



**Western Cape  
Government**

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# **Department of Economic Development and Tourism**

**SMME Booster Fund 2022**

**How to Apply**

**How to navigate the technical requirements for applying to the Business Development Support,  
Access to Market or Infrastructure Support programmes**

This document is intended to help guide you in using the online application system to apply to the three categories of support offered by the SMME Booster fund 2021. Please note that the application process is online process, and all relevant documentation needs to be uploaded while completing the online application process.

Before you commence with the application process, please familiarise yourself with the application requirements as outlined in the respective Application Guidelines.

The guidelines can be accessed via the DEDAT homepage <https://www.westerncape.gov.za/dept/edat> and navigating to the SMME Booster Fund 2022 section.

**Compatibility**

The online application system is **only** compatible with the following internet browsers

Microsoft Edge	Google Chrome
	

It is however recommended to use the latest version of Google Chrome. If you do not have Google Chrome installed on your compute, you can follow the link to Google's "how to instal Chrome" page and download it from there.

<https://support.google.com/chrome/answer/95346?co=GENIE.Platform%3DDesktop&hl=en>

**Uploading of Documentation**

The application process will require you to upload a number of documents to substantiate your application. The onus will be on you to ensure that the documentation can be opened and viewed by the adjudicators.

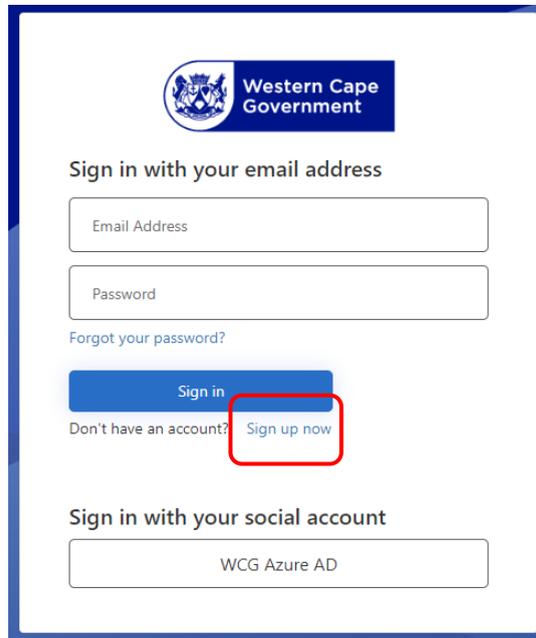
Please ensure that all uploaded documents are in one of the following file formats

- PDF** - Portable Document Format
- JPEG/JPG** - Joint Photographic Experts Group
- PNG** - Portable Network Graphics

The maximum file size for uploading of documents is 20 megabytes (20MB).

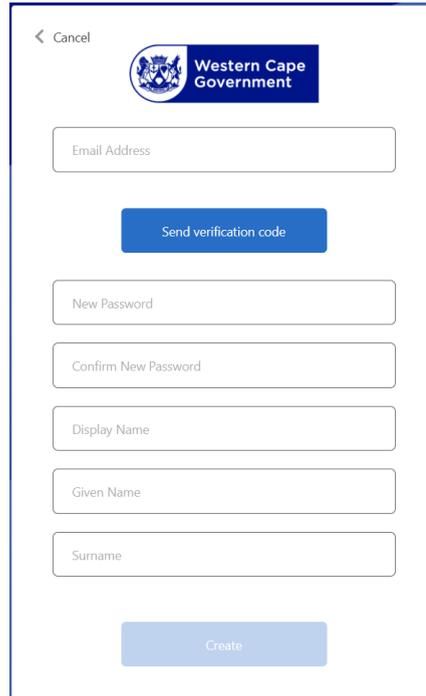
## Creating an Account and accessing the Application Form

The application system as developed by the Western Cape Government will require you to create an online profile before you will be able to access the application system. After you have accessed the link, you can create an account via clicking on the "Sign up now" link



The image shows a login and sign-up interface for the Western Cape Government. At the top left is the Western Cape Government logo. Below it, the text "Sign in with your email address" is displayed. There are two input fields: "Email Address" and "Password". Below the password field is a link "Forgot your password?". A blue "Sign in" button is present. Below the button, the text "Don't have an account?" is followed by a "Sign up now" link, which is highlighted with a red square. Below this, the text "Sign in with your social account" is displayed, followed by a "WCG Azure AD" button.

To create an account, you will be required to enter a valid email address.



The image shows the account creation screen for the Western Cape Government. At the top left is a "Cancel" link. Below it is the Western Cape Government logo. There is an "Email Address" input field. Below it is a blue "Send verification code" button. Below that are three input fields: "New Password", "Confirm New Password", and "Display Name". Below these are two more input fields: "Given Name" and "Surname". At the bottom is a light blue "Create" button.

A one-time verification code will be sent to the email address provided which you will use to verify the account. This is a safety feature intended to ensure only you will be able to access the information provided. All information stored on your account will be done in accordance with the Protection of Public information Act (POPIA).

If you have any questions or concerns, please feel free to peruse the Western Cape Government's Digital Privacy Policy

<https://www.westerncape.gov.za/privacy>

Once you have logged in, you will be able to see the available programmes that you can apply for.

	Funding Template	Name	Description	Opening Date for Applications	Closing Date for Applications	Status	Actions
1	Booster Fund Template	SMME Booster Fund 2022	A fund that supports organisations and municipalities that implements projects and programmes that supports Western Cape based SMMEs	2022-05-06 08:00:00	2022-07-31 17:00:00	Open	<a href="#">Apply Here</a>

Clicking on “Apply Here” in the SMME Booster Fund 2022 row, this will navigate you to the application form where you will be able to apply for one of the three categories of support offered.

## **Application System Mechanics**

The first action required will be for you to select which category you will be applying for using the dropdown selector

**NEW FUNDING APPLICATION**

Clear Messages Save Submit Go Back

**Application Selection**

Dear Sir / Madam

Thank you for your interest in the SMME Booster Fund 2021 (the Programme). Please note that application to the Programme requires the following:

- i. Completed application details contained on this form
- ii. Uploading of all relevant supporting documents

To complete the application details, please select the relevant application category below.

Application Category\*

- Business Development Support
- Access to Market

Clear Messages Save Submit Go Back

Once you have selected a category, the application tabs will load where you will be inputting the relevant information.

**EDIT FUNDING APPLICATION - APP/JVO3GVO4HPZ**

CREATED BY: AQEEB MAJIET CREATED DATE: 2022-05-16 MODIFIED BY: AQEEB MAJIET MODIFIED DATE: 2022-05-16

Clear Messages Save Submit Go Back

**Application Selection** Information Organisational Profile Project Description Project Impact Monitoring and Evaluation

Budget Cashflow Implementation Timelines Declaration

Dear Sir / Madam

Thank you for your interest in the SMME Booster Fund 2021 (the Programme). Please note that application to the Programme requires the following:

- i. Completed application details contained on this form
- ii. Uploading of all relevant supporting documents

To complete the application details, please select the relevant application category below.

Application Category\*

There are three automated systems in the application process where you will input the project timeframe and expenditure information into.

Please ensure that the information you input into these three sections corresponds with each other and the budget information as inputted under the “Application Information” in the “Information” tab. If the information does not correspond, the system will be unable to validate it and you will not be able to submit your application.

**Refer to the example below**

The information as captured under the “Application Information” section.

Application Information	
Full project budget (R)*	2,200,000
Funding required from DEDAT (R)*	2,000,000
Value of own contribution (R)*	200,000

**Uploading of Documents**

Before you can commence uploading a document (as required under the Project Information section for example), the system first requires you to save your progress.

Please upload the ID of signatory\*  
Please click save in order to upload document(s)

+ Browse    Upload

Document Name	Document Type	Uploaded Date
There are no documents uploaded.		

**Project Budget**

In the “Budget” tab you will have to account for the entire project budget. This includes the funding requested for the department along with all other funding – in the example it will have to come to a total of R2,200,000

Under the “Budget Item” column, you will have to indicate all the items you will have expenditure against.

**Note:** Each block must contain a value, if there is no amount allocated to the item, please enter a “0”

Application Selection	Information	Organisational Profile	Project Description	Project Impact
Monitoring and Evaluation	<b>Budget</b>	Cashflow	Implementation Timelines	Declaration

Provide a project budget which clearly shows the funding required from the Department, your own funding contribution, as well as funding from other organisations (where applicable).

Budget Item	Budget Item Description	FUNDING SOURCE			Total Project Funding	
		DEDAT Funding	Own Funding	Other Funding		
Things	Description of the Things	R800,000	R0	R0	R800,000	
Stuff	Description of the Stuff	R1,000,000	R100,000	R0	R1,100,000	
Things and Stuff	Description of the various Things and Stuff	R100,000	R0	R0	R100,000	
More Things	Another description of the Tings	R100,000	R0	R100,000	R200,000	
<a href="#">+ Add Row</a>		<b>R2,000,000</b>	<b>R100,000</b>	<b>R100,000</b>	<b>R2,200,000</b>	

Note the funding requested from DEDAT amounts to R2,000,000 whilst the combined total of the “Own Funding” and “Other Funding” amounts to R200,000. The Value of own contribution and the amount requested from DEDAT is thus in line with the amount captured in the application information section.

## Project Cashflow

In the “Cashflow” tab you will indicate the expenditure timeframe by which you will be expending the DEADT portion of the funding. In the Example, it is **only** the R2,000,000 you are applying for from DEDAT.

**Note:** Each block must conation a value, if there is no amount allocated to the item, please enter a “0”

Application Selection	Information	Organisational Profile	Project Description	Project Impact	Monitoring and Evaluation	Budget
Cashflow	Implementation Timelines	Declaration				

Provide an activity-based cash flow detailing all activities (items) that will be funded by the Department.

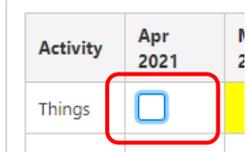
Project Item	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Total	
Things	R	R200,000	R0	R200,000	R0	R200,000	R0	R200,000	R0	R0	R0	R0	R800,000	
Stuff	R0	R0	R800,000	R0	R0	R0	R0	R0	R200,000	R0	R0	R0	R1,000,000	
Things and Stuff	R10,000	R10,000	R10,000	R10,000	R10,000	R10,000	R10,000	R10,000	R10,000	R0	R0	R10,000	R100,000	
More Things	R0	R0	R0	R0	R0	R100,000	R0	R0	R0	R0	R0	R0	R100,000	
<a href="#">+ Add Row</a>	<b>R10,000</b>	<b>R210,000</b>	<b>R810,000</b>	<b>R210,000</b>	<b>R10,000</b>	<b>R310,000</b>	<b>R10,000</b>	<b>R210,000</b>	<b>R210,000</b>	<b>R0</b>	<b>R0</b>	<b>R10,000</b>	<b>R2,000,000</b>	

Note that the values captured in the total column align with the DEDAT funding column as captured in the “Budget” tab and that all items listed in the budget are represented.

## Implementation Time Frame

The implementation timeframe provides guide to when all aspects of the project will be implemented. All aspects of the project implementation need to be captured here irrespective if there is a budgetary amount linked to it or not.

Insert the activity name in the right-hand column. To indicate when the activity is taking place, click in the corresponding block, this will load a selector block.

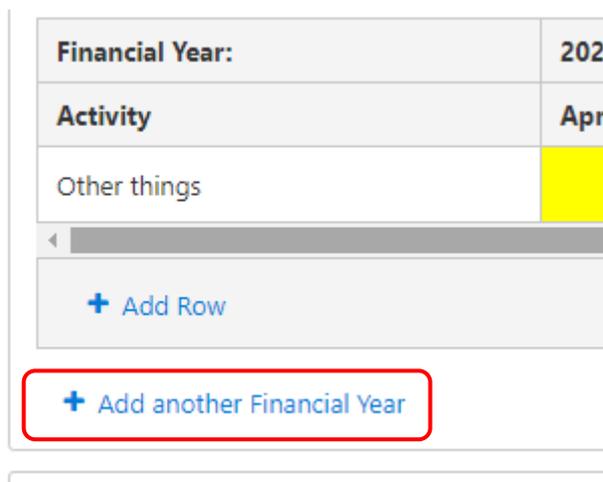


Clicking in the block will select it and turn it yellow indicating that the "Activity" will be taking place in the month selected. Below is a completed example

Activity	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022
Things	<input type="checkbox"/>											
Stuff												
Things and Stuff												
Free Activity												
More Things												
Some Planning thing												

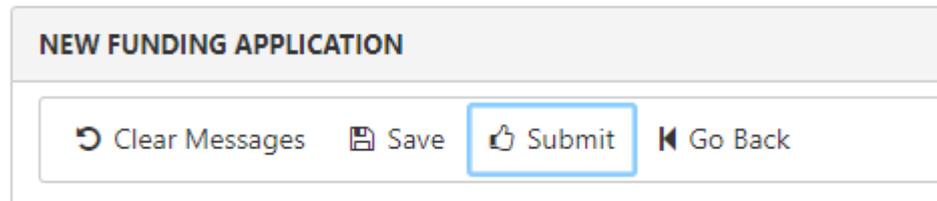
If your project spans more than one financial year, you are able to indicate this by adding an additional timeline linked to the second financial year of implementation – do note that our financial year runs from April to March.

To add an additional year, click the "Add another Financial Year" button at the bottom left corner of the Implementation Timeline tab

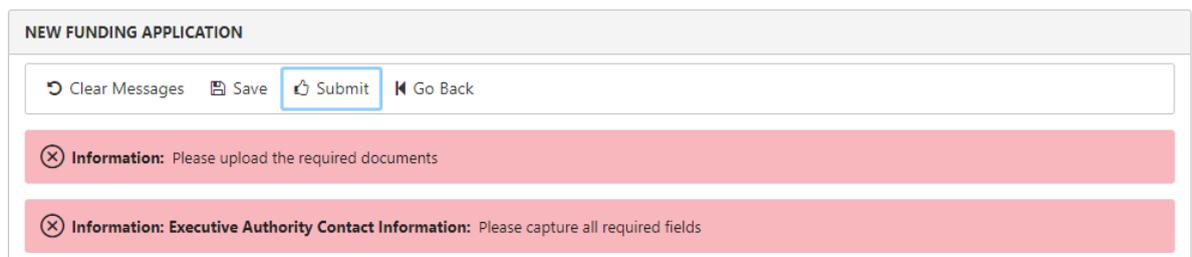


## Validating and Submitting

The DEDAT application system uses an auto-validation that ensures that all information is inputted and in the correct format before you are able to submit your application. Once you have completed the application form, it is advised that you save one last time before clicking on the submit button



If the system picks up any incorrect or missing information, you will be notified with an onscreen message indicating the section and missing or incorrect information.



Once you have submitted your application, you will receive a notification that the application has been submitted. You will also be able to view the application from your profile page. Once the applications have been adjudicated you will be informed as to the success of the application.

For any further assistance please email the DEDAT Booster Enquiries line at

[DEDAT.BoosterEnquiries@westerncape.gov.za](mailto:DEDAT.BoosterEnquiries@westerncape.gov.za)