution |  |
| Type of Institution (Public University / University of Technology |  |
| Institution Registration Details |  |
| Province where project will be implemented |  |
| Municipality where the project will be implemented |  |
| Project Total Amount applied for:  R (**inclusive** **of VAT**) |  |
| Project start and end dates |  |

1. **Evaluation Criteria:**

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| * 1. **APPLICANT ABILITY TO DELIVER: 20% weighting** |
| * + 1. **What is the track record/experience of the institution to deliver on this, or a similar project?** |
| * + 1. **What is the administration, project, and contract management capacity to deliver data for this project?** |
| * + 1. **Does the institution have financial and internal resources (own staff, tutors, or partnership with another company) to manage this project?** |
| * + 1. **Please indicate province/s where this project will be implemented, the name of the rural area/s and name of school/s chosen.** |

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| PROGRAMME CONTENT/LEARNING AREAS AND IMPLEMENTATION STRATEGY:50% weighting |
| Please provide the outline of the proposed ICT programme. |
| Please provide the outline of the proposed work readiness programme. |
| Please provide the outline of the proposed career counselling programme. |
| 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. **Project Plan**   The application is to be accompanied by a project plan which must incorporate details of the project budget. Included within the 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.  A project plan template is provided at the end of this document. |

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| * 1. **LEARNER SUPPORT INCLUDING LEARNING AIDS AND EXIT STRATEGY:**   **30% Weighting** |
| * + 1. **What kind of support will be given to the learners and what is the exit strategy for the learners?** |
| * + 1. **Please explain the recommended reasonably priced tablet suggested for this project and software to be used.** |
| * + 1. **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.** |

1. **What are the costs?**

The total cost per Learner is capped at R15 000.00. Provide a detailed breakdown of the actual cost as required for items indicated below:

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| **Budget Required** | | | |
| **Budget Item** | **#Units** | **Cost per Unit** | **Total** |
| 1. Tablet and stationery |  |  |  |
| 1. Software and material |  |  |  |
| 1. Data |  |  |  |
| 1. Learner cost (lunch and transport) |  |  |  |
| 1. Work Readiness Programme and career counselling |  |  |  |
| 1. Tutor costs |  |  |  |
| 1. Venue hire | R0 (training must take place at the schools) | | |
| **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. **This application should be read in conjunction with the BANKSETA Funding Window Guidelines**
3. **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. Partnerships are encouraged. Contracting arrangements need to be transparent and above board.**

**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 form is completed in full**
* **The application form is duly signed off in the designated areas**
* **The application form is inclusive of the Project Plan**

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