



**Western Cape
Government**
FOR YOU

Economic Development
and Tourism

Economic Development and Tourism

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Department of Economic Development and Tourism

SMME Booster Fund 2023

APPLICATION GUIDELINE

(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)

CLOSING DATE: 11 July 2023

Dear Sir / Madam

Thank you for your interest in the SMME Booster Fund 2023 (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 Fund, please complete the online application form which can be accessed through 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 correct, legible, and 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 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 SMME Booster Fund 2023

A. Purpose of the Fund

The SMME Booster Fund 2023 (the Fund) seeks to enhance existing projects and programmes aimed at the development and growth of Small, Medium and Micro Enterprises (SMMEs) based in the Western Cape.

The Fund will support existing (with a proven track record) projects that has commenced implementation by organisations that supports SMMEs based in the Western Cape.

B. Information

Contact information of the Executive Authority that will be signing the agreement with the Department	
Title	
Name (s)	
Surname	
Designation	
Cellular number	
Email	
Contact information of the Project Manager	
Title	
Name (s)	
Surname	
Designation	
Cellular number	
Email	

Business information																									
Registered name																									
Registration number																									
Trading name																									
Physical business address	Code <input type="text"/>																								
Postal address	Code <input type="text"/>																								
BBBEE level																									
Documents to be uploaded	<ul style="list-style-type: none"> - Company registration documents (with Director(s) details) - Management accounts for the two months preceding application date - Signed annual financial statements for the three most recent financial years (the annual financial statements for the latest year must be audited) - Tax Compliance Status letter (with a valid pin) - Signed audited annual financial statements for the latest financial year - BBBEE certificate 																								
Application information																									
Full project budget (R)																									
Funding required from DEDAT (R)																									
Value of own and other contribution (R)																									
Please indicate how you heard about the Fund	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Facebook</td> <td style="width: 5%;"></td> <td style="width: 25%;">Twitter</td> <td style="width: 5%;"></td> <td style="width: 25%;">Radio</td> <td style="width: 5%;"></td> <td style="width: 25%;">Word of mouth</td> <td style="width: 5%;"></td> </tr> <tr> <td>Newspaper</td> <td></td> <td colspan="5">Email communication</td> <td></td> </tr> <tr> <td>Other – please specify</td> <td colspan="7"></td> </tr> </table>	Facebook		Twitter		Radio		Word of mouth		Newspaper		Email communication						Other – please specify							
	Facebook		Twitter		Radio		Word of mouth																		
	Newspaper		Email communication																						
Other – please specify																									
Documents to be uploaded	<ul style="list-style-type: none"> - Signed budget (own contribution) letter 																								

C. Compulsory supporting documents

Application documentation checklist		*CFP Reference
1	Company registration documents with the list of Directors	4.1
2	Management accounts for the two months preceding this application	4.2
3	Signed annual financial statements for the most recent three years, of which the latest annual financial statements must be audited	4.2
4	Tax compliance status letter (TCS) with a valid pin	4.3
5	Signed audited annual financial statements for the latest financial year	4.4
6	BBBEE certificate or affidavit (whichever is applicable)	4.5
7	Signed letter from CEO/CFO confirming the value of own funding and/or funding from third party where applicable	4.7
8	Identity document of the person signing the agreement with the Department	4.8

***CFP Reference – the referenced paragraph in the advertised Call for Proposals**

D. PROPOSAL INFORMATION

Please complete **all** the sections and fields on the online application form (compulsory).

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**.

COMPANY / ORGANISATIONAL PROFILE

The company profile must as a minimum, contain the following information:

- Background and information of your organisation
- Date when the organisation commenced its SMME development operations
- Core activities and mandate of the organisation
- List the notable achievements of your organisation in terms of SMME development
- Provide other / additional information that you may consider useful
- Provide the name/s and high-level role(s) of each project member within the project

This information must be captured in the relevant fields provided in the online application form

DESCRIPTION OF THE PROJECT

Provide a description of the project (is it advisory services, mentorship, investment into SMMEs, provision of business funding etc.) and highlight the key elements thereof.

As a minimum, the project description will need to provide information relating to the questions below.

- How long has the project/programme, for which support is being applied for, been in existence?
- How will the funding applied for from the SMME Booster Fund improve and enhance the project?
- How many businesses will be supported through the project?
- How many jobs are expected to be created/sustained through this intervention?
- Provide an indication as to how these jobs will be created / sustained.
- What benefit will accrue to the businesses being supported through the project?
- What type of support will be given to the businesses?
- What selection criteria was used in the identification of businesses being supported?

- Provide a list of the SMMEs that are **currently** supported through the project. The following information will be required:
 - Name of business owner
 - Name of business
 - Business address
 - Contact number
 - Contact email
 - Date (MM: YYYY) when business commenced operations / activity
 - Number of employees

PROJECT IMPACT

This section requires information on the project for which support is being applied for.

- How many businesses have been supported since the inception of the project?
- How many jobs have been created since the inception of the project?
- What impact is expected to be achieved at the end of the project (e.g., number of jobs created)?

- Provide ten success stories of businesses you have assisted over the past two to three years linked to the project you are seeking assistance for, or similar initiatives implemented by your organisation. The information for each of the ten 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 metrics

This information must be captured in the relevant fields provided in the online application form.

MONITORING AND EVALUATION

- How is the project monitored by your organisation?
- How are the beneficiaries of the project monitored?
- How often are the beneficiaries monitored?
- What measurement metrics will be used to measure the performance of the project beneficiaries?

BUDGET - DEDAT

Provide a project budget which clearly shows how the funding required from the **Department** will be utilised. The illustration below is an example.

FUNDING SOURCE AND UTILISATION						
Budget item / intervention	Budget item description, details and cost drivers	Will funding be used internally or externally	DEDAT funding	Own funding	Other funding	Total project funding
Equipment and machinery	<ul style="list-style-type: none"> - equipment to the value of R30 000, 00 per SMMEs will be made available - 20 SMMEs will be supported 	<ul style="list-style-type: none"> - Externally 	R600 000,00	R0,00	R0,00	R600 000,00
Software	<ul style="list-style-type: none"> - Accounting software will be acquired for 10 SMMEs - The estimated cost of the software is R10 000, 00 per license 	<ul style="list-style-type: none"> - Externally - Will be acquired from Pastel 	R100 000,00	R0,00	R0,00	R100 000,00
Training	<ul style="list-style-type: none"> - How many workshops? - Is it online / in person? - What are the cost drivers (catering/ venue / materials)? - Facilitators (inhouse or external)? 	<ul style="list-style-type: none"> - Externally and internally - Venue and catering to be sourced externally - Facilitation to be done internally 	R0, 00	R150 000, 00	R0, 00	R150 000, 00
Mentorship	<ul style="list-style-type: none"> - How many sessions - How many hours per session? - Internal or external mentors? - Online or in-person? - Travelling costs (accommodation)? 	<ul style="list-style-type: none"> - Externally - Mentors are external to the organisation and will be remunerated 	R0, 00	R250 000, 00	R0, 00	R250 000, 00
M & E	<ul style="list-style-type: none"> - What does this entail? - Site visits? - Online / in person? 	<ul style="list-style-type: none"> - Internal - Project manager and administrators will conduct monitoring 	R0, 00	R250 000, 00	R0, 00	R250 000, 00
			R700 000,00	R650 000,00	R0,00	R1 350 000,00

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 extend beyond **February 2024**. The illustration below is an example.

Project item	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Total
<i>Equipment and machinery</i>	R0	R0	R300 000	R0	R300 000	R0	R0	R0	R0	R600 000
<i>Software</i>	R0	R0	R0	R0	R0	R100 000	R0	R0	R0	R100 000
Total	R0	R0	R300 000	R0	R300 000	R100 000	R0	R0	R0	R700 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) which details all the activities to be undertaken in relation to how the funding received by the Department will be spent. Please note that should your application be successful; the agreed implementation plan will become part of the agreement / contract. The illustration below is

Activity	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<i>Obtain quotations for the machinery and equipment</i>							
<i>Procure machinery and equipment</i>							
<i>Obtain quotations for the accounting software</i>							
<i>Procure accounting software</i>							

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