



DISCRETIONARY GRANT

FUNDING WINDOW GUIDELINES - 2023-2024

SKILLS DEVELOPMENT INITIATIVES FOR GRADE 12

BANKSETA FUNDING WINDOW GUIDELINES

1. Purpose

This document has been developed to guide the application process for BANKSETA Discretionary Grant Funding Windows. It considers the SETA Grant Regulations and the BANKSETA Discretionary Grant Policy. This document provides guidelines for the opening of funding windows, inviting applications, evaluation of applications, allocation of funds and payment of funds. This document aims to ensure a consistent, fair, and transparent process.

Definition: A funding window is an invitation to stakeholders to apply for funding from the SETA for the programmes that the funding window is intended for. The window period has a specified opening date and a specified closing date.

2. Objective

The objective of this funding window is to invite **Public Education and Training Institutions** such as:

- a. **Universities,**
- b. **Universities of Technology (UoTs),**
- c. **Technical and Vocational Education Training Colleges (TVETs) and**
- d. **Community of Education Training Colleges (CETs)**

to apply for Discretionary Grant Funding for the following:

Category	Total Funding Available	Capped Amount per Learner	Requirements
1. Digital Literacy Program that incorporates ICT skills programmes. This must include a work readiness programme and career counselling.	R19 500 000.00	R15 000.00	ICT skills such as coding, software programming, data science, robotics process, data security etc. Note: The capped amount includes tablets.
2. Mathematics, Mathematic Literacy, Physical Science and/or Accounting at schools to assist Grade 12 learners. This must include work readiness programme and career counselling.		R10 000.00	Priority will be given to schools that performed poorly in 2022 exams as per DBE report.
3. Provide support to learners who have not met requirements of Senior Certificate or National Senior		R3 500.00	Learners to meet the requirements and be

<p>Certificate and are repeating chosen subjects in Mathematics, Mathematic Literacy, Accounting, Physical Science and/or Economics This must include work readiness programme and career counselling.</p>			<p>able to obtain a Grade 12 certificate.</p>
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- Partnerships between institutions to collaborate on the project are welcomed.
- The funding window is open for programmes offered in all, or any of the nine (9) provinces.
- Priority will be given to learners and schools in rural areas.
- A 5% Administration fee per approved institution will be provided.

3. Invitation Process

- BANKSETA will publish all funding window invitations on the BANKSETA website www.bankseta.org.za
- Each funding window will remain open for at least 6 weeks.

4. Eligibility Criteria

Applicants must meet the eligibility criteria as indicated below to qualify for funding.

- The applicant must be a registered public institution.

5. Submission Process

- No late applications will be accepted.
- Applicants are not limited on the number of applications per category; however, applicants must complete a separate application form for each category that they wish to apply for. Each category will be evaluated individually.
- Only applications for programmes starting in January 2024, for the 2024 academic year, will be considered.
- Applications must be submitted on a secure platform such as Dropbox, WeTransfer, or Microsoft OneDrive. Submissions on this platform must be confirmed by the applicant by sending an e-mail to a specified e-mail address. Submission of the application will be acknowledged; however, applicants must note that the completeness and correctness of applications will only be evaluated after the closing date.
- Applicants must keep a copy of their submission for their internal use and backup purposes.

6. Evaluation and Allocation Process

- In all cases an evaluation panel shall be established to evaluate applications.
- All panel members will be required to sign a declaration of interest.

- The evaluation panel and decision will be recorded for audit purposes.
- Available funding and number of learners will be allocated equally.
- All grants are VAT inclusive, and this funding is specifically for training costs and learner allowances for lunch and transport. Funding does not include set up costs including capitalization of projects.
- BANKSETA may approve additional applications or increase the funding for applications should additional funding become available at a later stage. This is subject to Board approval.
- Feedback on the status of the application will be provided to successful and unsuccessful applicants.

7. Approval, Appeal and Change Request Process

- The evaluation documentation will be submitted for Probity Review. The probity review report will be submitted for review to the CEO. Once the CEO has reviewed, the report and supporting evidence as required will be submitted to the Finance and Remuneration Committee for recommendation to the BANKSETA Board. Final approval will be done by the BANKSETA Board. The BANKSETA Board may delegate approval functions to the CEO as indicated in the BANKSETA Delegations of Authority Policy.
- Should an (unsuccessful) applicant want to appeal the decision of the Board, this must be done in writing and within one month of receiving the evaluation outcome. The request will be submitted to the CEO to review and should there be grounds for an appeal this will be tabled at the Board to reconsider. After their reconsideration, the Board's decision is final.
- Change requests must be submitted to the BANKSETA with a motivation for the change. The approval of the change request is at the discretion of the CEO provided that the approved amount is not exceeded and that the change is still in line with the guidelines.

8. Contracting, Commitment Schedule and Project system update

- BANKSETA will sign a Memorandum of Agreement (MoA) with the applicant for each application that is approved.
- The approval notification to the applicant should include a deadline date for the return of signed MoAs to the BANKSETA so that funds are not left uncommitted for long periods of time.
- The project manager will monitor all the received MoAs and any MoA not signed and returned to BANKSETA by the agreed date will be cancelled.
- If the MoA has expired, and no project extension request is received by BANKSETA before the lapse of the MoA or if BANKSETA detects there is no project activity taking place and no reasonable cause has been provided, the MoA will be terminated, and the funding forfeited.

9. Invoicing / Funds Disbursement Process

- Upon approval of the application, the Applicant and BANKSETA will sign a Memorandum of Agreement (MoA) to formalize the application and to agree to the disbursement schedule (in line with the specific application)
- The first invoice to the BANKSETA must be accompanied by official proof of banking details.
- The final invoice will be paid subject to all the project requirements being met. This may include a monitoring and evaluation audit conducted by BANKSETA.
- Progress Reports are to be submitted with invoices as required (BANKSETA to send template).
- Invoices will be paid provided all project requirements are met and supporting documentation are provided as per signed MoA.
- Successful applicants and payments are subject to a monitoring and evaluation process.
- The BANKSETA will only be paying for beneficiaries who complete the programme as required, and only make final payments once all other tranche criteria requirements are met.
- Applicants are reminded that all supporting documentation related to funding of learners, should be submitted **within stipulated timeframes by BANKSETA**. To allow for a recruitment process, the documents for learners must be submitted **by no later than 31 January 2024**.
- Statements of results or completion certificates and other close out report documents should be submitted **as per stipulated timeframes in the MoA**.

10. Extensions and/or re-applications

- Applicants should endeavour to meet deadlines and complete the project within the project plan submitted during application phase. If, however, this is not possible the applicant should apply in writing to have the timelines extended and where needed to sign an addendum to the MoA to extend the end date.
- In the event where, due to unforeseen circumstances an agreement lapses, and the applicant is only able to continue with the project at a later stage the applicant may submit a motivation to re-instate the previous approval if the overall project is still open and if there are still funds available in the project.
- This new application and agreement must follow the same process as the initial one and is subject to Board approval or as delegated to the CEO in the Delegations of Authority Policy.

11. Disclaimer, Termination and Breach

- In all instances, BANKSETA reserves the right to approve / decline funding at its discretion.
- The BANKSETA reserves the right to verify, monitor and audit any of the above approved grants during the implementation period by a designated BANKSETA representative. Payments are also subject to these processes as per the quality requirements stipulated by BANKSETA.

- The BANKSETA may withhold grants or recover any grants paid to an applicant if it is found that the grants allocated are not being used for the purpose for which the grant was intended.
- Non-compliance will lead to summary termination of the agreement and the Contracting party will, due to non-compliance have neither right to any grants or disbursements nor any other right out of this agreement.

12. Confidentiality of information

In compliance with the requirements of the Protection of Personal Information Act (POPI), BANKSETA wishes to inform all its stakeholders that in applying for funding, invoicing the BANKSETA and providing supporting information for such invoices, the below standards will apply:

- BANKSETA undertakes to keep all information obtained or received by it for purposes of funding applications, funding agreements, invoicing and performance information disclosed or provided by the employers in confidence and in a safe and secure manner.
- Information shall be revealed only to the representatives, agents, and employees whose knowledge of the information is required for the purpose related to administering the funding applications, funding agreements, invoices and supporting documentation.

The purpose related to administering the funding applications, funding agreements, invoices and supporting documentation includes the following:

- reporting skills development initiatives to the Department of Higher Education and Training.
- reporting enrolments and achievements of programmes to the South African Qualifications Authority.
- reporting on quality assurance functions to the Quality Council of Trades and Occupations.
- evaluating and processing applications for access to funding.
- compiling statistics and other research reports.
- providing personalised communications.
- providing information for internal and external auditing purposes
- complying with the law; and/or
- for a purpose that is ancillary to the above.

Information related to Memoranda of Agreement will be kept for 5 years after the stated end date. After 5 years it will be destroyed.

If BANKSETA is required by legal process to disclose any of the information, it shall provide the institution with prompt notice of such requirement so that the employer may seek a protective order or agree to the provision of information. If a protective order or other remedy to ensure that only information covered by such other or other remedy is obtained, the

BANKSETA shall use all reasonable efforts to ensure that only the information covered by such order or other remedy is disclosed. Whether or not a protective order or other remedy is obtained, or the institution party agrees to the provision of information, BANKSETA shall take all the reasonable steps to ensure that only the portion of the information which it is legally required to disclose, is disclosed.
