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**APPLICATION FOR BANKSETA / HIGHER EDUCATION GRANT FUNDING**

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| **CATEGORY** | **PLEASE SELECT ☑** |
| New Bursaries (24 Academic Year) |  |
| Continuing Bursaries (24 Academic Year) |  |
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**Contact Details**

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| --- | --- |
| **Higher Education Institution Name:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Contact person:** |  |
| **Designation of Contact Person:** |  |
| **Telephone:** **Landline :** **Cell:** |  |
| **E-mail address:** |  |
| **District Municipality :** |  |
| **Local Municipality:** |  |
| **Province:** |  |

Please complete the application form below in full. It is also a requirement that you complete the submission register in full.

The register as well as the completed and signed application form must be emailed in PDF to (hefw2024@bankseta.org.za) by **24TH November 2023 at 23h59.**

**No late applications will be accepted.**

Decisions in respect of Higher Education Grant funding Window applications will be communicated by e-mail to applicants once BANKSETA has followed the evaluation and governance processes.

# Evaluation Criteria

# Business Case (35% weighting)

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| 1**. The background to the project*** *How and why did this project originate?*
* *What skills priorities are addressed through this project?*
* *Explain the links between this project and the priorities indicated in the latest BANKSETA Sector Skills Plan*
* *Explain Resources Used, who will participate in the project? Provide staffing detail*
 |
| 2. **What specifically will the project deliver?** *- 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* |

## Project Plan (20% Weighting)

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| The draft project plan must include all the deliverables mentioned above, the milestones and the budget. This will be revised at the time the MoA is signed. * *Brief description of the learning schedule (time – table) that the learner will follow for the duration of the programme.*

A template is provided at the end of this document. |
| Provide details of how the project will be resourced.* Own staff, consultancy etc.
* Details of proposed project manager
 |
| 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

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* **NSDS EQUITY TARGET (25% Weighting)**

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| Estimate who the beneficiaries of the project will be

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| **Province** | **Black / Coloured/ Indian** | **White** | **Disabled** | **TOTAL** |
|  | **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |  |
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| **TOTALS** |  |  |  |  |  |  |  |

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* **TRACK RECORD/COMPLETION RECORD/EXIT STRATEGY (20% Weighting)**

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| * -Give a comprehensive report of completions from previously funded students
* -Give a comprehensive report on track and trace of learners
* -Give a comprehensive report on employment information/statistics

-How will the success of the project be evaluated?* Give details of propose and methods to be used
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**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 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 and providing statements of accounts for learners

NOTE: The APPLICANT will be held liable for any financial mismanagement.

**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 |
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**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 form is completed in full**
* **The application form is duly signed off in the designated areas**

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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) \_\_\_\_\_\_\_\_ **bursary project.**

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

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

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

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