



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

SSAS FORM C

SECTOR SPECIFIC ASSISTANCE SCHEME (SSAS)

APPLICATION FOR PROJECT FUNDING

1. CATEGORY OF ORGANISATION

- Export Council
Industry Association
Joint Action Group

2. NAME OF ORGANISATION (incl. VAT and registration numbers in the case of registered organizations) AND CONTACT DETAILS

3. AMOUNT OF FUNDING REQUIRED (GROSS AMOUNT)

4. TITLE AND BRIEF DESCRIPTION OF THE PROJECT

5. AIMS AND OBJECTIVES OF PROJECT

6. OUTCOME OF PROJECT

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7. HOW WILL THIS PROJECT CONTRIBUTE TOWARDS:

Black Economic Empowerment	
Women Empowerment	
SME Development	
The Development of Exports	
The Development of Exporters	
The Development of your Industry Sector	

8. HOW DID YOU ESTABLISH WHETHER THE PROJECT IS FEASIBLE?

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9. HOW DID YOU ESTABLISH WHETHER THE PROJECT HAS THE SUPPORT OF COMPANIES IN YOUR SECTOR?

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10. ARE THERE ANY SIMILAR OR COMPLEMENTARY PROJECTS / INITIATIVES THAT ALREADY HAVE BEEN OR WILL BE IMPLEMENTED IN YOUR SECTOR? IF SO PLEASE PROVIDE DETAILS.

11. HAVE YOU INVESTIGATED ALTERNATIVE SOURCES OF FUNDING, AND WILL THIS PROJECT OBTAIN FUNDING FROM OTHER SOURCES? IF SO PLEASE PROVIDE DETAILS

12. WHAT OTHER PROJECTS HAVE YOU APPLIED FOR OR INTEND APPLYING FOR? WHAT IS THE RELATIONSHIP BETWEEN THE PROJECTS IF ANY?

13. WILL YOU PROCURE GOODS/SERVICES FROM THIRD PARTY SERVICE PROVIDERS?

14. MOTIVATE YOUR SELECTION OF SERVICE PROVIDER/S BASED ON THE THREE QUOTES YOU ATTACH TO YOUR APPLICATION

COST BREAKDOWN STRUCTURE

Table 1

Activity	Description of Activity	Amount

MILESTONES AND TIMELINES

Table 2

Milestones	Start Date	End Date
1		
2		
3		
4		
5		

RULES AND GUIDELINES

1. The nature of projects

- 1.1. A project is a task with a pre-determined outcome, a defined short-term time-frame and measurable milestones. All projects under SSAS should aim to contribute to the objectives of the scheme.
- 1.2. Projects must be essentially developmental or promotional in nature. Routine and administrative activities of applicants' organizations are not considered projects.
- 1.3. Any research/studies undertaken or databases obtained will become the property of **the dti**.

2. Application procedure

- 2.1. Projects applications should be submitted to the Export Council Secretariat.
- 2.2. The project application will be sent to the head of the relevant sector desk at TISA for evaluation.
- 2.3. The evaluated project is then proposed to the SSAS Adjudication Committee for final approval.
- 2.4. Applicants must supply TISA with a written assurance that your organization has implemented an efficient, effective and transparent financial management and internal control system. This assurance must be signed by your accountant or CEO and by your auditor in the case of incorporated companies.

3. Cost Breakdown Structure

- 3.1. Applicants must provide a clear breakdown of costs for each of the activities needed to complete the project in (Table 1). Failure to provide clarity in this regard results in unnecessary delays and the possibility of the project being turned down altogether.
- 3.2. If a third party service provider will be used, there should also be a clear breakdown of costs in respect of the services offered.

4. Procurement

- 4.1. In the event that the project requires the procurement of any goods or services, **the dti** procurement procedures must be followed, namely that three market-related quotations must be obtained, coupled with a motivation for the use of the selected product/service provider. For amounts over R500 000 an open tender procedure should be followed.

- 4.2. The following examples will provide an indication of what is required of applicants:

Example A: Your proposal is to bring in an expert from a foreign country to provide a two-day workshop that would develop the skills of South African companies in your sector. Your request is for R 60 000. We need:

- three quotes to show that you have attempted to consult other experts internationally, or at least a motivation as to why that particular expert was chosen
- his/her consultancy fees
- the amount being requested for flights and three quotes from service providers in the travel industry to show that procurement procedures have been followed
- the amount being spent on the venue for the workshop, and three quotes to indicate that you obtained the best rate, as well as an indication of catering costs etc
- If you are charging delegates to attend this workshop, **the dti** expects to be reimbursed, as income received would offset the amount provided to you

Example B: You will be traveling to the US to undertake market research. Your request is for R 50 000.

- We need to know what exactly you mean by market research – are you going to buy databases/publications and what does this cost, or are you going to meet with Chambers of Commerce and request information (in which case can this not be obtained without you having to travel to the foreign country?)
- What proportion of this is for your travel costs and hotel accommodation, and have you provided three quotes in order to show that you have followed procurement procedures?

- 4.3. Applicants must ensure that payments to service providers are applied for their intended purposes.

5. The approval procedure

- 5.1. The SSAS Adjudication Committee may make recommendations or request additional information before making a final decision on whether TISA will fund the project or not.
- 5.2. If there are recommendations or requests for additional information, these recommendations will be communicated to the head of the relevant sector desk, who will then assist the applicant with compliance issues. The Committee will then re-consider the project.
- 5.3. The Export Council Secretariat will send applicants a Letter of Approval if the project applicant is successful. **the dti** will not be held responsible for any expenditure incurred by applicants in respect of projects prior to receiving the letter of approval.

- 5.4. **the dti** reserves the right to determine its contribution of funding to the project up to a maximum of 80%, and the value of the contribution will be indicated in the Letter of Approval.

6. Claims procedures and payment

- 6.1. On receipt of all relevant documentation, claims will be paid out within one month of receipt.
- 6.2. Claims can be made after each milestone for the budgeted amount.

7. Project monitoring

- 7.1. Commitments made by **the dti** to fund projects that have not commenced within 3 months of the stated starting date will be withdrawn.
- 7.2. Should the applicant not achieve the project's stated objectives, the applicant may be required to reimburse TISA for the amount/s, directly proportional to milestones and outcomes not achieved.

DECLARATION

I hereby request project funding under the Sector Specific Assistance Scheme (SSAS). I will only incur expenditure in this regard after receiving a Letter of Approval for Funding under the Sector Specific Assistance Scheme from **the dti**. If engaging the services of third party service providers, I will make certain that I obtain and provide proof of three quotations for all services, and will ensure that the quotes reflect market-related rates. I understand and accept all the rules pertaining to the Sector Specific Assistance Scheme, as indicated in the Rules and Guidelines of the Sector Specific Assistance Scheme. I declare that the information provided herein is true and correct. I also declare that I have not/will not apply for funding from any other financial assistance scheme, neither from **the dti**, nor from any other government (national, local and municipal) or quasi-government institution in respect of this project.

NAME OF APPLICANT:

SIGNATURE OF APPLICANT:

DATE: