# PROJECT APPLICATION PROPOSAL



Applicant Logo

**(PROJECT NAME)**

**PROPOSAL**

**TO THE**

**CATHSSETA**

(for internal use only)

|  |  |
| --- | --- |
| Ref No |  |
| Date Received |  |
|  |

**SECTION A: DETAILS OF THE APPLICANT**

|  |  |
| --- | --- |
| Full legal name (business name) |  |
| Acronym (where applicable) |  |
| Legal status & Registration Number |  |
| VAT registration number (where applicable) |  |
| Size of entity | 0-49 50-149 150+ |
| Type of entity (E.g. NGO, CO-OP, SMME s, etc.) |  |
| Business address |  |
|  |
| Postal address |  |
|  |
| Contact person |  |
| Telephone no |  |
| Fax no |  |
| Cell Phone No |  |
| E-mail address |  |
| Website |  |

**DECLARATION**

 I, the undersigned, hereby certify that:

* The information provided in this application is factually correct in all material respects.
* I am duly authorised to submit this application on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of applying organisation)

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Signature |  |
| Date  |  |

**SECTION B: PROJECT SUMMARY**

* 1. Title of the Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Sub sector (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Project Location (Province(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Project Sites: (District Municipality and Local Municipality)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Beneficiaries:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Site** | **Programme\*** | **Black** | **White** | **Disabled** | **Total** |
| **Male** | **Female** | **Male** | **Female** | **Male**  | **Female** |
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| **Grand Total** |  |  |  |  |  |  |  |  |

***\*Programme refers to: Bursary qualification***

* 1. Project Duration (e.g. 12 months)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Expected Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Expected End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C: PROJECT PROPOSAL**

This application format is intended to provide a guide for submitting the proposal to CATHSSETA. The guide provides details on how the proposed project will be implemented. It will form part of the Memorandum of Agreement with the CATHSSETA if the proposal is accepted. For this reason, it should be completed with utmost care and diligence.

1. **BACKGROUND AND CONTEXT**

Please provide a brief background and sector context of the proposal including key social and economic challenges the proposal relates to. Indicate how the project is relevant to any socio-economic challenges faced by the targeted beneficiaries, rural communities and/or youth. Indicate the extent to which the proposal supports or complements any of the key strategies of government. Furthermore to indicate their interest in the identified workshop/project for your organisation .

1. **PROJECT BENEFICIARIES**

Please describe intended beneficiaries of the workshop/project in terms of economic, social category requirements. Provide a paragraph describing the current constraints (as-is) facing the targeted beneficiaries and reason for these constraints.

What transformation and developmental imperatives does the proposal seek to address in terms of the identified workshop/project?

Provide a paragraph on the benefits for CATHSSETA and the sector.

1. **PROJECT OBJECTIVES**

Describe the overall objective of the workshop. The overall objective should describe the long-term social and economic benefits to which the project will contribute relating to the identified workshop/project. The overall objective should highlight the importance of the workshop/project to society e.g. increased opportunities towards social or community benefit.

1. **SPECIFIC OBJECTIVES**

Describe the specific objectives of the workshop/project. These indicate specific benefits the workshop/project will deliver to beneficiaries i.e. those things that are directly under the control of the project itself. Specific reference to the targeted sub-sector/s should be included.

1. **PROJECT IMPLEMENTATION PLAN**

Make use of the table below to provide a detailed description on how the workshop/project will be implemented.

|  | **Milestone** | **Activities** | **Responsible person/entity** | **Time Frame** |
| --- | --- | --- | --- | --- |
|  | **Pre – Implementation Phase** |
|  |  |  |  |  |
|  |  |  |  |
|  | **Implementation Phase** |
|  |  |  |  |  |
|  |  |  |  |
|  | **Post Implementation Phase** |
|  |  |  |  |  |
|  |  |  |  |

1. **PROJECT RISK AND CONSTRAINTS**

Provide an analysis of any perceived risks and constraints to the workshop/project and mechanisms to mitigate the identified risks and constraints.

1. **EXPECTED IMPACT, PROJECT SUSTAINABILITY AND MULTIPLIER EFFECTS**

Indicate how the implementation of the workshop/project will improve the situation of the target beneficiaries and or targeted sector(s).

Indicate how the results/impact achieved can be sustained beyond the workshop/project.

What other indirect spin-offs/benefits might be achieved from the workshop/programme? This may include possibilities for replication (extension) or strengthening existing initiatives/investments.

1. **DETAILED PROJECT BUDGET**

Provide a detailed budget for the workshop/project. Include main cost items (e.g. stipends, provider costs) for the duration of the project. Indicate which costs are covered by the applicant budget and which are requested from CATHSSETA.

Where other contributions have been indicated, clearly assign costs to various sources of funding.

|  |  |
| --- | --- |
| **PROJECT COSTING BREAKDOWN** | Budget Allocation:  |
| Project Administration:  |
| Direct Project Costs:  |
| **Expense Entries** | **Description** | **Unit Cost** | **Project Cost** |
| **Phase 1: Pre-Implementation** |
|  |  |  |  |
|  |  |  |  |
| **Phase 2: Implementation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Phase 3: Closeout** |
|  |  |  |  |
|  |  |  |  |
| **Direct Cost** |  |  |
| **Total Cost** |  |

**APPLICATION CHECK LIST**

Before sending your proposal, please check that your application is complete:

[ ]  The proposal is complete and in accordance with the application format.

[ ]  The declaration by the applicant is signed.

 The budget is presented in word format of the application form.

 Profile of the organisation is attached

 Submitted a detailed budget