



South Africa Siyasebenza

BREAKING BARRIERS: FUTURE PROOFING SOUTH AFRICA'S EMPLOYMENT OPTIONS

Jobs Fund 11th Funding Round

Frequently Asked Questions & Answers

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national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



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11th Funding Round Overview - Breaking Barriers: Future Proofing South Africa's Employment Options

The world of work is rapidly changing and to remain competitive and grow our economy we must be ready to embrace these changes. The global economic context demands that we empower our workforce to have the right skills to respond to new challenges including, advancing artificial intelligence.

The recently released World Economic Forum's Future of Jobs Report 2023 assessed the impact of macro trends, as well as technological changes that will affect jobs and skills over the next five years and finds that nearly a quarter of all jobs globally will change. Tellingly, the report also suggests that the biggest threat to jobs is not from technology but from slowing economic growth, the rising costs of inputs and weaker purchasing power among consumers (World Economic Forum Report Future of Jobs Report 2023).

There are many factors, not least of which are the structural constraints, that bedevil our ability to grow our economy. However, at the very least when addressing our employment challenge, we must focus on breaking barriers on both the demand and supply side of the employment equation.

In South Africa, we have a significant imbalance in the supply of skills required for the future, while at the same time, suppressed investment constrains demand for new jobs.

The Jobs Fund would like to partner with future-focused organisations that share its intent to find innovative solutions to South Africa's employment challenges. ***This is an invitation to work with us to break barriers to labour market entry by stimulating new demand in growth sectors and improving the supply of appropriately skilled labour.***

This 11th Call for Proposals will be implemented using Challenge Fund principles, this means only the best proposals will be considered for funding. ***The Jobs Fund will target funding toward initiatives that focus on interventions that present innovative solutions*** for:

- Stimulating demand for new jobs including enterprise and infrastructure development. The outcome of the intervention must result in growth and sustainability for the enterprise and infrastructure that is enabling and supports ongoing job creation.
- Skilling/Upskilling, matching workseekers to jobs and facilitating new pathways to jobs. The outcome of the intervention must result in a new job being created and or placement into a job.
- A focus on women and youth will be an advantage.

For applications to be favourably considered, they should ***clearly identify the barriers*** they intend to address. These could include, amongst others: Access to finance, markets, technology, infrastructure, skills, technical support, market regulations, sector-specific constraints and value chain or supply chain constraints inhibiting firms from creating required jobs. The Jobs Fund has pre-determined eligibility criteria to ensure that each project that proceeds to the next assessment stage has the minimum operating experience, infrastructure, administrative capacity to successfully implement the proposed project and demonstrate value for money for the Jobs Fund. The assessment process commences with a strict appraisal of the project and its compliance with the eligibility criteria.

The funding round opens on **29 May 2023** and closes on **17 July 2023 (3:00 pm)**.

For more information on the application process for this funding round, interested entities can email jobsfund@treasury.gov.za or visit the Jobs Fund website to access the full Term Sheet and the link to the application form: www.jobsfund.org.za.

Please note that this FAQ document will be regularly updated based on queries that the Jobs Fund has received from potential applicants.

Frequently asked Questions

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A. Application Process

1. What is the application process?

Applications are only accepted during an open funding round. This funding round opens on 29 May 2023 and closes on 17 July 2023 (3:00 pm); proposals must meet pre-determined criteria to be eligible for consideration. No late applications will be considered. There is a one-stage online application process i.e., applicants are required to submit all the required information upon close of the funding round; applicants must respond to all the questions on the online application form and upload all the supporting documentation requested. An independent Investment Committee makes the final decision on which projects should be allocated grant funding.

Successful applicants will be required to sign Annexure 1 -10 of the Grant Agreement immediately upon confirmation that the application has been successful. We, therefore, urge applicants to complete all the required templates included in Annexure 1 -10 in advance, obtain instructions from their senior management regarding the undertakings required / and or get legal advice timeously to comply with this requirement (All costs are for the Applicants own expense).

2. How can applicants apply for funding?

Applications must be submitted electronically, the link to the application form is <https://jobsfund.praxisgms.co.za/>

3. How long will it take to process an application?

The assessment of applications starts when the call for proposals closes, which is 17 July 2023 (3:00 pm). All applications are screened for eligibility and those deemed eligible are then competitively

assessed against the impact criteria outlined in the term sheet. From the submission of an application to a final grant decision by the Investment Committee, the process takes approximately nine months.

4. What is the closing date for applications?

The deadline for applications is 17 July 2023 at 3:00 pm. No applications will be accepted after the deadline. Note the information required is very detailed this is necessary so that we can competitively assess your application against other applications and the impact criteria of the Fund. So, if you intend to submit an application, we recommend you start early.

5. Can I submit more than one application?

Yes, you can submit more than one application, however, it cannot be for the same project. You will need to show implementation capacity should one or more of your applications be successful.

6. What is an ABC PIMP and what is its relevance in the application process?

ABC PIMP means the Activity Based, Costing Project Implementation Monitoring Plan which sets out:

- The manner in which the Project will be implemented to achieve its set targets;
- The project outputs against which the progress of the Project will be measured; and
- The detailed activity and cost items of the Project and the sources of funding tagged to these costs.

The ABC PIMP allows easier understanding of project activities and their related costs and enables an easier comparison of projects as part of the competitive assessment of applications. It also assists the applicant to have a very deep understanding of what will be required to successfully implement the intervention.

7. We have used the 2022 ABC PIMP workbook to populate our current proposal. Please confirm if this 2022 workbook format to be the exact same as 2023?

No, the PIMP versions are different. Please use the latest ABC PIMP for this funding round.

8. Does the Jobs Fund have consultants it can recommend to assist an applicant to complete the application process?

Please note the Jobs Fund does not employ and does not have any accredited technical agents to provide project application/preparation assistance. Please note that if you get assistance from a consultant, the Jobs Fund will only engage the applicant and not through the consultant. Note if you have a query submit your query to jobsfund@treasury.gov.za

B. Funding Windows

9. What are the funding windows applicable under this Funding Round?

The Jobs Fund will consider supporting projects through its Enterprise Development, Support for Work Seekers, and Institutional Capacity Building funding windows. Infrastructure investments must have a clear link to either Enterprise Development or Support for Work Seekers or Institutional Capacity Building, hence applications for infrastructure investments must be made under the applicable funding window.

Applicants are required to explain how their initiative will address a particular market failure, market barrier, stimulate new demand for jobs, support the development of SMEs, increase the level of self-employment and create systems of support to the targeted participants amongst others.

For further details and examples please refer to Annexure II of the term sheet.

10. Is the Jobs fund able to share ideas of enterprise development models that has been tested before, considering this is the 11th window?

For a list and description of Projects already funded by the Jobs Fund, please refer to our website www.jobsfund.org.za.

11. What does one do if the applicant's project delivers across all three funding windows?

The applicant will only be able to select one funding window in their application. If the initiative proposed has elements of all 3 windows, please select the dominant one.

12. Are there sectors that are excluded?

No sectors are excluded.

C. Eligibility

13. Who can apply for funding?

Competitive applications will be accepted from private companies, public entities, and Non-Profit Organisations/NGOs.

14. Can individuals apply for funding?

No, only private companies, public entities, and Non-Profit Organisations/NGOs can apply for funding.

15. What are the eligibility criteria?

At a minimum, applicants and applications must meet all the following criteria:

- a. The funding request must be for a minimum grant size of R5 million for applications under all funding windows.
- b. Applicants must demonstrate the ability to secure matched funding in the form of direct cash contributions at a minimum level of 1:1 for private companies and public entities and 1:0.5 for NPOs/NGOs.
 - Match Funding refers to: Cash contributions made toward project implementation. This may constitute self- funded contributions by the applicant and or contributions raised from other sources including loan finance.
 - Evidence of match funding where match funding is self- funded should comprise of: a sufficiently strong financial position which is evidenced by the applicant's Annual Financial Statements.
 - Evidence of match funding where match funding is from other sources should comprise of: Example: An application to a funder; an undertaking by a funder to support the applicant; progress made toward securing the funding e.g., letter from funder stating process and timeframe to finalise funding application; unmet conditions that applicant has to satisfy in order to be considered for funding.
- c. Applicants must be in full compliance with administrative requirements (including Tax Compliance Status).
- d. Applicants (contracting party) must be solvent, have been operating for more than two years, and have complete audited or reviewed annual financial statements for the previous two financial years (these criteria apply specifically to the lead applicant).
- e. The lead applicant or implementing partner must have a track record of more than three years of technical experience in the subject area for which the application is being submitted.

- f. The initiative should take a maximum of 2 years (24 months) to achieve the project targets. Initiatives that can demonstrate realistic/plausible impact (e.g., job creation) in a shorter period will be considered more competitive.
- g. Applicants need to acknowledge that while the intellectual property (IP) will reside with the applicant, all successful applicants must permit the Jobs Fund to use the concept for learning and dissemination purposes. The learning material will be developed in conjunction with the owner of the IP and will not be used for commercial dissemination.
- h. Existing/ previous Jobs Fund Partners will only be eligible to respond to the call if they meet **ALL** the following additional criteria as of **31 March 2023**:
 - i. The project must have reached at **least 50%** of its contracted implementation period in one of their Jobs Fund-funded projects.
 - ii. Performance on the applicable contracted job and placement targets combined must be **greater than 50%** since inception date in one of their Jobs Fund-funded projects.
 - iii. The project must have reached **at least 50%** inception-to-date expenditure as measured against total contracted expenditure in one of their Jobs Fund-funded projects.

16. What kind of projects will you fund?

Please refer to Annexure II of the Term Sheet where you will find examples of the type of projects that would be deemed competitive.

17. Why is there a requirement for audited or reviewed annual financial statements (AFS)?

The audited or reviewed annual financial statements are part of the eligibility criteria for lead applicants. They provide us with a sufficient level of assurance regarding governance at the organisation, financial stability, and the organisations track record.

18. Is there a minimum number of jobs a project must create?

No, there is no set minimum number of jobs a project must create. Projects are assessed on a competitive basis; the higher the number of jobs per Rand of grant, the more competitive a project will be considered.

19. Are foreign organisations eligible to apply?

If you are a foreign-domiciled entity, your application will NOT be considered. Foreign-owned South African-domiciled entities may apply. The Jobs Fund would like to understand what your proposal is and what you intend to do in relation to job creation in South Africa (SA). The Fund would look at how you intend to utilise the funds. If funds are not deployed in SA for job creation in SA, your application would not be considered.

20. If the organisation currently receives funds for similar activities, will it automatically be excluded from applying?

In such cases, applicants are required to demonstrate that there is no double-dipping i.e., that the grant funds will not be used to fund activities already funded or being funded by other funders, whether private or public. In the use of the grant the Jobs Fund will deem an application competitive if it can clearly demonstrate additionality.

Assessment of the competitiveness of the application will give consideration to the following: Has the applicant demonstrated what the additional positive impact or outcome will be if additional resources and capital investment was made into the applicant's proposed intervention, will the results achieved be in addition to what would have been achieved if the applicant had carried on business as usual. We look for a clear articulation of what additional benefits will be achieved over and above the

applicant's current baseline activities i.e., what you would have done anyway in the absence of the capital investment. **Additionality is not requesting funds to finance your current activities).**

21. Can audit report be compiled internal or external?

This must be independently reviewed or audited hence it must be external.

D. Impact Criteria

22. Once projects are deemed eligible, how are they assessed for competitiveness?

In line with the Jobs Fund challenge fund principles (which means that applications compete against each other), applications will be considered against the following impact criteria: social impact, additionality, sustainability, matched funding, innovation, scale/ replication, contribution to systemic change, and the applicant's capacity to implement. These are detailed in Annexure VI of the term sheet. Importantly proposals will also be assessed on their ability to solve for the challenges presented by the pandemic and lockdown conditions.

E. Grant Funding

23. The eligibility criteria mention minimum grant amounts, are there maximum amounts?

There is no stated maximum grant amount, however, the initiative needs to be implemented and completed within a maximum of 2 years (24 months). Initiatives that can demonstrate realistic/plausible impact (e.g., job creation) in a shorter period will be considered more competitive. Each request for grant funding will be stress tested based on the project model and intervention and how it fares competitively with other proposals submitted.

24. Is the Jobs Fund grant fully tax exempt or would possible tax implications need to be budgeted/costed for?

The grant income is fully exempted, there is no corporate tax on it.

25. Will a Jobs Fund Partner (JFPs) be required to raise an invoice to the Jobs Fund for grant disbursement? If so, will that be "zero rated" or "exempt" from a VAT perspective?

No, JFPs are not required to raise invoices for the grant disbursements, the disbursements are transfers to implement the approved project as per the approved ABC PIMP. The Jobs Fund grant is not Income for VAT purposes. It is a non-supply which is exempted.

26. How should PAYE and other payroll taxes be reflected, as there will be existing staff and new staff there will be one payment to SARS for the EMP201 return? This may come from an existing bank account and thus not from the project bank account.

Please capture it as part of staff costs. Though the payment to SARS is effected at corporate level, you can apportion for the relevant staff against the project.

27. What is the guidance on allocation of grant and matched funding to each expense line item?

That's based on the funding gap which is presented to the Jobs Fund by the applicant. We will assess your proposed allocation against the term sheet and our objectives.

F. Matched Funding

28. What do you mean by matched funding?

Matched funding refers to the applicant's funding contribution towards the project. This can be self-funded (referred to as an own contribution), from other sources (e.g., project partners) or loan funding from a financial institution.

For example:

- (i) **Where the required matched funding ratio is 1:1:** If the applicant requires grant funding of R10 million, the Jobs Fund will contribute R10 million and the applicant is required to contribute at least R10 million in the form of direct cash contributions.
- (ii) **Where the required matched funding ratio is 1:0.5:** If the applicant requires grant funding of R10 million, the Jobs Fund will contribute R10 million, and the applicant is required to contribute at least R5 million in the form of direct cash contributions.
- (iii) Evidence of match funding where match funding is self-funded should comprise of: a sufficiently strong financial position which is evidenced by the applicant's Annual Financial Statements.
- (iv) Evidence of match funding where match funding is from other sources should comprise of: Example: An application to a funder; an undertaking by a funder to support the applicant; progress made toward securing the funding e.g., letter from funder stating process and timeframe to finalise funding application; unmet conditions that applicant has to satisfy in order to be considered for funding.

In-Kind contributions are recorded on the project but will not be considered as matched funding.

Please note that the matched funding requirements are different for private companies and public entities and NPOs/NGOs:

- Cash contributions at a minimum level of 1:1 for private companies and public entities; and
- 1:0.5 for NPOs/NGOs.

29. Must the applicant have resolved their matched funding obligations at the time of submitting the application and what proof is required?

Applicants will be required to demonstrate the ability to secure matched funding as:

- For each of the Matched Funding Partners identified indicate the status of the matched funding (i.e., if a loan is to be obtained from a funder indicate at what stage of the approval process the application is); also indicate any outstanding issues and conditions and when these are expected to be met by you the applicant.

Please refer to the uploads section of the application form on the GMS for details on the required proof of matched funding

30. Are foreign organisations eligible to provide matched funding?

Foreign organisations may provide matched funding provided the funds flow into the approved, designated project bank account.

31. Can an applicant be considered even if there is no matched funding?

If you do not have matched funding or do not demonstrate the capacity to raise match funding, we will not be able to consider your application i.e., the application will be deemed ineligible as per the eligibility criteria set out in the term sheet.

32. Can in-kind funding be considered as matched funding?

In-kind contributions will not be calculated as part of the cash-matched funding. In-kind contributions will however be taken into consideration when determining competitiveness.

33. Would value of the land be considered matched funding if the application is focused in Agriculture?
It would not meet the requirement for cash match funding, but it can be contributed as in-kind funding and utilised in the project.
34. For existing entities with existing infrastructure would direct costs associated with this infrastructure to deliver on the project be designated as “reimbursement”?
No, as this will be in-kind match funding, hence not accepted as cash match funding.
35. Can sunk costs be considered as matched funding?
We will only accept matched funding that can be transferred into the Designated, Approved Project bank account and utilised during the project implementation period. Sunk costs will not be considered as matched funding.
36. What if you have already deployed the funding that you have raised and now you want the Jobs Fund to match what you have already deployed?
No, that will not be considered as match funding.
37. Can projected sales proceeds of the NPC that an NGO wants to set up, form part of the matched funding?
No, this is considered as project income since its earnings from the jointly-funded project. It should be budgeted for in the ABC PIMP (Financing Plan Tab) as Other income and can be utilised to support the project. However, it will not be considered as matched funding.
38. Can donors provide a guarantee to match funding and release funds once approval is obtained from the Jobs Fund?
Yes, that is acceptable provided that at the time of the project being approved by the Jobs Fund there are no other outstanding conditions.
Applicants must show ability to raise matched funding during the appraisal process, must have secured it all at contracting, however, the JF will only require you to deposit it into the approved project bank account as and when required during implementation. This will be set out in the ABC PIMP
39. If you raise a loan to match the funding, can one then charge interest when implementing the project?
We do not prohibit this provided the interest is not prohibitive to beneficiaries and there is a reasonable allocation of risk among parties-applicant, beneficiary, and Jobs Fund. You cannot use the Jobs Fund grant or any portion attributable to it to repay funders.
40. What is a re-imbusement?
A re-imbusement must not be confused with in-kind matched funding. A re-imbusement refers to costs that need to be incurred in a centralised (corporate) account, e.g. PAYE costs for a resource allocated to the project, and claimed from the Project Bank Account. So, in this sense, the JF Partner is being re-imbursed for costs incurred elsewhere. Such costs must be declared in the PIMP and the JF will assess the reasonability of this request. If approved there are strict evidencing requirements that should be adhered to.

G. Monitoring & Evaluation

41. If my application is approved, what are the performance indicators that the project will be required to report on and what are the evidencing requirements?

Applicants must pay careful attention to how the different performance indicators presented in the term sheet are defined and accurately record intended targets and other initiative-specific outcomes in the application form. If successful, you will be required to report against these indicators. Quarterly implementation reports and evidence to back reported outcomes will also be reported to the Jobs Fund to trigger disbursements.

42. What evidence must be provided?

Evidencing requirements have been outlined in the term sheet and in the Implementation Plan template (Activity Based Costing Project Implementation Monitoring Plan [ABC PIMP]) which is found in the uploads section of the application form on the GMS. You may also refer to the Term Sheet Annexure VII for detailed definitions and means of verification for each indicator.

43. What are the selection criteria for external evaluators?

The Jobs Fund provides evaluation guidelines but does not stipulate selection criteria for the appointment of external evaluators. The Applicant/Jobs Fund Partner is required to source and appoint a reputable independent evaluator with a good track record and experience in conducting evaluations for similar initiatives. Applicants/Jobs Fund Partners can also consult the South African Monitoring & Evaluation Association (SAMEA) who has a database of service providers (<https://www.samea.org.za/home>). However, it is the responsibility of the Applicant/Jobs Fund Partner to vet the service provider and ensure they can carry out the evaluation to the required standard.

44. Is there any specific framework that applicants should be relying on/ aligning themselves with in terms of monitoring and reporting on their impact? (e.g., Sustainable Development Goals (SDGs), or IRIS+ a system for measuring, managing and optimising impact developed by the Global Impact Investing Network (GIIN) etc.)?

Broad alignment with how the SDGs are measured and use of IRIS+ is very useful in the measurement of impact however not all potential applicants would have had the resources to adopt these measures for this reason the Jobs Fund has developed its own programme indicators that projects will need to track. The description of the indicators is included in the Term sheet. Each project, however, is also required to put forward its own project-specific indicators which will measure project milestones and sustainability/impact. Applicants are requested to refer to the Sustainability Indicator examples on the Jobs Fund Application site for guidance but are also welcome to include indicators that are aligned to standard metrics should it suit their particular intervention.

45. What if jobs are created after the 2-year implementation period (for instance certain agricultural programmes which result in jobs after production cycle timeframes)?

We recognise that there may be some jobs created beyond the 2 years. While your competitiveness against other similar agriculture projects (in respect of jobs) will be on how many jobs your project can create within the initial 2 years, you will also be able to report jobs created post the 2-year implementation period for at least one year after end of the project implementation period. There are guidelines in place for the post implementation reporting period.

46. Should the monitoring and evaluation (M&E) section in the ABC PIMP be filled in before submission.

Yes, the ABC PIMP must be completed at submission. Remember that the activities and outputs in the M&E section (Activity Category 7) have already been completed for you (these are mandatory) – however, applicants must budget for each of these activities and add this to the ABC PIMP.

47. Is it mandatory for the applicant to employ an M&E firm or can we conduct the M&E ourselves according to an M&E Plan for the project?

It is mandatory to appoint an independent M&E firm to conduct the project's Formative Evaluation (and produce an M&E plan for the project) and conduct the Summative Evaluation.

In some cases, baseline data needs to be collected on a rolling basis and not just at the beginning of an intervention - this generally occurs with enterprise development projects. There is a need to baseline the participant Small, Medium and Micro Enterprises (SMMEs) or Small-holder Farmers (SHF) as they join the support initiative, in order to be able to measure the growth of the enterprises/farming operations during implementation. The baseline indicators measured could include business registration status, annual turnover, annual profit, current employee numbers, ha under production, funding currently secured, and productivity. These rolling baselines can be conducted by the partners in-house with initial guidance from an independent M&E service provider. These are to be submitted together with the Quarterly Reports on the GMS on an ongoing basis, as applicable.

The evidencing, verification and reporting requirements are significant for each JF-funded project, and for large or complex projects, it is recommended that new staff are hired to work solely on the project to ensure it is managed efficiently (i.e. M&E Officer(s), Finance Officer/Analyst and Project Manager). The project must in any case allocate adequate resource time and effort to the successful implementation of the project. You have the opportunity to budget for this in your application.

Further information on Jobs Fund Evaluation requirements is available for download on the GMS application site: <https://jobsfund.praxisgms.co.za>.

48. What happens if your project is running in different provinces each year? How do you report?

You must consolidate your "reports" from the different provinces & submit one consolidated report with supporting evidence.

H. Governance

49. If you have your own reporting systems, do you still need to report through the Jobs Fund Grant Management System (GMS)?

Yes, all quarterly reports must be completed as per the reporting template on the Jobs Fund GMS system. Training will be provided to approved applicants to enable them to do so.

50. Governance of project bank account(s).

There is a comprehensive operations manual that is made available to projects when they are approved. In brief: a project must open a separate bank account for the project. All agreed project transactions are to be processed from the ring-fenced project bank account(s) that must be approved by the Jobs Fund.

51. Process and timing of disbursements (i.e., is there a transparent agreed process that the Jobs Fund follows to disburse?)

Upon signing the Grant Agreement and meeting all advance disbursement conditions, the Jobs Fund will advance the funding as per the approved ABC PIMP. Thereafter, the Jobs Fund will process disbursements quarterly in advance based on projects meeting the required performance threshold, submission of acceptable evidence, and meeting relevant quarterly disbursement conditions. Details on the disbursement process are contained in the programme's operating guidelines which are incorporated in the Grant Agreement.

Please refer to the typical Grant Agreement in the uploads section of the application form on the GMS.

52. Does the appointed auditor have to be different to the one the organisation already uses to audit their financials?

No, but when they audit the project, we have a scope of work that we would like to discuss with them before commencing the Agreed Upon Procedures Project audit.

I. Funding Exclusions

53. Are there any funding exclusions for this Round?

Examples of ineligible applications include:

1. Funding exclusively for research and development costs.
2. Funding for the bailout of distressed applicants.
3. Training activities that are not demand-led and that do not result in a job placement or retention. There must be a conversion from training to placement.
4. Initiatives with large capital investment but minimal short to medium term job-creation.
5. Funding of initiatives that will not deliver on their intended performance outcomes within two years of implementation (e.g., new forestry and orchard development).
6. On-lending projects that do not adequately demonstrate that they have a finance-ready pipeline of projects to support and who do not demonstrate what technical, business development or market access support they provide to their borrowers.
7. Projects receiving support for the same initiative which may lead to double counting of jobs or other social impact indicators or double-dipping into public funds.
8. Projects with commercial application that is overly dependent on grant funding.
9. Funding for loan refinancing.

J. Access to Presentations

54. Where can I access the presentations and recordings for the virtual briefing and training sessions?

The presentations and recordings can be accessed via the Jobs Fund's website <http://www.jobsfund.org.za/CurrentCallForProposals.aspx>.

K. Application Form

55. Once we have registered our application, are we able to change/refine our project name?

The project name can be changed/refined via the "Summary" tab. The "project name" field is an editable field and will allow the user to make the applicable amendments. Please ensure that the "Save" button is clicked after editing the "project name" field to effect the change to the application form.

56. Am I able to download the application form?

The entire application form can be downloaded in PDF format once you have completed the Eligibility tab. A link will be displayed at in the header of each tab "[Print read-only application form](#)".

57. Can you save an application and return to it later?

Yes, you will be able to save your progress and return to it later.

58. Is there a MS word version of the form available so one can work on it and prepare response prior to uploading online?

No, there is no MS Word version of the application form. However, once you have completed eligibility and have access to the application form, you will be able to download a pdf version of the complete application form. In addition, a blank application form is available via the Download section of the application form.

59. Can the application online be worked on by more than one person seeing as there is only one username and password option?

Yes, more than one person can work on the application at the same time. You will register the application and add colleagues, please download the 11th CFP GMS User Guide for step-by-step instructions.

L. Types of Jobs

60. What types of jobs will the Jobs Fund accept?

Please refer to the job definitions in the Annexures of the term sheet and ensure that you familiarise yourselves with each indicator before you begin to project the targets for your two-year initiative.

These indicators distinguish between 5 different types of jobs with respect to tenure:

- Permanent job or placement – A job that has been facilitated as a result of the project, for which a permanent employment contract has been signed. (i.e., the employment tenure has no end date, it is not fixed term)
- Fixed term job or placement (12 months +) – A job that has been facilitated as a result of the project, for which a fixed term contract (i.e., the employment tenure has a clear end date) for at least 12 months has been signed, e.g., the contract states that employment commences on 1 July 2023 and ends on 30 June 2024.
- Short-term jobs (less than 12 months) – A job that has been facilitated as a result of the project, for which a fixed-term contract (set contract end date) of less than 12 months in duration has been signed, e.g., the contract states that employment commences on 1 April 2023 and ends of 30 June 2023 (3-month contract).
- Seasonal job or placement – A job that has been facilitated as a result of the project, but its tenure is seasonal, i.e., the time spent in the position/job is not full time and the employee only works during specific periods/ seasons/ holidays. The opportunity is expected to exist for that period each season/ year/ holiday period, e.g., the contract states that the employee will only work on month-end weekends.
- Informal sector jobs – A job that has been facilitated as a result of the project within the informal economy. This can refer to either:
 - Self-employment - A participant starts a business and after a period of time becomes gainfully self-employed, or
 - Employment - A participant secures a job in a growing micro business in the informal sector.

Again, please ensure you read and understand the indicator definitions in the Term Sheet before adding targets to your application.

61. What kind of indicators would you have for small enterprise development e.g., if you are a training company that focuses on developing small to medium construction companies?

We have examples of several indicators that can be tracked for enterprise development (SMME support initiatives). These are available for download on the Jobs Fund application site: <https://jobsfund.praxisgms.co.za>

62. If your intervention contributes to making an entrepreneur or co-operative more profitable, a metric that can be measured against a baseline, would that count as an outcome?

Yes, it would count as an outcome, however, being the Jobs Fund, job creation is an important factor, and we would anticipate that the enterprise growth would result in increasing demand for jobs (i.e., the supported enterprises will hire new staff as they grow).

M. Due Diligence

63. What level of engagement can be expected in the Due Diligence/ Evaluation process?

As a public institution accountable in accordance with the Public Finance Management Act (PFMA), the Jobs Fund's due diligence process is a very detailed and in-depth process. You may be called onto provide supplementary reports, updated company resolutions and additional information on an urgent basis in order to meet the stringent time frames for the assessment.

64. Are due diligence documents required at close of application?

Yes, all due diligence document must be submitted as indicated in the application form.

65. The High Court has a huge backlog for the registration of trustees on the board. Can we upload the latest one with the letters of resignations?

We are aware of the delays. Upload what you have and include documentation which indicate you have applied to make changes to your board, i.e., confirmation of submission for any changes.

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