



Discretionary Project Grant (DPG) Requirements 2021 /2022 Internship Programmes

Closing date: 15 December 2021 at 16:00

Name of Programme	Please tick the programme you are applying for:
Technical and Vocational, Education and Training Work-based experience (TVET WBE) programme	
Higher Education and Training (HET) work programme	
National Senior Certificate (NSC) work programme	
Work Integrated Learning (WIL) work Programme	

Name of NGOs/NPOs/CBOs:

Name of Person Completing this application:

Designation within the NGOs/NPOs/CBOs:

Postal address:

Street address:

Telephone number: Code ____ Number

Cellular number:

Facsimile number: Code ____ Number

E-Mail address:

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname

Telephone number: Code ____ Number

Cellular number:

e-Mail address:

1. COMPLIANCE REQUIREMENTS

1.1. As a public entity, Fasset has both the obligation and the responsibility to ensure that it spends the public money, with which it is entrusted in a manner that meets governments requirements. Consequently, Grant Applicants are required to adhere to the compliance requirements as listed in this section.

1.1.1 All grant applicants are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 (No 12 of 2004) and any other applicable act.

1.1.2 All grant applicants must provide proof of registration as the NGO/NPO with CIPC.

1.1.3 All grant applicants are to provide SARS Registration and/or Income Tax Exemption in terms of section 10(1)(cN) of the Income Tax Act.

INDEPENDENT GRANT SUBMISSION

1.2. Grant applicants must complete and sign the Certificate of Independent Grant Submission and Declaration of interest, which can be found in Annexure A and Annexure B of the form. The signed Annexures serve as mandatory documents that must be included in the grant submission. The purpose of the certificate is to prevent potential collusion amongst applicants.

SUBMISSION OF APPLICATIONS

1.3. All applications must be submitted to the following e-mail address: dq@fasset.org.za. It must be noted that FASSET will not accept any physical submissions.

1.3.1. The submission due date is **Wednesday, 15 December 2021 at 16:00**

1.3.2. Grant applications received by FASSET after the closing date shall not be considered.

1.3.3. Applications must ensure that submitted documents are not corrupted and the link provided doesn't expire within six months.

1.3.4. FASSET will take no responsibility for expired link and corrupt files submitted,

2. GRANT CRITERIA (Terms of Reference)

The grant criteria should *please* be read *carefully* and adhered to minimize grant queries. The following criteria are applicable to this grant:

DESCRIPTION: FASSET has four (4) internship programmes as indicated below with different criteria's:

2.1. TVET workplace-based

The programme is designed for Learners who successfully complete N6 theory in business studies and are eligible to achieve the National N Diploma at NQF level 6, upon completion of 18 months' relevant work experience.

2.2. HET Work Programme

The programme is designed for unemployed university graduates from the **rural areas** who will be placed for a minimum of 12 months at any Fasset employer or public sector institution (national, provisional, local government, public entity) following a work readiness training

intervention.

2.3. NSC Work Programme

The programme is designed for unemployed matriculants from the **rural areas** who will be placed for a minimum of 12 months at any Fasset employer or public sector institution (national, provisional, local government, public entity) following a work readiness training intervention.

2.4. Work- Integrated Learning (WIL)

The programme is designed for programme for unemployed learners who will be placed for a minimum of 12 months at a Fasset employer or public sector institution (national, provisional, local government, public entity) in order to complete the requirements of a HET qualification.

The programme seeks to target and benefit beneficiaries as follows: **at least 85% Blacks, 54% women and 4% disabled.**

3. OVERALL OBJECTIVES AND SCOPE

- 3.1.1. FASSET requires the services of NGOs/NPOs/CBOs to assist with placing learners on one of the aforementioned programmes
- 3.1.2. Fasset will also consider entering into collaborations/ strategic partnerships through Memorandum of Understanding (MoUs) for a period not exceeding 5 years.
- 3.1.3. The programmes have the following durations:
 - TVET WBE 18 months
 - HET 12 months
 - NSC 12 months
 - WIL 12 months
- 3.1.4. Funding will be capped as follows:
 - TVET WBE R82 500.00 cost per learner
 - HET work programme R80 000.00 per learner = R60 000 + R20 000 Work readiness of which R10 000 will be provided towards the work readiness training, and R10 000 will be provided towards the work readiness training by a FASSET appointed service provider to train on digitally related skills.
 - NSC work programme R62 000 per learner = stipend 42 000 + R20 000 Work readiness of which R10 000 will be provided towards the work readiness training, and R10 000 will be provided towards the work readiness training by a FASSET appointed service provider to train on digitally related skills.
 - WIL work programme R62 000. Per learner. An amount of R20 000 towards the work skills component, will be broken down as follows: R10 000 will be provided to the employer for work readiness training, and R10 000 will be provided to a FASSET appointed service provider to train on digitally related skills.
 - An administration costs and project managements costs to be utilized in the programme will be capped at 7,5% of the contractual value in line with the SETA grants regulations.

Note: Consideration will be given towards additional costs such as contributions to UIF as the stipend does not include such.

3.1.5. NGOs/NPOs/CBOs are expected to place the unemployed learners in the order of importance as below:

- Small companies
- Non levy paying companies registered with FASSET
- Medium companies
- Any Public sector institutions (national, provincial, local government, public entity)
- Any organization willing host the learner

3.1.6. For TVET WBE only learners who have completed N6 theory in a Public TVET College in one of the below specialisations will be considered:

- Financial Management;
- Business Management;
- Marketing Management;
- HR Management; and
- Management Assistant

3.2. Project Requirements

3.2.1. Grant applicants must ensure that they provide proposal which contains the following at a minimum:

3.2.1.1. **Project Implementation Plan:** Provide a comprehensive project plan, for approval by Fasset (Refer to Functionality measurement for guidance).

3.2.1.2. **Marketing Plan:** Grant applicants must provide a plan of how they intend to market the project. All marketing material and interventions must bear the Fasset logo and must be submitted to Fasset for approval prior to being implemented.

3.2.1.3. Experience of the grant applicant (NGO/NPO/CBO) (Refer to functionality measurement for guidance)

3.2.1.4. Experience of the team (Refer to functionality measurement for guidance)

3.2.2 Grant applicants will be required to present information on a monthly and/or quarterly basis, as per the Department of Higher Education and Training (DHET) and Fasset requirements for payment purposes. The required information includes but is not limited to:

- Copies of learners' agreements;
- Certified copies of ID of the participants
- Close-out report of the training programme

4. EVALUATION PROCESS

3.1 DETERMINATION OF SCORE FOR FUNCTIONALITY AND GRANT ADJUDICATION

All grant applications that receive a functionality score of more than 70% will be put forward to the Discretionary Project Grants Committee for the adjudication on whether to recommend the grant for approval or rejection.

Should a grant applicant receive a functionality score between 51% and 69%, Fasset might engage with the applicant on the grant application.

All grant applications that receive a functionality score of more than 70% will be recommended for adjudication.

Functionality Determinants		Scoring										
Total Points		100										
1	Experience of the grant applicant	40										
	<i>Demonstrate the minimum experience of 5 years in the placement of unemployed learners from rural areas and managing the project of this nature</i>											
	<table border="1"> <thead> <tr> <th>Scoring Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Grant applicant has demonstrated a minimum of 5 years and above experience in the placement of unemployed learners from rural areas and the project of this nature.</td> <td>5</td> </tr> <tr> <td>Grant applicant has demonstrated a minimum of 3 to 5 years' experience in the placement of unemployed learners from rural areas and project of this nature.</td> <td>3</td> </tr> <tr> <td>Grant applicant has demonstrated a minimum of 1 to 2 years' experience in the placement of unemployed learners from rural areas and project of this nature.</td> <td>1</td> </tr> <tr> <td>Grant applicant has demonstrated zero experience in in the placement of unemployed learners from rural areas and project of this nature.</td> <td>0</td> </tr> </tbody> </table>	Scoring Criteria	Points	Grant applicant has demonstrated a minimum of 5 years and above experience in the placement of unemployed learners from rural areas and the project of this nature.	5	Grant applicant has demonstrated a minimum of 3 to 5 years' experience in the placement of unemployed learners from rural areas and project of this nature.	3	Grant applicant has demonstrated a minimum of 1 to 2 years' experience in the placement of unemployed learners from rural areas and project of this nature.	1	Grant applicant has demonstrated zero experience in in the placement of unemployed learners from rural areas and project of this nature.	0	
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2	Project Implementation Plan	40										
	<p>Present a comprehensive project plan detailing how the project will be implemented. The plan should among other things address the following:</p> <p>2.1.1 Recruitment of unemployed learners from the rural areas</p> <p>2.1.2 Provide details as to any similar past projects implemented.</p> <p>2.1.3 Comprehensive Project Implementation Plan. Ensure that the project plan includes regular reporting to Fasset on project progress.</p>											
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Grant applicant has submitted the project implementation plan that does not address any of the above.	0											
3	Experience of the Project Team	20										
	<p>Grant applicants must demonstrate that the project team have appropriate and relevant experience, and the project team is 100% constituted by African Blacks.</p> <p>Note: Please provide in the brief Resumé/ CVs of the project team only the following:</p> <p>3.1 Only experience that is relevant to the project of placing unemployed learners.</p> <p>3.2 Minimum of 2 Year of relevant experience</p> <p>3.3 Any other relevant information.</p> <p>Resumes must be limited to 3 pages.</p> <p>The proportion of the team should comprise at a minimum:</p> <p>Support staff – minimum of 1 :50 ratio</p> <p>Project management – minimum of 1:50 ratio</p>											

Scoring Criteria	Points
The team proposed have the appropriate and relevant experience with 100% of the Resume or CVs submitted demonstrating such AND the team is 100% made up of African Blacks.	5
Some of the team proposed indicate appropriate and relevant experience i.e., more than 50% but less than 100% of the CV's submitted demonstrating appropriate and relevant experience AND the team is 100% made up of African Blacks.	3
<p>The team proposed have the appropriate and relevant experience i.e., 100% of the Resume or CVs submitted demonstrating appropriate and relevant experience AND the team is not 100% made up of African Blacks.</p> <p>OR</p> <p>Less than 50% of the team have the required experience and relevant experience AND the team is 100% made up of African Blacks.</p>	2
Some of the team proposed indicate appropriate and relevant experience i.e., more than 50% but less than 100% of the CV's submitted demonstrating the appropriate and relevant experience AND the team is not 100% made up of African Blacks.	1
<p>Less than 50% of the team have the required appropriate and relevant experience AND the team is not 100% made up of African Blacks.</p> <p>OR</p> <p>No relevant experience indicated in the CVs of proposed team.</p>	0

NOTE: Pricing schedule with clear breakdown of each cost item. Fasset reserves the right to query a pricing schedule as part of the evaluation process.

The Skills development priorities specifically targeting transformation groups including Blacks, women, and people with disabilities. To ensure alignment with national imperatives and key stakeholders, Fasset will adopt DHET's criteria regarding the beneficiaries of its programmes to benefit being **at least 85% Blacks, 54% women and 4% disabled.**

5. ANNEXURE A: CERTIFICATE OF INDEPENDENT GRANT SUBMISSION

I, _____ the undersigned, in submitting the

Discretionary Project Grant Application

for _____, do hereby make the following

statements that I certify to be true and complete in every respect.

I, certify that on behalf of:

Name of Grant Applicant:

-
1. I have read and understood the contents of this Certificate of Independent Grant Submission (Certificate).
 2. I understand that the accompanying Discretionary Project Grant Application (Grant Application) will be rejected if this certificate is found not to be true and complete in every respect.
 3. I am authorized by the Grant Applicant to sign this Certificate and to submit the accompanying Grant Application on behalf of the Grant Applicant.
 4. Each person whose signature appears on the accompanying Grant Application has been authorised by the Grant Applicant to determine the terms of and to sign the Grant Application on behalf of the Grant Applicant.
 5. For the purposes of this Certificate and the accompanying Grant Application, I understand the word "competitor" shall include an individual or organisation, other than the Grant Applicant, whether or not affiliated with the Grant Applicant, who:
 - 5.1.1. Has been requested to submit a Grant Application;
 - 5.1.2. Could potentially submit a Grant Application based on their qualifications, abilities or experience;
and
 - 5.1.3. Provides the same services as the Grant Applicant and/or is in the same line of business as The Grant Applicant.
 6. The Grant Applicant has arrived at the accompanying Grant Application submission independently from and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive.
 7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation,

communication agreement or arrangement with any competitor regarding:

- 7.1. Prices;
- 7.2. Geographical area where the service will be rendered (market allocation);
- 7.3. Methods, factors or formulas used to calculate prices;
- 7.4. The intention or decision to submit, or not submit, a Grant Application;
- 7.5. The submission of a Grant Application does not meet the specification and condition of the Grant Application Requirements; or
- 7.6. Submitting a Grant Application with the intention not to have the grant approved.

¹ Joint Venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 8. In addition, there have been no consultations, communications, agreements or arrangement with any competitor regarding the quality, quantity, specification and conditions or delivery particulars of the services to which this Grant Application relates.
- 9. The terms of the accompanying Grant Application have not been and will not be disclosed by the Grant Applicant, directly or indirectly, to any competitor, prior to the date and time of the Grant Application opening or of the contract being awarded.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Discretionary Project Grants and their related contracts, that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, No 89 of 1998 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004 or any other applicable legislation.

Signature of Grant Applicant

Date

Position

Name of Grant Applicant

Name of Signatory

6. ANNEXURE B: DECLARATION OF INTEREST

DECLARATION OF INTEREST

11. Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this grant (includes an advertised competitive grant application, competitive bid, limited bid or proposal or a written price quotation).
12. In view of possible allegations of favoritism, should the resulting grant application, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the grant applicant or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where:

12.1. The grant applicant is employed by the State; and/or

12.2. The grant applicant is a Board member of Fasset and/or

12.3. The legal person on whose behalf the grant application is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

13. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1.1 Full Name of grant applicant or his or her representative:

3.1.2 Identity Number:

3.1.3 Position occupied in the Company (director, trustee, shareholder², member, etc):

3.1.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

3.1.5 Tax Reference Number:

¹ "State" means

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

(f) Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

3.1.6 VAT Registration Number:

3.1.7 The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ PERSAL numbers must be indicated below:

3.2 Are you or any person connected with this grant application presently employed by the state?

Yes	
No	

3.2.1 If "Yes" was indicated, please furnish the following particulars:

3.2.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.2.1.2 Name of State institution at which you or the person connected to the grant application is employed:

3.2.1.3 Position occupied in the State institution:

3.2.1.4 Any other particulars?

3.3 If you are presently employed by the state, did you obtain the appropriate authorisation to undertake remunerative work outside employment in the public sector?

Yes	
No	

3.3.1 If "Yes" was indicated, was proof of such authorization attached to the grant application

Yes	
No	

(Note: Failure to submit proof of such authorization, where applicable, may result in the disqualification of the grant application).

3.3.2 If "No" was indicated, please furnish reasons for non-submission of authorization.

3.4 Did you or your spouse, or any of the company's directors/trustees/ shareholders/ members or

their spouses conduct business with the State in the previous twelve (12) months?

Yes	
No	

3.4.1 If "Yes" was indicated, please furnish the following particulars:

3.4.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.4.1.2 Name of State institution at which you or the person connected to the grant application conducted business:

3.4.1.3 Any other particulars?

3.5 Do you, or any person connected with the grant application, have any relationship (family, friend, other) with a person employed by the State (Pty) Ltd and who may be involved with the evaluation and or adjudication of this grant application?

Yes	
No	

3.5.1 If "Yes" was indicated, please furnish the following particulars:

3.5.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.5.1.2 Any other particulars?

3.6 Are you, or any person connected with the grant application, aware of any relationship (family, friend, other) between any other grant application and any person employed by the State who may be involved with the evaluation and or adjudication of this grant application?

Yes	
No	

3.6.1 If "Yes" was indicated, please furnish the following particulars:

3.6.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.6.1.2 Any other particulars?

3.7 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

Yes	
No	

3.7.1 If "Yes" was indicated, please furnish the following particulars:

3.7.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.7.1.2 Any other particulars?

14. Please complete the table below with the full details of directors/ trustees/ members/ shareholders. (Public Entities are excepted)

Full Name	Identity Number	Personal Income Tax Reference No	State Employee Number/ PERSAL Number

DECLARATION

I, the undersigned (full name) _____
 certify that the information furnished above is correct. I accept that Fasset may reject the Grant Application or act against me should this declaration prove to be false.

Name of Grant Applicant

Signature

Position of Grant Applicant within Organisation

Date