

DISCRETIONARY GRANTS APPLICATION FORM:

SMALL BUSINESS AND COOPERATIVES SUPPORT (MQA 046) PROJECT 2023/2024

A. GENERAL APPLICATION RULES

1. This application form is for the **Small Business and Cooperatives Support** project.
2. Accredited service providers/organisations may apply to train small businesses and or cooperatives under this project.
3. The application form must be completed in full by the authorised person.
4. The application form and supporting documents must be submitted to the MQA via the prescribed e-mail address.
5. Applications must be submitted before the closing date, applications received after the closing date will not be considered.
6. It is the responsibility of the Applicant to ensure that their application is received by the MQA.
7. It is the Applicant's responsibility to inform MQA on changes to details of the contact person.
8. The application form may not be altered, and it should be used as it is.

B. ALLOCATION CRITERIA FOR BUSINESSES/COOPERATIVES TO BE SUPPORTED

1. The business must have been registered with the CIPC by at least 28 February 2021.
2. The company/cooperative to be supported must be 100% owned by South African citizens.
3. Employees of the company must be 90% South Africans.
4. Details of the approach and rationale for training to be used and any other relevant information on the intervention, must be submitted in a separate proposal indicating stakeholders and/ partners' (IF ANY) responsibility and attach agreement/s or MoU in place.
5. Priority will be given to businesses owned by Women, Youth and People with Disabilities.
6. Preference will be given to providers/organisations supporting SMMEs in mining and labour sending areas.
7. The business must be registered and compliant with SARS and UIF.
8. The organisation/provider must submit a business profile for each business to be supported indicating the following information as minimum requirements:
 - a. Name of Business.
 - b. Business registration details.

- c. Business ownership details.
- d. Type of business.
- e. The sector in which the business is operating.
- f. Profile of the employees.
- g. Submission of the following supporting documents:
 - i. CIPC registration certificate.
 - ii. A report of employees of the company and their citizen status.
 - iii. Tax clearance certificate
 - iv. Proof of UIF compliance
 - v. Proof of registered address

NB: MQA Funding Policy Rules will apply, and the above rules must be read in conjunction with the MQA funding policy.

C. ORGANISATION/PROVIDER DECLARATION

I, _____, named hereunder, declare that as the duly authorised representative of the Organisation/Provider confirms that the entity will comply with the general rules and criteria hereunder and further confirm that all the information provided in this application is true and accurate.

Name and Surname:		Date:	
Click here to acknowledge commitment			

NOTE: The Applications form is set-up as an electronic FILLABLE PDF FORMAT with drop-down menus where applicable. You must click on the appropriate selection button and/or type in the information where such information is required. Applications form completed by hand will not be considered.

This application form must be submitted electronically to grants@mqa.org.za. Application forms submitted to any other e-mail address at the MQA will be disqualified.

NO.	ITEM	YES/NO			
1.	Read, and complied with SECTIONS A, B, C, D, E and F of this APPLICATION FORM.	Yes		No	
2.	Complete the SMMEs/Cooperatives as well as training details as per Section G.	Yes		No	
3.	Provide details of the approach and rationale for training in a separate proposal. Indicate stakeholders and/ partners' (IF ANY) responsibilities and attach agreement/s or MoU in place	Yes		No	
4.	Make sure your proposal is only for the 2023/2024 Financial Year and beyond this period the proposal will not be considered	Yes		No	

D. ORGANISATION/PROVIDER INFORMATION

Organisation/Provider Name	
Business Registration Number	
Accreditation Details-SETA and Number	

E. ORGANISATION/PROVIDER PHYSICAL ADDRESS

Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
District Municipality			
Local Municipality			
Rural or Urban			

F. TRAINING INTERVENTIONS GRANT

- The MQA will consider funding the training of individuals employed by the Small Business and/or Cooperatives, the individuals are to be trained on any of the accredited training interventions aimed at growing SMMEs/Cooperatives. A list of possible training themes/topics is provided for in the MQA's 2023/2024 Funding Policy.

2. This training is intended for directors/members or their nominated persons within the business. (This intervention is aimed at owners of the business; therefore, the owners must attend in person and or nominate persons with the employment of the business to attend on their behalf.)

G. LIST OF BUSINESSES/COOPERATIVES TO BE SUPPORTED AND TRAINING PROGRAMMES

All the below fields are compulsory. Please provide details of small businesses and or cooperatives to be trained. A maximum amount of R20 000 is payable per entity for training support. Further details of the approach and rationale for training must be submitted in a separate proposal submitted with this form. (The list of businesses/cooperatives to be trained can also be submitted together with the proposal in the event the provided space is insufficient.)

Name of business/cooperative to be supported.	Name of programme and Level	Number of credits offered	Duration of training in days	Number of trainees

Contact details of person responsible for SMALL BUSINESS AND COOPERATIVE SUPPORT

Name and Surname of Representative	
Contact Number	
Contact E-mail	

-End of Form -