



**Western Cape
Government**

Department of Economic Development and Tourism

SMME Booster Fund 2021

How to Apply

**Ho 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 homage <https://www.westerncape.gov.za/dept/edat> and navigating to the SMME Booster Fund 2021 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

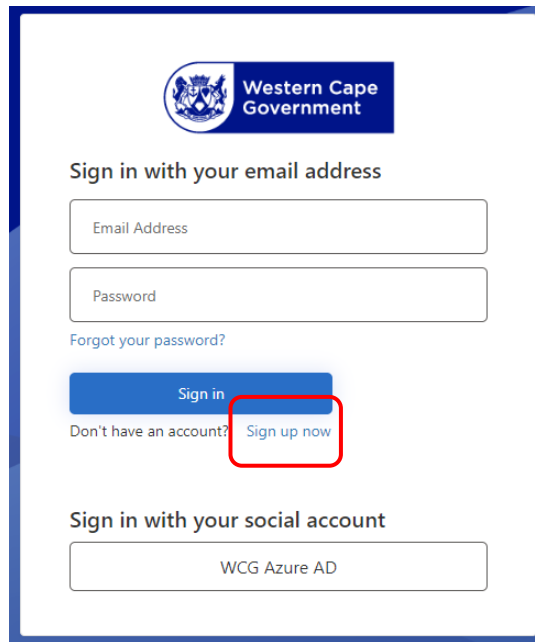
PNG - Portable Network Graphics

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

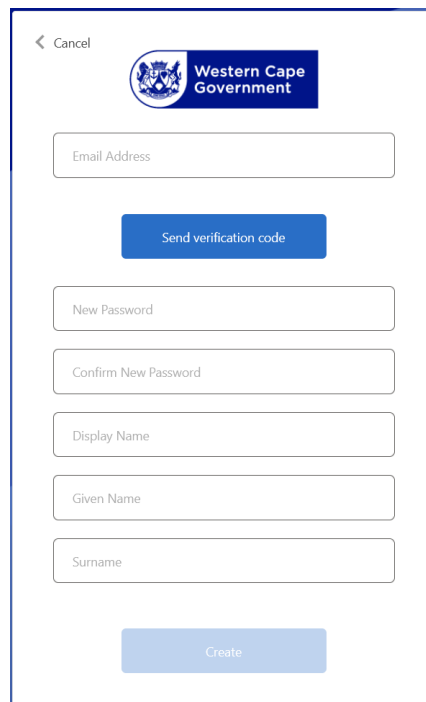
Creating an Account and accessing the Application Form

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

Clicking on the login button in the top right-hand corner will take you to the sign in section where you can create your account via clicking on the "Sign up now" link



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



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).

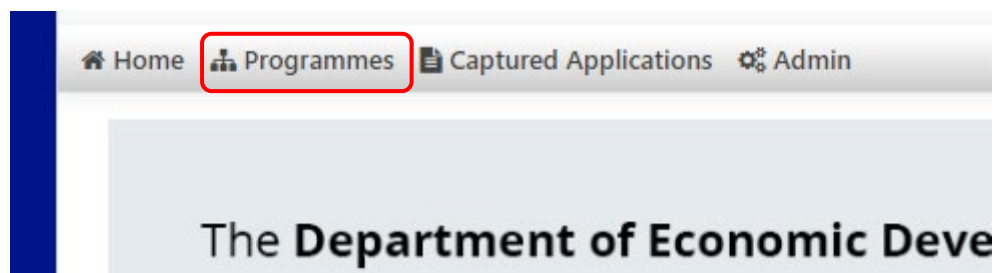
If you have any questions or concerns, please feel free to peruse the Western Cape Government's Digital Privacy Policy

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

To login, click on the login button in the right-hand corner



Once you have logged in you will be able to access the available applications via clicking on the programmes button in the top righthand corner.



The available applications will be displayed in a table as demonstrated below.

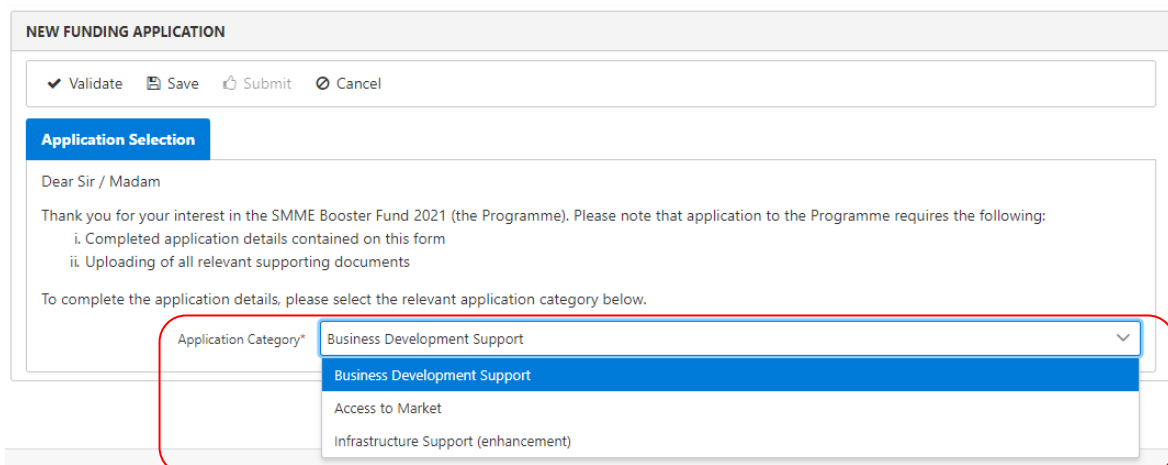
	Ref. No. ↑↓	Name ↑↓	Description ↑↓	Opening Date for Applications ↑↓	Closing Date for Applications ↑↓	Status ↑↓	
1	PRO/C17KTIPL0LX	SMME Booster Fund 2021	A fund that supports organisations and municipalities that implements projects and programmes that supports Western Cape based SMMEs	13 May 2021	08 June 2021	Open	Apply Here

Showing 1 to 1 of 1 entries << < 1 > >> 10 ▾

Clicking on "Apply Here" in the SMME Booster Fund 2021 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.

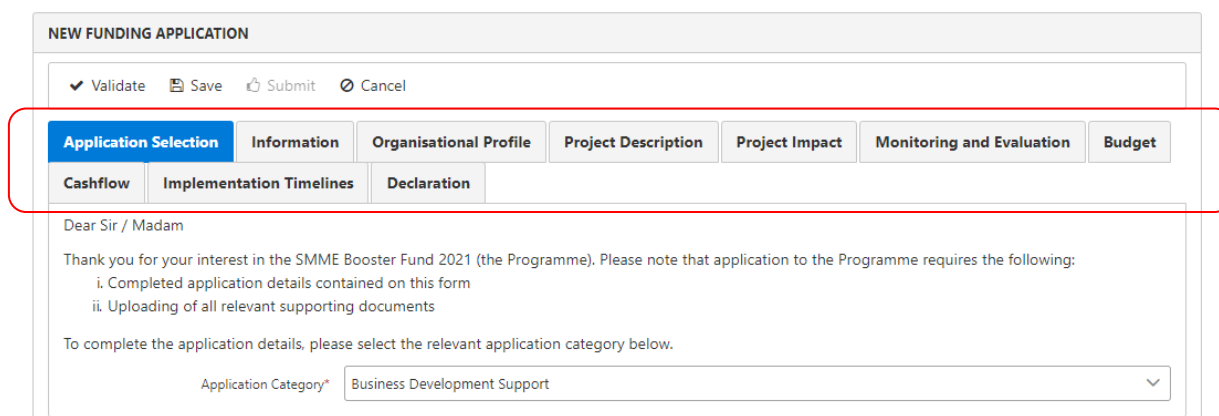
Application System Mechanics

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



The screenshot shows the 'NEW FUNDING APPLICATION' form. At the top, there are buttons for 'Validate', 'Save', 'Submit', and 'Cancel'. Below this is the 'Application Selection' tab, which contains a message: '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.' A dropdown menu for 'Application Category*' is open, showing options: 'Business Development Support' (selected), 'Access to Market', and 'Infrastructure Support (enhancement)'.

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



The screenshot shows the 'NEW FUNDING APPLICATION' form with the 'Application Selection' dropdown menu closed. The form now displays a series of tabs: 'Application Selection', 'Information', 'Organisational Profile', 'Project Description', 'Project Impact', 'Monitoring and Evaluation', and 'Budget'. Below these tabs are three sub-tabs: 'Cashflow', 'Implementation Timelines', and 'Declaration'. The 'Application Selection' tab is currently active, and the 'Application Category*' dropdown is set to 'Business Development Support'.

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 correspond 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.



The screenshot shows the 'Application Information' section of the form. It contains three input fields:

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

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	Budget	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	
+ Add Row		R2,000,000	R100,000	R100,000	R2,200,000	

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 inline 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 DEADT.

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

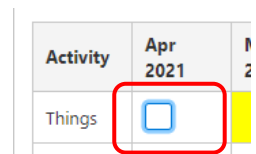
Application Selection	Information	Organisational Profile	Project Description	Project Impact	Monitoring and Evaluation	Budget								
Cashflow	Implementation Timelines	Declaration												
Provide an activity-based cash flow detailing all activities (items) that will be funded by the Department.														
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	
+ Add Row	R10,000	R210,000	R810,000	R210,000	R10,000	R310,000	R10,000	R210,000	R210,000	R0	R0	R10,000	R2,000,000	

Note that the values captured in the total column align with the DEADT 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 capture 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.



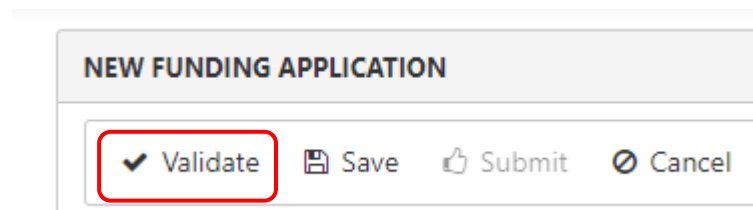
Clicking in the block will select it and turn it yellow indicating that the "Activity" will be talking place in the month selected. Below is a completed example

Application Selection	Information	Organisational Profile	Project Description	Project Impact	Monitoring and Evaluation	Budget							
Cashflow	Implementation Timelines	Declaration											
Provide a project implementation plan 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	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													
+ Add Row													

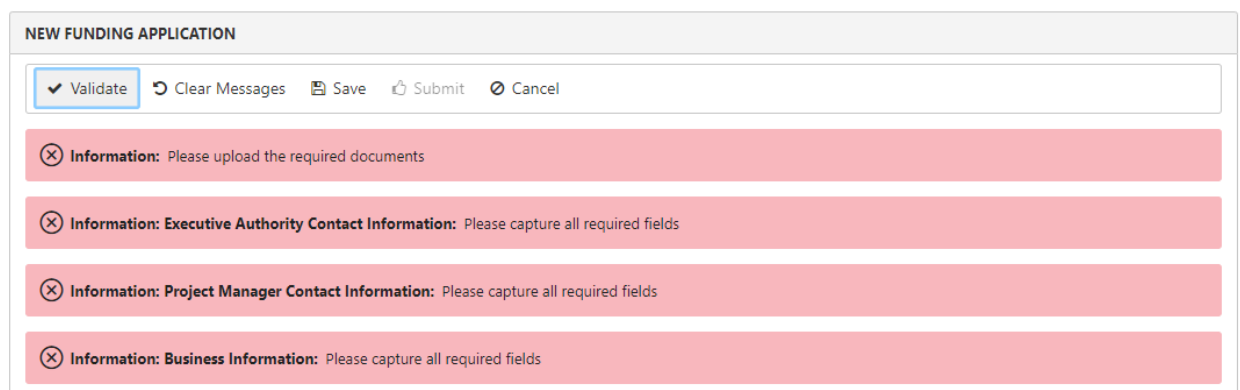
Validating and Submitting

The application system utilises a number of automated functions to validate the information provided. This is intended to ensure that once you submit the application, you can be sure that you provided all the requisite documents and information required to adjudicate your application.

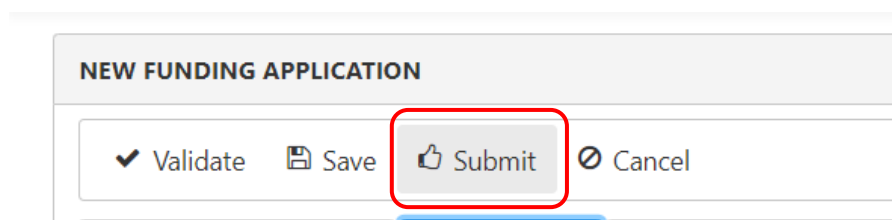
Once you have completed all the sections and uploaded all requisite information, you will be required to perform a validation test. To do this, click on the validation button in the top left-hand corner of the system.



If there are any outstanding information you will be presented with an error log of missing or incorrect information



Once all information has been validated as correct, the submit button will become available and you can submit the application



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.