



MINE COMMUNITY DEVELOPMENT PROPOSAL GUIDE

2025/2026 FINANCIAL YEAR

1. DETAILS OF THE COMPANY

The 1st page, after the proposal cover, should contain the company details, including the following:

1. Name of the company
2. Company Registration information
3. Physical Address
4. Postal Address
5. Telephone Number
6. Cell Phone number
7. Contact Person
8. Designation of contact person
9. Email Address of contact person

2. TAX COMPLIANCE

Tax clearance certificate or exemption
Proof of locality



3. EXECUTIVE SUMMARY

The 1-page executive summary should incorporate the following:

- ☐ Name of the proposed intervention
- ☐ Objectives of the proposed project
- ☐ Province(s)/District (s) where training will be conducted as per areas identified in the attached Annexure
- ☐ Local Community(s) where training will be conducted (kindly indicate if this is a mining community or a labour sending area and substantiate area choice)
- ☐ Scope of the project
- ☐ Duration of the project (skills programmes between 3-6 months) proof of Co-funding for interventions above 6 months.
- ☐ Beneficiaries of the project (ex-miners, soon to be retrenched, or mine communities)
- ☐ Demographics of beneficiaries (Gender, race and disability)
- ☐ Total proposed cost of the project
- ☐ Beneficiaries must be South African

4. NQF ALIGNMENT

Please indicate with evidence if training is NQF aligned (Skills Programme Name and Code) (provide accreditation SETA/ QCTO)

5. ACCREDITATION

Please provide proof of valid accreditation.

Provide a list and number of facilitators, assessors and moderators and their certification

If not, please provide details of the training provider (valid accreditation document, an agreement between your company and the training provider, capacity of the training provider with regards to human resources).

6. POST TRAINING OPPORTUNITIES

Please indicate an exit strategy or post training economic opportunity for the intended beneficiaries. (Give an overview of the proposed exit strategy detailing how it will assist beneficiaries to sustain themselves post training ; please expand your input in line with the proposed exit under point 7/8.)

6.1 IMPLEMENTATION OF EXIT STRATEGY - EMPLOYMENT

Please indicate, with evidence, if employment will be offered to beneficiaries as an exit strategy. (Commitment letter/SLA from prospective employer/s)

6.2 IMPLEMENTATION OF EXIT STRATEGY – ENTREPRENEURSHIP

- For entrepreneurship, mentorship and coaching will be included.
- The enterprises targeted are registered with CIPC, etc. Provide proof of registration
- Indicate the skill/core business and how the business will be supported for sustainability

If procurement of startup kits is part of the exit strategy, the procurement of consumables is not allowed. The focus should be on the basic tools aligned to the trade applied for. The MQA will make input on this list and this will be included in the contract.

Learners who will be assisted to open new ventures should be mentored for a period of 3 months to ensure sustainability. A plan must be submitted as part of this application.

7. EVIDENCE OF COLLABORATION AND PARTNERSHIP/S IN PLACE TO SUPPORT THE SUCCESSFUL IMPLEMENTATION OF THE PROPOSED INTERVENTION

Is there co-funding sourced for the implementation of the project? (Submit evidence)
Please provide details of existing partnership(s) and/or collaboration(s) entered with entities that will assist with the implementation of the exit strategy.

N.B If all the above requirements are not met the proposal will not be considered for evaluation.

