



## DISCRETIONARY GRANT: TRAINING PROVIDER APPLICATION

This form is for private and public training providers, including public TVET colleges who are applying to offer training against the learning programmes that SASSETA intends to offer to government departments, public entities, Rural Unemployed Youth and at schools. With the employed skills programs the learners are already available for training. With the unemployed youth, training providers will be required to train at the rural areas that learners hail from. Training will be delivered nationally and provincially.

<b>Project Name (As per the advert)</b>		
<b>Closing Date for Submission</b>	<b>05 December 2019 at 12h00 (midday)</b>	
	Employed Learnerships	
	Unemployed Skills Programme	
	Employed Skills Programmes	
	Learners and Drivers Licence Code 10	

**For SASSETA Use:**

Date Application Captured : \_\_\_\_\_

Application Reference : \_\_\_\_\_

Date Feedback provided : \_\_\_\_\_

# DG 3rd Funding Window Training Provider Application 2019/20

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## GUIDELINES:

- It is compulsory that all applicants complete **ONE** application form per project applied for
- This form should be completed by Training Providers and Driving Schools applying to Train on the Learning Interventions listed below.
- Ensure that you are familiar with the SASSETA Discretionary Grants Policy version 8.
- Where possible, TYPED applications are preferred to assist with the evaluation
- All submissions must either:
  - be hand delivered to the mailroom at the SASSETA Office: Riverview Office Park, Janadel Avenue (off Bekker Road) Midrand; or
  - Posted to SASSETA at PO Box 7612 · Halfway House · 1685.
- Please indicate on the outside of the envelope, as indicated in the DG Advert, the following:
  - **Funding Window**
  - **Project Applied for**

## COMPLETING THE DG APPLICATION

- It is compulsory that the following documents are included in **EACH** application
  1. Certified company registrations documentation (CIPC) for both employers and preferred providers stating that the company is 'in business' and 'not dormant'
  2. If you are registered on the National Treasury's Central Supplier Database (CSD); please attach the CSD report
  3. Certified copy of valid PSIRA registration for 2019 or Legal Practice Registration or relevant other professional Body Registration documents.
  4. Proof of accreditation (where applicable) and **Programme approval** (detail of programmes approved for from the relevant SETA or Quality Assurance Body for the specific learning programme being applied for).
  5. Proof of registration for Assessors and Moderators
  6. Detailed CV of the Project Manager who will oversee the implementation of this project
  7. Original Valid Tax Clearance Certificate/Certificate of good standing issued by SARS/ Tax compliance status with one time pin number
  8. Valid Certified copy of BBBEE Certificate / Affidavit
  9. Proposed Project Implementation Plan clearly indicating timeframes. (It is not necessary to include exact dates)
  10. Proof of Banking Details, stamped by the bank
- All copies must be certified by a commissioner of oaths and not be older than three months from the date of the closing of the advert.
- Ensure that each relevant field in the application is completed.

## PART A: ADMINISTRATIVE DETAILS

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## A1 Details of the Applicant (Training Provider)

Registered Name: \_\_\_\_\_

Trading As: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Company Registration Number \_\_\_\_\_

Skills Development Levy Number \_\_\_\_\_

Accreditation Number: \_\_\_\_\_

Quality Assuring Body: \_\_\_\_\_

Size of the Organization/Company:    0- 49       50 – 149       150+       **Mark with an X**

Percentage of Women Ownership \_\_\_\_\_

Percentage of Black Ownership \_\_\_\_\_

Is your Company in a good liquid state?	<b>YES.</b>	<b>NO.</b>

### Contact Person

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## A1 Details of the Applicant (Training Provider)

Name \_\_\_\_\_ Email \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell \_\_\_\_\_

### Banking Details

Account Holder: \_\_\_\_\_  
Bank: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Branch Code: \_\_\_\_\_

### CAPACITY TO DELIVER

Accreditation Expiry Date: \_\_\_\_\_  
Project Manager Name: \_\_\_\_\_

Registered Assessor(s):

Name of Assessor	Assessor Registration No.	Registration Expiry Date

Registered Moderator(s):

Name of Moderator	Moderator Registration No.	Registration Expiry Date

# DG 3rd Funding Window Training Provider Application 2019/20

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Project Name	NQF level	No of Learners	Cost per Learner	Total Cost of Project

**Breakdown of line item Budget:**

Item	Costing
<b>Total Cost:</b>	

**\* Please DO NOT include learner stipends in your quote**

# DG 3rd Funding Window Training Provider Application 2019/20

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## **DECLARATION**

I/We the undersigned hereby declare and certify that:

- The information provided in this application is factually correct in all material respects
- That we don't have a relative or kinship with persons employed by SASSETA including a blood relationship
- That we do not have any unlawful past supply change management practises
- That there is no "Collusive bidding"
- I/We as applicants or any of our directors listed on the National Treasury's database as companies or persons are not prohibited from doing business with the public sector
- I/We are duly authorized to submit this application on behalf of \_\_\_\_\_ (name of applying organization)

## **Employer Representative/Organization**

**Full Name:** \_\_\_\_\_

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

**Date:**

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

## DG 3rd Funding Window Training Provider Application 2019/20

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No.	Check List	Applicant to tick :			SASSETA Official to tick:		
		Yes	N/A	No	Yes	N/A	No
1	We requested assistance from SASSETA where clarity was needed						
2	The Discretionary Grant Policy version 8 was considered in completing this application.						
3	The application has been completed in full.						
4	The certified documents are not certified older than three months.						
5	The application is an original (not a copy). The correct application for the 3 <sup>rd</sup> Funding Window – 2019/2020 is used.						
6	The application is signed and dated (where appropriate)						
7	A cover sheet clearly stating the project applied for is pasted on the envelope.						
8	An independent person has checked this application for compliance with each requirement.						
9	The application is posted / hand delivered to reach SASSETA by <b>05 December 2019 at 12h00 (midday)</b>						
10	A separate application form has been completed for each project being applied for						
11	Certified Company registration (CIPC) documents have been attached						
12	National Treasury's Central Supplier Database (CSD) report attached, if applicable						

## DG 3rd Funding Window Training Provider Application 2019/20

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No.	Check List	Applicant to tick :			SASSETA Official to tick:		
13	Certified copy of valid PSIRA registration for 2019 or Law Society registration or relevant other professional Body Registration documents have been attached						
14	Proof of accreditation and <b>Programme approval</b> (detail of programmes approved for from the relevant SETA or Quality Assurance Body for the specific learning programme being applied for have been attached)						
15	Proof of registration for Assessors and Moderators attached						
16	Detailed CV of the Project Manager who will oversee the implementation of this project attached						
17	Original Valid Tax Clearance Certificate/Certificate of good standing issued by SARS/ Tax compliance status with one time pin number attached						
18	Valid certified copy of BBBEE Certificate / Affidavit attached						
19	Proposed Project Implementation Plan clearly indicating timeframes. (It is not necessary to include exact dates) attached						
20	Proof of Banking Details, stamped by the bank attached						