



**Western Cape
Government**

Department of Economic Development and Tourism

SMME Booster Fund 2023

How to Apply

**How to navigate the technical requirements for applying to the SMME Booster
Fund 2023**

This document is intended to help guide you in using the online application system to apply to the SMME Booster Fund 2023. Please note that the application process is an 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 Application Guideline.

The guideline can be accessed via the DEDAT website:

<https://www.westerncape.gov.za/general-publication/smme-booster-fund-2023>

Compatibility

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

Microsoft Edge	Google Chrome
 <p>The Microsoft Edge logo consists of a blue square with a white lowercase 'e' in the center. Below the square, the text 'Microsoft Edge' is written in white.</p>	 <p>The Google Chrome logo features a circular icon with four colored segments (red, yellow, green, and blue) surrounding a white center. Below the icon, the text 'Google Chrome' is written in white.</p>

It is however recommended to use the latest version of Google Chrome. If you do not have Google Chrome installed on your computer, you can follow the link to Google's "how to install 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 several 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

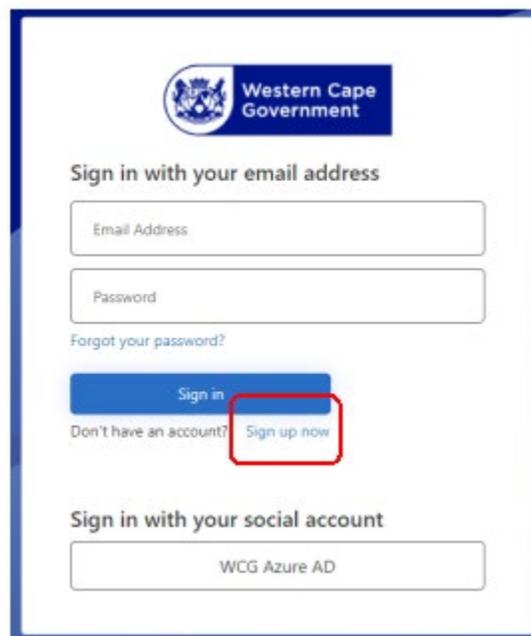
JPEG/JPG - Joint Photographic Experts Group

PNG - Portable Network Graphics

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

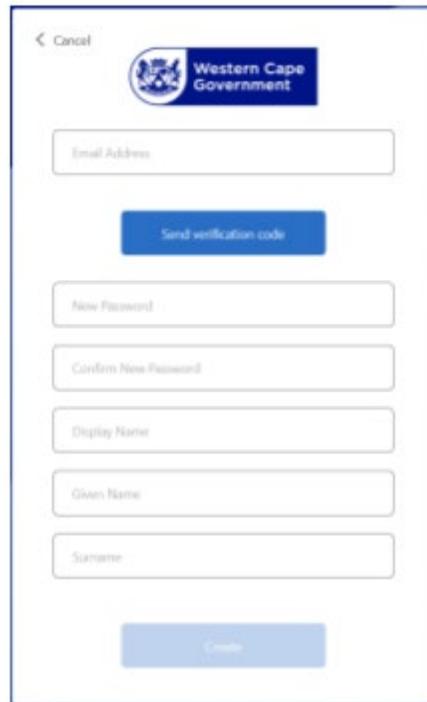
Creating an Account and accessing the Application Form

The application system as developed by the Western Cape Government will require you to create an online profile before you are 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 registration 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 positioned below the "Forgot your password?" link. To the left of the "Sign in" button is the text "Don't have an account?". To the right of this text is a "Sign up now" link, which is highlighted with a red rectangular box. Below the "Sign in with your email address" section is the text "Sign in with your social account". Underneath this is a button labeled "WCG Azure AD".

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



A mobile application registration form for the Western Cape Government. The form includes a back arrow and 'Cancel' text at the top left, followed by the Western Cape Government logo. The fields are: 'Email Address', a blue 'Send verification code' button, 'New Password', 'Confirm New Password', 'Display Name', 'Given Name', and 'Surname'. A blue 'Create' button is at the bottom.

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 directed to the DEDAT Funding landing page. You will be required to select the Programme to which you are applying:



The landing page for the DEDAT Online Funding Application. The header features the Western Cape Government logo and the text 'FOR YOU'. The main title is 'DEDAT Online Funding Application'. A navigation bar includes 'Home', 'Programmes' (highlighted with a red box), 'Captured Applications', and 'Admin'. The user name 'Sharief Davids' is visible. The main content area contains the following text: 'The **Department of Economic Development and Tourism** (DEDAT) is requesting organisations implementing business development projects or programmes in the categories of **Export Development, Women-owned, Youth-owned** and **Township-based** businesses to apply for project funding via the **SMME Booster Fund 2023**.'

Upon accessing the programme page you can see the available programmes. Select the SMME Booster Fund 2023 Programme by clicking on "Apply Here".

	Funding Template ↑↓	Name ↑↓	Description ↑↓	Financial Year ↑↓	Opening Date for Applications ↑↓	Closing Date for Applications ↑↓	Status ↑↓	Actions
	Any ▾	<input type="text"/> ▾	<input type="text"/> ▾	Any ▾			Any ▾	
1	Booster Fund Template	SMME Booster Fund 2023	A fund that supports organisations and municipalities that implements projects and programmes that supports Western Cape based SMMEs	2023/24	2023-06-11 23:59:47	2023-07-13 00:01:15	Open	Apply Here

Clicking on "Apply Here" in the SMME Booster Fund 2023 row, this will navigate you to the application form where you will be able to apply for one of the 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

Save Submit Go Back

1
Application Selection

Application Selection

Dear Sir / Madam

Thank you for your interest in the SMME Booster Fund 2023 (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*

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

Save Submit Go Back

1 2 3 4 5 6 7 8 9 10

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

Information

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 is captured under the "Application Information" section.

Application Information	
Full project budget (R)*	<input type="text" value="2,200,000"/>
Funding required from DEDAT (R)*	<input type="text" value="2,000,000"/>
Value of own contribution (R)*	<input type="text" value="200,000"/>

Project Impact

Select the edit icon on the left

		Name of the business
	1	

Once you've completed the information within that row, click the green tick on the left to add it

		Name of the business	Business Address Lookup
 	1	<input type="text"/>	<input type="text" value="Find Address (type 4 letters)"/>

Project Budget

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 other funding – in the example below 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”

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).

Please ensure the following:

- **Total Project Funding** amount align with the amount entered for **Full Project Budget** on the Information screen
- **Total DEDAT Funding** amount align with the amount entered for **Total Cashflow** on the Cashflow screen
- Provide **detailed description** of how the budget items are costed - see the **application guidelines for the information** that will be required

Budget Item	Budget Item Description and costing guideline	Will the funding be internally and/or externally utilised	FUNDING SOURCE			Total Project Funding	
			DEDAT Funding	Own Funding	Other Funding		
Things	Description of the Things	Internally utilised	R800,000	R0	R0	R800,000	
Stuff	Description of the Stuff	Internally utilised	R1,000,000	R100,000	R0	R1,100,000	
Things and Stuff	Description of the various Things and Stuff	Externally utilized	R100,000	R0	R0	R100,000	
More Things	Another description of the Things	Internally utilised	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 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 contain a value, if there is no amount allocated to the item, please enter a “0”

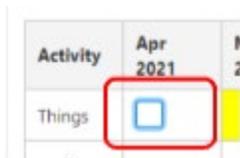
Cashflow								COMPLETE
Provide an activity-based cash flow detailing all activities (items) that will be funded by the Department.								
Project Item	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Total	
Things	R20,000	R200,000	R0	R200,000	R20,000	R10,000	R450,000	
Stuff	R0	R0	R800,000	R0	R200,000	R0	R1,000,000	
Things and Stuff	R10,000	R10,000	R10,000	R100,000	R0	R200,000	R330,000	
More Things	R20,000	R0	R100,000	R0	R100,000	R0	R220,000	
+ Add Row	R50,000	R210,000	R910,000	R300,000	R320,000	R210,000	R2,000,000	

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 a guide to when all aspects of the project will be implemented. All aspects of the project implementation must 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

Implementation Timelines

COMPLETE

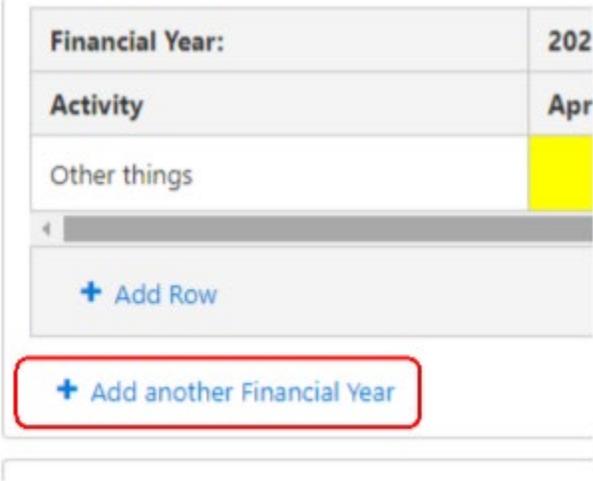
Provide a project implementation plan which details all project activities. Please note that should your application be successful; the agreed implementation plan will become part of the agreement / contract.

Financial Year:	2023 - 2024										
Activity	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024		
Things											🗑
Stuff											🗑
Things and Stuff											🗑
Free activity											🗑
More Things											🗑
Some Planning Thing											🗑

[+ Add Row](#)

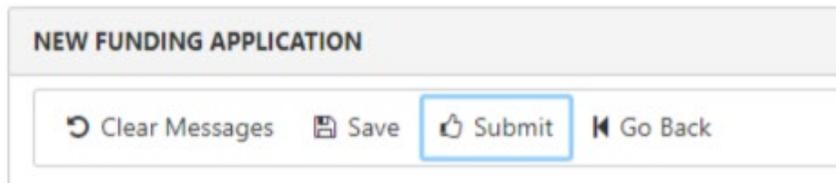
If your project spans more than one financial year, you can indicate this by adding an additional timeline linked to the second financial year of implementation – do note that our financial year runs from April to March.

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 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



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