



**edtea**

**Department :**  
Economic Development, Tourism and  
Environmental Affairs

**PROVINCE OF KWAZULU-NATAL**

**DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND  
ENVIRONMENTAL AFFAIRS**

**OPERATION VULA FUND**

**APPLICATION FORM FOR TIER 2 & 3 ONLY**

Name of initiative	
Name of applicant	
Location of the initiative (Address)	
District municipality	
Funding Stream	
Reference Number	

**PLEASE INDICATE THE NATURE OF THE COMPANY BY TICKING ONLY ONE (1) OF THE BOXES BELOW. USE THE TABLE BELOW AS A GUIDE. TO QUALIFY FOR A CATEGORY YOU HAVE TO COMPLY WITH AT LEAST TWO (2) OF THE SET CRITERION.**

Category	Organisation	Employees	Turnover	Assets	Tick Here
<b>Category 1</b>	Medium Enterprises	51 – 200	>R13mil – R51 mil	>R5mil –R19 mil	
<b>Category 2</b>	Small and Micro-Enterprises, Cooperatives, Start-ups,	0 – 50	≤R13 mil	≤R5 mil.	
<b>Category 3</b>	Public Sector, Non-Profit Organisations and Social Enterprises	N/A	N/A	N/A	
<b>Category 4</b>	Partnership Funding/ Joint Ventures	N/A	N/A	N/A	

FUNDING TIER	TOTAL FUNDING REQUIRED FROM EDTEA EXCLUDING OWN CONTRIBUTION	SPECIFY REQUIRED FUNDING AMOUNT
Tier 2	R200,001.00 - R500,000.00	
Tier 3	R500,001.00 - R2,000,000.00	

*NOTE: This form is to be used for funding applications exceeding two hundred thousand rands (R200,000.00) only*

## APPLICANT CONTACT DETAILS

<b>Name of Organisation</b>	
<b>Entity type</b>	
<b>Organisation Registration No.</b>	
<b>Physical Address</b>	
<b>Postal address</b>	
<b>Website of the Organisation</b>	
<b>Relevant contact person</b>	
<b>Tel. Number</b>	
<b>Mobile Number</b>	
<b>Fax Number</b>	
<b>Email address</b>	

**PLEASE INDICATE THE SELECTED FUNDING STREAM BY TICKING ONLY ONE (1) OF THE BOXES BELOW**

	<b>FUNDING STREAM</b>	<b>REFERENCE NUMBER</b>	<b>TICK</b>
1	<i>Bakeries</i>	<i>Ref: 1/2/1/19</i>	
2	<i>Clothing and Textile</i>	<i>Ref: 2/23/1/19</i>	
3	<i>Enterprise Development (Paper &amp; Pulp, Chemicals)</i>	<i>Ref: 3/2/1/19</i>	
4	<i>Township and Rural Recycling</i>	<i>Ref: 4/2/1/19</i>	
5	<i>Aquaculture Development</i>	<i>Ref: 5/3/1/19</i>	
6	<i>Agribusiness Development</i>	<i>Ref: 6/3/1/19</i>	
7	<i>Footwear and Leather</i>	<i>Ref: 7/3/1/19</i>	
8	<i>Information and Communication Technologies (ICT) &amp; Business Process Outsourcing (BPO)</i>	<i>Ref: 80/3/1/19</i>	
9	<i>Creative Industries</i>	<i>Ref: 9/3/1/19</i>	
10	<i>Innovation</i>	<i>Ref: 10/5/1/19</i>	
11	<i>Municipal Strategies</i>	<i>Ref: 11/5/1/19</i>	
12	<i>Tourism</i>	<i>Ref: 12/6/1/19</i>	
13	<i>Recycling, Biomass, Renewables</i>	<i>Ref: 13/7/1/19</i>	
14	<i>Informal Economy</i>	<i>Ref: 14/4/1/19</i>	
15	<i>Competitiveness Fund</i>	<i>Ref: 15/3/1/19</i>	
16	<i>General Fund (for any other sectors/industries not listed above)</i>	<i>Ref: 16/1/1/19</i>	

## **GENERAL INFORMATION**

1. Read all questions and requirements carefully before completing the application form add additional paper where required.
2. Complete the relevant part of the form that is applicable to your proposal.
3. Ensure all information provided is correct. Applications containing false information will automatically be declined.
4. Ensure that you have made a copy of your application, including the attachments.
5. Ensure that you have attached all the required information to your application and ticked it off on the checklist.
6. Applicants are also advised to refer to the footnotes for details on where to access the relevant documents.
7. Make sure that you clearly indicate the exact total amount of your request, according to your submitted quotations.
8. The Department of Economic Development, Tourism and Environmental Affairs must be notified in writing regarding any change in the applicant's address, phone number, fax number and email address. EDTEA will not be held responsible if it cannot contact the applicant.
9. Contact the department if you have any queries or require assistance completing the application.
10. Information pertaining to successful applicants will be published on the EDTEA website.
11. The closing date for the submission of applications is **15 November 2019 at 16h00**. Applicants are urged to adhere to the specified deadline, as applications received by the Department after the deadline will not be evaluated. The Department will not take responsibility for external factors that may render applications being received after the deadline.
12. Completed applications must be submitted at the EDTEA Head Office at 270 Jabu Ndlovu Street, Pietermaritzburg or at the EDTEA District Offices. Alternatively applicants can apply online via the dedicated online application platform which can be accessed on [www.operationvula.gov.za](http://www.operationvula.gov.za). Only applications submitted via the prescribed means will be considered.
13. The department pledges to adhere to a free and fair application process in line with the EDTEA Funding Policy. The results determined by the Funding Adjudication Panel are considered final.

**1. COMPANY DESCRIPTION:**

**Please ensure that the following documents are attached which are relevant to section 1:**

- ✓ **A company profile**
- ✓ **Curriculum vitae of all the key personnel involved in initiative**
- ✓ **Statement of partnership (if applicable)**
- ✓ **Unemployment Insurance Fund (UIF) Certification (where applicable)**

1.1 Please indicate the company's area of specialization:

<b>Sector</b>	<b>List of Products/Service Offerings</b>

1.2 Please indicate the company's experience:

<b>Name of Initiative</b>	<b>Initiative Description</b>	<b>Company's Role in Initiative</b>	<b>Duration of Initiative (Years)</b>

1.3 Please provide the names and details of the key personnel/senior management of your company together with their job titles (e.g. Director):

Name	Job title	Race	Gender	Disabled (Y/N)	Age	Military Veteran (Y/N)

**Please attach the curriculum vitae of all the key personnel involved in the initiative**

1.4 Please provide the names and details of the shareholders/directors/members/trustees of your company together with their job titles if they are also employment in the business:

Name	Job title	Race	Gender	Disabled (Y/N)	Age	Military Veterans (Y/N)

1.5 Please provide details of all staff members employed by your company in the following categories:

	Total Staff	Female	Male	Black	White	Coloured	Indian	Disabled	Youth (Age 35 & below)
<b>Full time staff</b>									
<b>Part time staff</b>									
<b>Interns/Work integrated learning students</b>									
<b>Total Staff</b>									

1.6 Please indicate the physical address of the company

Indicate whether the initiative is located in the Rural Area/Township/City/Town.

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1.7 Please state the rationale for the selection of the site of operation

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1.8 Please state the locations of other operating sites of your company, if any

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**Please complete sections 1.9, 1.10 and section 13 ONLY if applicant has partner organizations involved in the proposed project**

1.9 Partners of the applicant participating in the project

Please complete this section for each partner organisation by copying and pasting the table as many times as you need

	Partner 1	Partner 2
<b>Name of Organisation</b>		
<b>Entity Type</b>		
<b>Official address</b>		
<b>Contact person</b>		
<b>Telephone number</b>		
<b>Fax number</b>		
<b>E-mail address</b>		
<b>Number of employees</b>		

1.10 Please outline the partners experience in projects of a similar nature, that could be beneficial to the proposed initiative

Name of Initiative	Initiative Description	Partners role in Initiative	Duration of Initiative

**2 AIMS AND OBJECTIVES:**

2.1 Provide a detailed description of your initiative by outlining its aims and objectives.

2.2 Formulate clear output/outcome indicators for each objective and result

<b>Objective</b>	<b>Indicator</b>	<b>Expected Output/Outcome</b>

2.3 Identify the needs or gaps to be addressed by your company through this application (problem statement).

2.4 Have the gaps ever been addressed before, and what was the outcome?

2.5 How long have the identified needs/gaps existed



**3 UNIQUENESS AND INNOVATION:**

3.1 Explain how the proposed initiative promotes innovation/is unique to warrant consideration for funding?

3.2 Is the proposed initiative patented or registered with a copyright body? If yes, evidence must be provided;

3.3 Have you done this initiative previously? If yes, please provide details.

**4 POLICY AND STRATEGIC ALIGNMENT :**

4.1 Is your proposal within a sector linked to the vision and mission of EDTEA?  
YES/NO. If yes, please state how.

4.2 How will your initiative will contribute to the objectives and the goals of the Department with regards to:

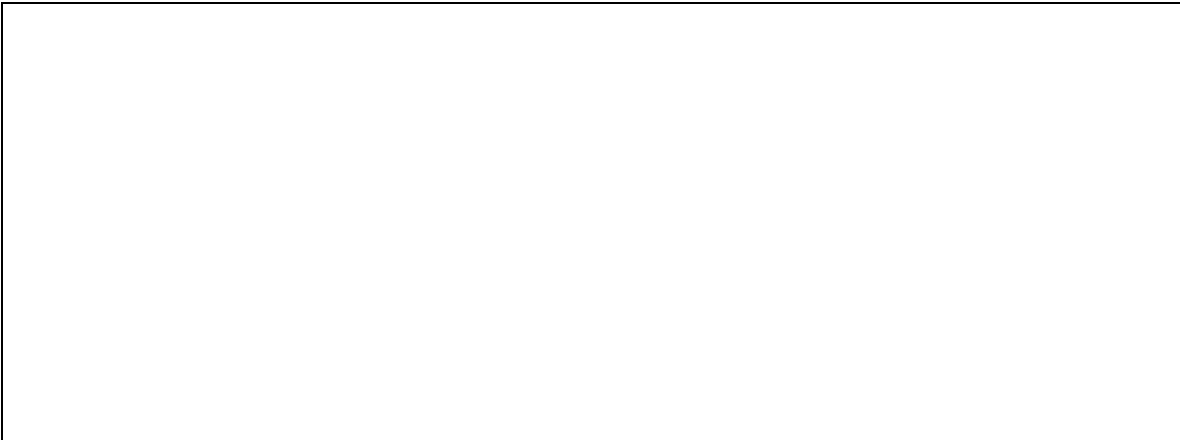
4.2.1 Economic development

4.2.2 Creation of sustainable jobs

#### 4.2.3 Economic transformation



#### 4.2.4 The empowerment of previously disadvantaged groups



#### 4.2.5 Value addition and beneficiation



**5 BENEFICIARIES :**

5.1 Who are the targeted stakeholders/beneficiaries/audiences for this initiative?

5.2 Will the proposed initiative achieve the following and if yes how?

5.2.1 Improve the quality of life of the target beneficiaries in terms of access to employment? Please fill in the table below to indicate how many jobs your initiative will create.

	<b>Number</b>	
	<b>To be Created</b>	<b>To be Preserved</b>
<b>Full-time jobs</b>		
<b>Part-time/temporary jobs</b>		
<b>Indirect jobs</b>		

5.2.2 Will your initiative result in training, mentorship or skills development for any beneficiaries?

5.2.3 Will your initiative result in increased competitiveness e.g. through increased output and value?

**6 FINANCIAL CAPACITY:**

Please ensure that the following documents are attached which are relevant to section 6:

- ✓ 1 year audited financial statement which includes the income statement, cash flow statement and balance sheet where applicable.
- ✓ Verifiable evidence of co-funding where applicable.
- ✓ Verifiable evidence of own contribution.

**7 METHODOLOGY:**

Please ensure that the following documents are attached which are relevant to section 7:

- ✓ The business plan including the budgeted/projected income statement, cash flow statement and balance sheet
- ✓ Legal supporting documentation for environmental authorisation, development and other approvals, where required

7.1 Provide detailed information on the expected timetable for the project/initiative. Break the initiative/project into phases, and provide a schedule for each phase. The Business/Project Plan must be attached to this application and must cover all aspects pertaining to the management of your initiative. You may utilise the table below or attach you own table where required.

	<b>Description of Work</b>	<b>Start and End Dates</b>
<b>Phase One</b>		
<b>Phase Two</b>		
<b>Phase Three</b>		

**Alternatively** a Gantt chart may be utilized for a more detailed project/initiative timetable: Please use this template as an example

ACTIVITY	IMPLEMENTATION TIME			RESPONSIBILITY
	Month 1	Month 2	Month 3	
1. Design and implement training program for project management	XXXXXXXX			Program Manager (PM)
1.1. Conduct needs assessment		XXXXXX		Consultant
1.2. Design training modules			XXXXX	Consultant
1.3. Conduct training			XXXXX	Consultant
2. Improve procedure for project management	XXXXXXXX	XXXXXX	XXXXX	Program Manager
2.1. Conduct management audit of current Procedures		XXXXXX		Consultant

7.2 What will be the duration of the initiative?

7.3 Have all the necessary legal requirements for the implementation of the project been met (environmental authorisation, development and other approvals)? If yes, provide the necessary supporting documents e.g. a copy of the Record of Decision from the Department of Economic Development, Tourism and Environmental Affairs or relevant Municipality approvals in your submission.

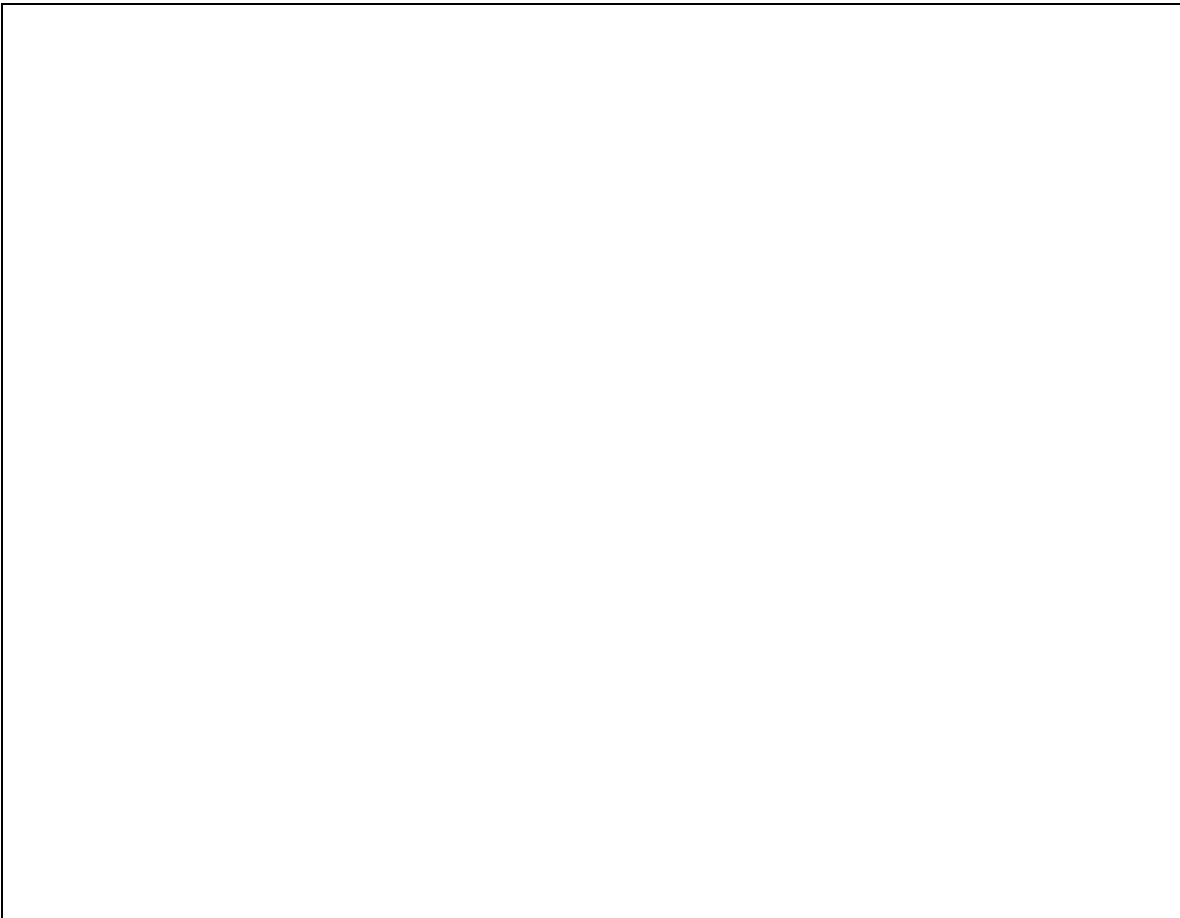
7.3.1 If no, please indicate what approvals are necessary and provide timeframes for obtaining such documents.



8.2.2 If no, provide an indication of the funders/financiers from whom you plan to secure the funds and the timeframes in which funds are likely to be secured?



8.3 What will be the impact of your initiative and the return on investment to EDTEA?





## 9 PROCUREMENT

9.1 Please indicate what goods or services will have to be procured on your project. Consider the main activities that you have listed in question 7.1 and complete the table below.

Activity	Items to be Procured	Estimated Value of Item	Quantity

9.2 Provide details on any insurance policy(ies) to be acquired in respect of the above

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## 10 RISK MANAGEMENT:

10.1 List the risks that might impact on the successful implementation of your initiative and indicate how you will manage these risks.

Risks	How the impact of this risk will be managed

**11 SUSTAINABILTY:**

11.1 Is it expected that this initiative will be a continuous or regular initiative going forward? If yes provide details.

11.2 How will the future initiatives be funded?

## 12 MOTIVATION

(Provide a motivation below, outlining why you deserve to be a beneficiary of the Operation Vula Fund)

**Important:** This application form must be accompanied by a **signed and dated** partnership statement from the **main applicant** and from **every partner**, in accordance with the model provided.

### 13 PARTNERSHIP STATEMENT (Relevant only to partnership proposals)

**Important:** This declaration must be provided by **each partner, including the applicant.**

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the initiative funded by the Department of Economic Development, Tourism and Environmental Affairs. To ensure that the action runs smoothly, the Department requires all partners (including the lead applicant that signs the contract) to acknowledge this by agreeing to the principles of good partnership practice as defined in the published guidelines.

#### ***Statement of partnership***

I have read and approved the contents of the proposal submitted to the Department of Economic Development, Tourism and Environmental Affairs. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Authorised Signature:	
Date and place:	

## 14. DECLARATION BY THE APPLICANT

Please note that this section must be signed by the duly authorised Accounting Officer of the applicant organisation.

### 14.1 The applicant declares that:

- The information submitted in terms of this form together with its attached annexures is true and correct;
- The information submitted in terms of this form together with its attached annexures is the current information as at date of signature hereof and confirm that incorrect or out-dated information may cause for disqualification of this proposal for consideration, and or possible cancellation of the contract that may be awarded on the basis of this application;
- It undertakes to comply with the principles of good partnership practice as published in the guidelines.
- It is directly responsible for the preparation and management of the action with its partners, and is not acting as an intermediary.
- Funding has not been received from any other sources for the same proposal and activities as those applied for currently, under the Operation Vula Fund.
- With the exception of public entities, the owners/directors/trustees/members of applying organisations are not employees of the state.
- I have read, understood and pledge to comply with the Procurement Guidelines attached.

I, the undersigned, and the person responsible for the proposal in the applicant organisation, certify that the information given in this Declaration is correct.

<b>Name:</b>	
<b>Position:</b>	
<b>Authorised Signature:</b>	
<b>Date:</b>	

15. CHECKLIST

PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE BEFORE SUBMITTING YOUR APPLICATION. PLEASE EXPLAIN THE REASONS IF YOU ARE UNABLE TO PROVIDE ANY OF THE INFORMATION LISTED BELOW. PLEASE NOTE THAT FAILURE TO PROVIDE THE NECESSARY INFORMATION OR PROVIDE AN ADEQUATE EXPLANATION MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED FOR FUNDING.	To be completed by the Applicant		If no, please state the reason (s)
	Yes	No	
<b>COMPULSORY DOCUMENTS FOR COMPLIANCE</b>			
1. The Tier 2-3 Application Form has been completed in English			
2. A company profile attached			
3. A comprehensive Business Plan or Project Plan for the initiative.			
4. One (1) year audited financial statements (income statement, cash flow statement and balance sheet) for the applicant where applicable			
5. Projected/Budgeted financial statements (income statement, cash flow statement and balance sheet) for the applicant where applicable			
6. Curriculum vitae of all the key personnel involved in initiative attached			
7. Statement of partnership (if applicable)			
8. Unemployment Insurance Fund (UIF) Certification (if applicable)			
9. Verifiable evidence of co-funding where applicable.			
10. Verifiable evidence of own contribution			
11. Legal supporting documentation for environmental authorisation, development and other approvals, where required.			
12. One original and 3 copies of the application form are included			
13. Statement of partnership where applicable			
14. Applicant's and Partners' valid registration documents, statutes or articles of association are included (no older than 12 months)			
15. BEE Certificate for applicants and partners where applicable			
16. Declaration by Applicant completed and signed			
17. Declaration of Interest form completed and signed			
18. Evidence of Tax Compliance			
19. Registration on the Central Supplier Database			
20. Evidence of registered copyright or patents over the initiative/concept			
21. Documented proof of insurance of assets			
22. A signed 'Partnership Agreement' clearly setting out the details of the partnership, the contributions from each partner; the nature and size of benefits to each partner, the responsibilities of each partner and the percentage shareholding that each partner will enjoy in the new event.			
23. Any other documentation that would assist in motivating your application, and assist the Funding Adjudication Panel in assessing its feasibility and sustainability are annexed ( <b>Please state these below</b> )			