



Western Cape  
Government

# Department of Economic Development and Tourism

## Call for Proposals



### How to Apply

**This document is intended to help guide you in using the online application system to apply for the support for events. 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.

**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.

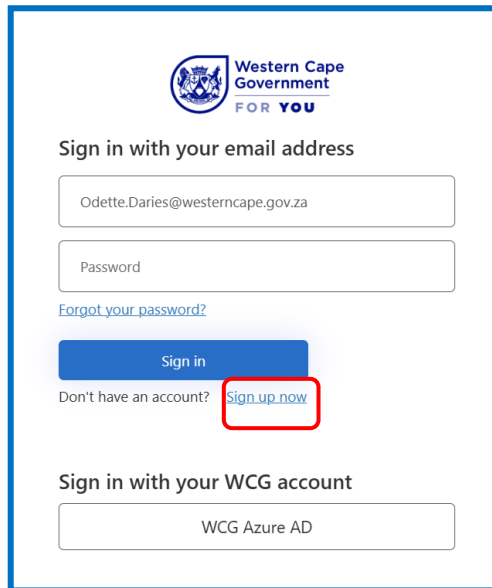
Please ensure that all uploaded documents are in one of the following file formats:

- 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).

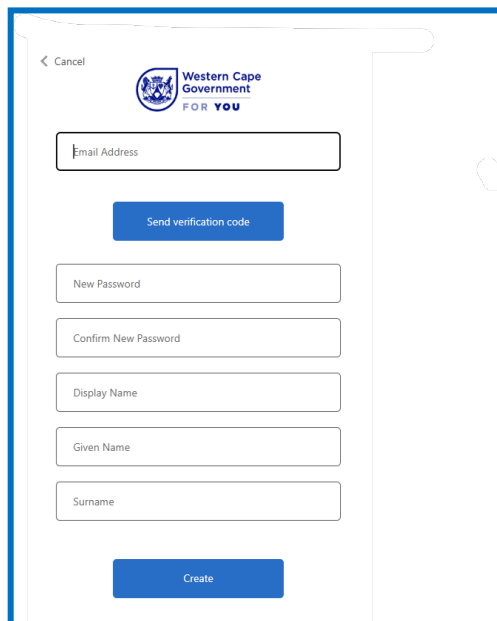
## Creating an Account and accessing the Application Form

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 screen for the Western Cape Government. At the top left is the Western Cape Government logo with the tagline "FOR YOU". Below the logo, the text "Sign in with your email address" is displayed. There are two input fields: one for an email address (containing "Odette.Daries@westerncape.gov.za") and one for a password. Below the password field is a blue link "Forgot your password?". A blue "Sign in" button is positioned below the links. Underneath the button, the text "Don't have an account?" is followed by a blue link "Sign up now" which is highlighted with a red rectangular box. At the bottom of the screen, there is a section titled "Sign in with your WCG account" with a single input field labeled "WCG Azure AD".

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

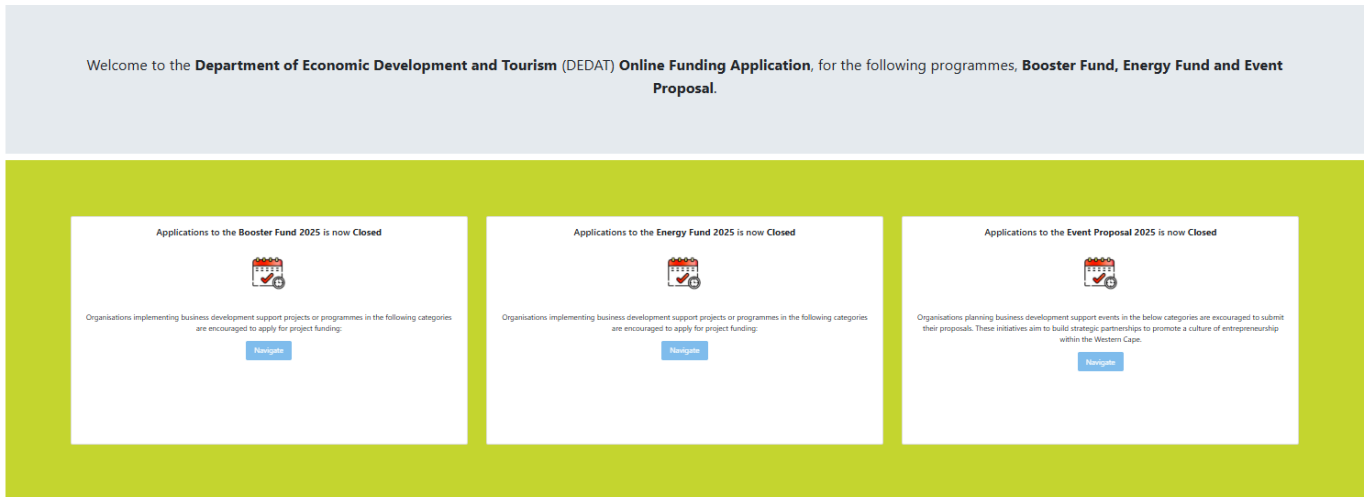


The image shows an account creation screen for the Western Cape Government. At the top left is a "Cancel" link. The Western Cape Government logo and tagline "FOR YOU" are at the top center. Below the logo is an input field for "Email Address". A blue "Send verification code" button is located below the email field. Further down are four input fields: "New Password", "Confirm New Password", "Display Name", and "Given Name". At the bottom are two more input fields: "Surname" and a 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.



Click on “Navigate” in the Event Proposal 2025 link . This will link you to the application form where you will be able to complete the event proposal.

1	Event Proposal Template	ENTREPRENEURSHIP PROMOTION AND BUSINESS DEVELOPMENT SUPPORT EVENTS	To promote a culture of entrepreneurship within the Western Cape, the Department would like to partner and invite proposals from organisations planning entrepreneurship promotion and business development support events during Women’s and Entrepreneurship Months.	2025/26	2025-07-07 12:11:57	2025-07-08 12:12:00	Open	<a href="#">Apply Here</a>
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### Application Selection (tab1)

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

1

#### Application Selection

**Application Selection**

Dear Sir / Madam

Thank you for your interest in the **ENTREPRENEURSHIP PROMOTION AND BUSINESS DEVELOPMENT SUPPORT EVENTS** (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 and **click save**.

Application Category\*

- Entrepreneurship Event
- Women’s Day Event

Once you have selected a category, the application tabs will load where you will be inputting the relevant information. Complete the “Event Details”.

## Event Details (Tab2)

There are two sections that will need to be completed i.e.

1. Organisation information
2. Event Information

Save Submit Go Back

1 Application Selection
2 Event Details
3 Budget
4 Declaration

**Organisation Information**

COMPLETE

Name of organisation hosting the event\*

Are you registered on the WCSEB?  Yes  No

**Event Information**

COMPLETE

Event Name\*

Event Description\* 

Provide a brief description of the event

What is the objective of the event?\* 

Provide a brief summary of what the objective of the event is.

When was the event first hosted?\*

Event Date\*

How many attendees are you targeting to attend the event?\*

What is your marketing strategy for the event?\* 

Provide a summary of how the event is being marketed.

Is the venue confirmed?\*  Yes  No

Venue Name\*

Venue Address Lookup

Venue Address\*

How will the sponsorship be utilised to enhance the event?\* 

Provide a summary of how the funds to be utilised.

Once all fields have been completed, the tabs will change from “incomplete(red) to “complete (green).

## Uploading of Documents

The next section in the application would be to upload all the necessary documentation.

Please upload the following: \*

	Document Type		Actions
1	AFS for the last 2 years	●	
2	Event Programme	●	
3	Previous Year's Event Report	●	

Once all documents are uploaded, the system will reflect the documents uploaded. Click on the “Save” button.

Please upload the following: \*

	Document Type		Actions
1	AFS for the last 2 years	●	
2	Event Programme	●	
3	Previous Year's Event Report	●	

### Budget (Tab 3)

In the “Budget” tab you will have to account for the entire project budget. This includes the funding requested from the department along with all own funding – in the example it reflects a total budget of R91 000,00.

Under the “Budget Item” column, you will have to indicate all the items you will have expenditure against. Click ‘save’ once the budget section is complete.

**Note:** Each block must contain a value. If no amount is allocated to an item, please enter “0”. The funding requested from DEDAT amounts to R80,000, while the combined total of “Own Funding” and “Other Funding” amounts to R91,000. The value of the own contribution and the amount requested from DEDAT are therefore consistent with the figures provided in the application information section.

Save Submit Go Back

1 Application Selection 2 Event Details 3 **Budget** 4 Declaration

**Budget** COMPLETE

Please provide a budget breakdown which clearly shows the funding required from the Department, as well as your own funding contribution (where applicable).

**Insufficient information will delay the evaluation of your application.**

Budget Item	Budget Item Description and costing guideline	FUNDING SOURCE			
		DEDAT Funding	Own Funding	Total Funding	
Item 1	Description of budge item	R10,000	R5,000	R15,000	
Item 2	Description of budget item	R30,000	R0	R30,000	
Item 3	Description of budget item	R40,000	R6,000	R46,000	
<a href="#">+ Add Row</a>		<b>R80,000</b>	<b>R11,000</b>	<b>R91,000</b>	

**Budget Information** COMPLETE

How much is the sponsorship being requested (R)\*

Value of own contribution towards the event (R)\*

### Declaration (Tab 4)

The DEDAT application system uses an auto- validation that ensures that all information is inputted and in the correct format before you can 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.

CREATED BY: USER 116 688885 CREATED DATE: 2023-07-10

MODIFIED BY: USER 116 688885 MODIFIED DATE: 2023-07-10

Save Submit Go Back

1 Application Selection 2 Event Details 3 Budget 4 **Declaration**

**Declaration** COMPLETE

Details of person completing the application form:

Title\*

Name\*

Surname\*

Cellular Number\*

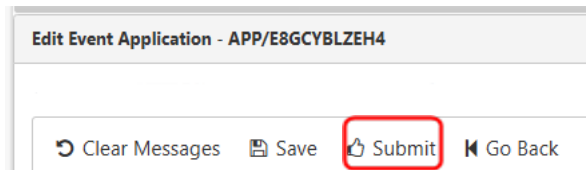
Email Address\*

Position in the company\*

Accept Declaration\*

I, Jim Bean, hereby declare that the information furnished within this application is true, complete, and correct to the best of my knowledge and belief.

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 all details have been completed, click 'submit'. 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 business development email address at:

[DEDATBusdev.Programme@westerncape.gov.za](mailto:DEDATBusdev.Programme@westerncape.gov.za).