Department of Economic Development and Tourism

SMME Booster Fund 2021

APPLICATION GUIDELINE

CATEGORY: INFRASTRUCTURE SUPPORT

(this document is not for completion and is merely a guideline to assist in the completion of the online application. Only online applications will be accepted)

Dear Sir / Madam

Thank you for your interest in the SMME Booster Fund 2021 (the Fund). Please note that application to the Fund is a two-step process:

i.   Complete the application detail online; and

ii.   Upload the required supporting documents and annexures.

To apply to the Infrastructure Support category, complete the online application form which can be accessed on the Department's website and select the relevant category.

Please be reminded that the supporting documents as listed in **section C** below are all compulsory.

Failure to upload any of the required documents will result in your application not being considered. Please note that the Department is unable to notify you should you not have submitted all the required information. The onus is on the organisation applying to the Fund to ensure that all the required documents are timeously submitted.

The uploading of the incorrect documents, illegible documents or corrupt (documents that cannot be opened) documents will result in your application not being considered.

It is advisable that all documents to be submitted are in pdf (or similar) format.

The online application system will shut down at 24h00 on the closing date and will not allow application information to be captured or supporting documents to be uploaded, thereafter.

All successful applicants will be expected to sign a formal agreement prior to the disbursement of the funds.

Application form for the Infrastructure Support category

A.   Purpose of the Fund

The SMME Booster Fund 2021 seeks to enhance and/or expand **new or existing** business infrastructure projects, implemented by municipalities in the Western Cape, that has a direct and immediate impact on SMME development.

The Fund will support projects implemented by municipalities that supports Small, Medium and Micro Enterprises (SMMEs) based in the Western Cape.

B.   Information

Contact information of the Accounting Officer (person signing the agreement on behalf of the municipality)	
Title	
Name(s)	
Surname	
Designation	
Cellular number	
Email	
Contact information of the assigned Project Manager	
Title	
Name(s)	
Surname	
Designation	
Cellular number	
Email	

Organisational information				
Name of the municipality				
Physical address			Code	
Postal address			Code	

Application information				
Full project budget (R)				
Funding required from DEDAT (R)				
Value of own contribution (R)				

Please indicate how you heard about the Fund	Facebook		Twitter		Radio		Word of mouth	
	Newspaper		Email communication					
	Other – please specify							

C.   Compulsory supporting documents

	Application documentation checklist	YES	NO
1	AUDITED ANNUAL FINANCIAL STATEMENTS FOR THE TWO MOST RECENT YEARS		
2	AUDIT REPORT FOR THE TWO MOST RECENT YEARS		
3	SIGNED LETTER FROM THE ACCOUNTING OFFICER CONTAINING - CONFIRMATION OF VALUE OF FUNDING ALLOCATION FOR THE PROJECT - CONFIRMATION OF VALUE OF FUNDING ALLOCATION FROM THIRD PARTY WHERE APPLICABLE		

D.   PROPOSAL INFORMATION

Please complete **all** the sections below. Please be reminded that where annexures are required, it must be uploaded.

The information requested below will be used during the evaluation of your proposal. Failure to fully complete **all** the sections below will result in your application **not being considered**.

DESCRIPTION OF THE PROJECT

Describe the project and highlight the key elements thereof:

- What type of infrastructure project is being developed / enhanced?

- What is the status of the implementation to date (including all municipal approvals secured)?

- How will the funding applied for improve, enhance and/or expand the project?

- What type of support will be given to the businesses benefitting from the infrastructure?

- How many businesses will be supported through the intervention?

- How many jobs is expected to be created/sustained through this intervention?

- Provide an indication as to how these jobs will be created / sustained

- Identify the designated sector grouping of SMMEs that will be supported (women, youth, persons living with disabilities, township/rural based) if applicable.

PROJECT IMPACT

- Where application is made for an existing project, how many businesses are currently accommodated in the existing infrastructure?

- Where application is made for a new project, how many businesses will be accommodated in the new infrastructure?

- Where application is made for an existing project, how many jobs have been created since the inception of the project?

- Where application is made for a new project, how many jobs will be created?

- What other benefits are envisaged for the beneficiaries of the project? This must be substantiated.

- Provide three success stories of businesses (one success story per business) you have assisted over the past year linked to the project you are seeking assistance for or similar initiatives implemented by your organisation. The information for each of the three success stories must as a minimum, include the following:

  - name of the business

  - contact details of the business (contact person, address, email, landline, and cellular number)

  - description of the intervention executed (assistance provided to the business)

  - growth statistics of the business supported such as

    - increase in employment

    - % business turnover improvement

    - improved competitiveness

    - commercialisation of products

    - increase in number of new customers / market segments

    - improved operational efficiencies

    - other success metrices

  This information must be captured in the online application from.

MONITORING AND EVALUATION

- How is the project monitored by the organisation?

- How are beneficiaries of the project monitored?

- How often are beneficiaries monitored?

- What measurement metrices are used to measure the performance of the project beneficiaries?

BUDGET

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). The illustration below is an **example**.

Budget item	Budget item description	Funding Source			Total project funding
		DEDAT funding	**Own funding**	**Other funding**	
Supply and fit of ablution facilities	A service provider will be appointed to supply and fit the taps, basins, and toilets	R250 000,00	R250 000,00	R0,00	R500 000,00
Installation of wireless internet	The site will have a dedicated fibre connection with a wireless router	R0	R200 000,00		R200 000, 00
Installation of a signage	All users at the trading site will	R30 000,00	R0,00	R0,00	R30 000,00
Rebranding and website package	Each beneficiary will receive rebranding of their current corporate image and a new website with commercial capabilities	R250 000, 00	R100 000, 00	R0, 00	R350 000, 00
		R530 000,00	**R550 000,00**	**R0,00**	**R1 080 000,00**

This information must be captured in the table provided in the online application from.

CASHFLOW

Provide an activity-based cash flow detailing all activities (items) that will be funded by the Department. Cash flow projections not to go beyond January 2022. The illustration below is an **example**.

Project item	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Total
Supply and fit of ablution facilities – DEDAT funding	R0	R0	R0	R0	R0	R250 000	R0	R0	R250 000
Supply and fit of ablution facilities – own funding	R0	R0	R250 000	R0	R0	R0	R0	R0	R250 000
Procurement of wireless routers – own funding	R0	R0	R0	R0	R0	R200 000	R0	R0	R200 000
Installation of wireless routers – DEDAT funding	R0	R0	R0	R0	R0	R0	R	R300 000	R300 000
Total	**R0**	**R0**	**R250 000**	**R0**	**R0**	**R450 000**	**R0**	**R300 000**	**R1 000 000**

This information must be captured in the table provided in the online application from.

IMPLEMENTATION TIMELINES

Provide a project implementation plan (see example below) or Gantt Chart which details all project activities. Please note that should your application be successful; the agreed implementation plan will become part of the agreement / contract.

Activity	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Publish RFQs for infrastructure improvement and enhancement	🟨	🟨								
Appointment of service providers			🟨							
Fitting of ablution enhancements				🟨	🟨					
Installation of wireless routers						🟨	🟨			

This information must be captured in the table provided in the online application from.