Presidential Youth Employment Intervention - National Youth Service Programme

Online Application User Guide

October 2021

V1

Contents

*** Please take note that all information depicted in the screen shots is derived from the Test environment and so is not necessarily factual**

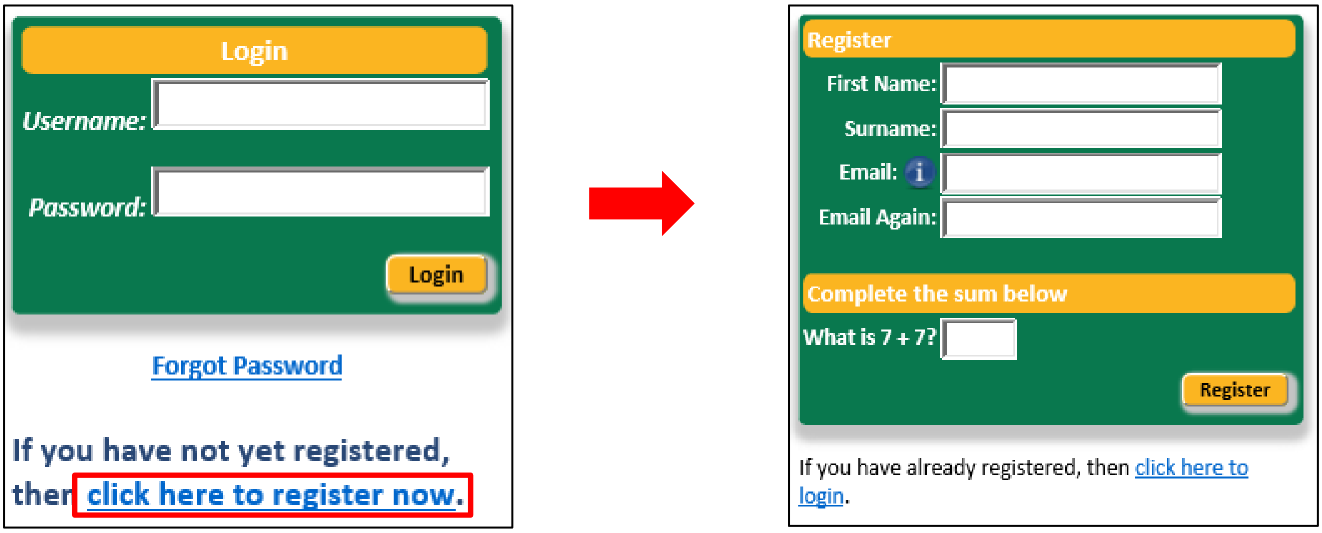
1 Overview

Applicants/partners register themselves as users on the Presidential Youth Employment Fund's (PYEF) Fund Managers online portal. The applicant/partner has to register him/herself and will use their email addresses as their username when logging in.

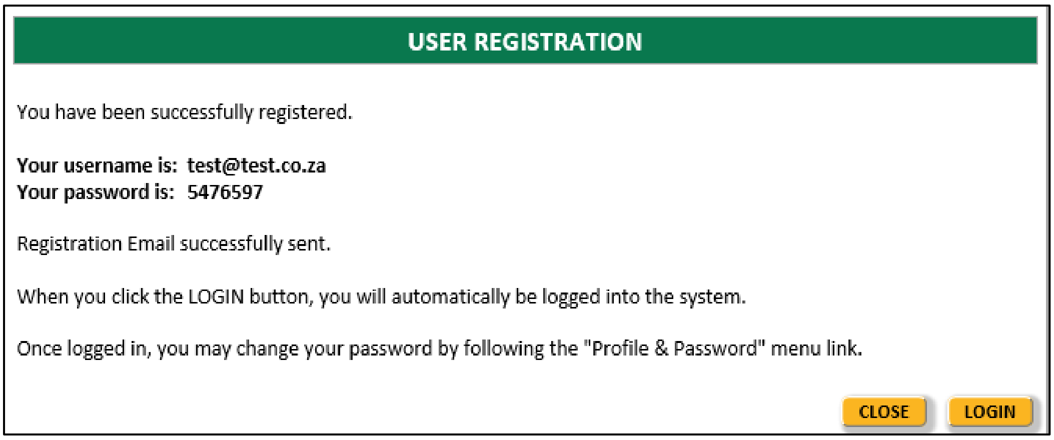
When the user logs in, they are directed to the Home page. This page lists all the applicants/partners' registered applications. From this Home page the applicant/partner can view/edit their applications or create a new application (up until the deadline for submission **25 November 2021 @ 15:00 pm**).

2 Register as an online user

On the online portal a user who is not registered can register by clicking the "click here to register now" hyperlink on the left of the page. The user will need to fill in their first name, surname and email address and complete a check digit validation (basic math sum). This email address will then be used as their username when logging onto the online portal.



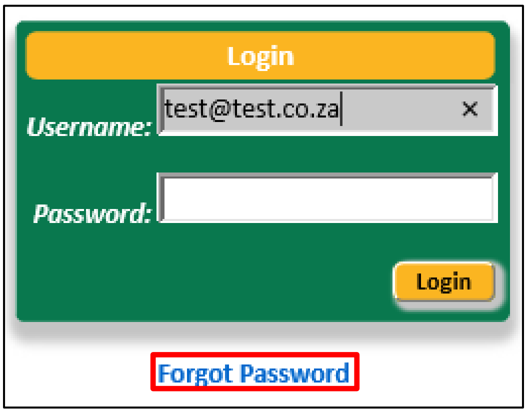
The system generates a password which is displayed on the popup window. An email is also sent to the applicant with his/her user details.



Once the user logs in, he/she **must** change their password using the Left Menu.

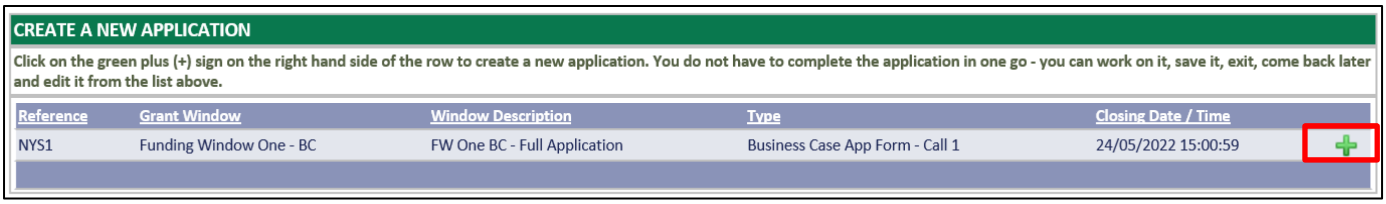
3 Forgotten password

From the login page, the user should complete their username (in the ‘Username’ field) and then click the Forgot password hyperlink. A securely encrypted email will be sent to the user with their password.



4 Register an application

Once the online user/partner has logged on they can create a new project/application by clicking the green + plus button in the table “Create a New application”.



CREATE A NEW APPLICATION

Click on the green plus (+) sign on the right hand side of the row to create a new application. You do not have to complete the application in one go - you can work on it, save it, exit, come back later and edit it from the list above.

Reference	Grant Window	Window Description	Type	Closing Date / Time	
NYS1	Funding Window One - BC	FW One BC - Full Application	Business Case App Form - Call 1	24/05/2022 15:00:59	+

The first step of the application process is an application registration process that will setup the application record within the online portal for the user. Fields marked with a red asterisk * are mandatory.

APPLICATION REGISTRATION PAGE

Application Type

National Youth Service Programme

Through the National Youth Service (NYS) programme, young people will be engaged in Community Service activities in the first year of implementation.
This will be progressively scaled up over a 5-year period. The primary aim of the NYS programme is to mobilise young people to become active citizens of the country's democracy, while earning an income and increasing their employability. The purpose of the Community Service activities as envisaged for the NYS programme is also to enhance service delivery efforts and improve the lives of marginalized communities.

National Youth Service programme 1

Are you a Private, Public or Non-governmental organisation? *

NOTE: Once you have registered your application, you will not be able to change this selection.

NGO 2

Project Details

Title of the Project * 3

Maximum 50 characters.

Demo Project

Institutional Details

Name of institution applying * 4

Institution 1

In which province is your organisation's head office located? *

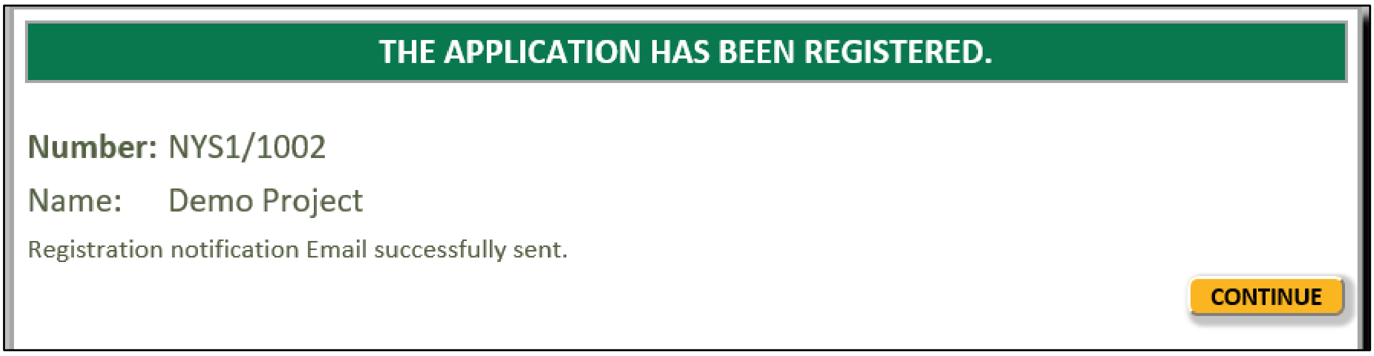
Gauteng 5

6 Register Application

7 Cancel

No.	Functionality Details	Comments
1.	Application Type	A single application is available for selection • National Youth Service Programme
2.	Indicate your Institution type	Select from the drop down list: • **Public Sector** • **Private Sector** • **NGO** **NOTE:** Once you have registered your application, you will not be able to change this selection.
3.	Project Details	Record the Title of the Project (Please ensure that the title is meaningful) in no more than 50 characters.
4.	Institutional Details	Record the Name of the institution applying. **NOTE:** The Institution name entered here automatically becomes the lead applicant on the Institutional Info page.
5.	In which province is your organisation's head office located?	Select the province where your Head Office is located: Western Cape, Eastern Cape, Northern Cape, North West, Free State, Kwazulu Natal, Gauteng, Limpopo and Mpumalanga (only one can be selected
6.	Register Application – Button	A "registration" email is sent to the user logged on (this user automatically becomes the main contact person) once the project is registered/created. Each project that is created has a unique Reference number. The Reference number is suffixed with a standard abbreviation (NYS1) and a sequential number. E.g. NYS1/1005 = fifth application registered on the online portal
7.	Cancel – Button	Clicking the "Cancel" button will clear the Registration screen and return the user to the initial starting point ("Home" tab).

If all mandatory fields have been completed the following pop up message will be displayed after clicking the **Register Application** button.


THE APPLICATION HAS BEEN REGISTERED.

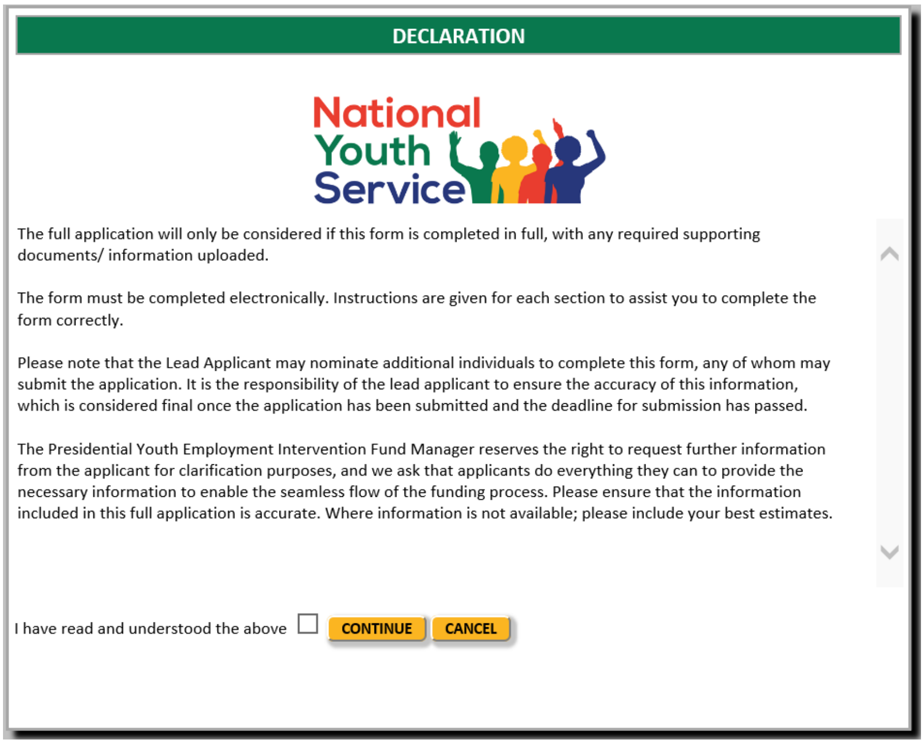
Number: NYS1/1002

Name: Demo Project

Registration notification Email successfully sent.

CONTINUE

Users will need to read, understand and accept the **Declaration** before continuing with the application process:


DECLARATION

The full application will only be considered if this form is completed in full, with any required supporting documents/ information uploaded.

The form must be completed electronically. Instructions are given for each section to assist you to complete the form correctly.

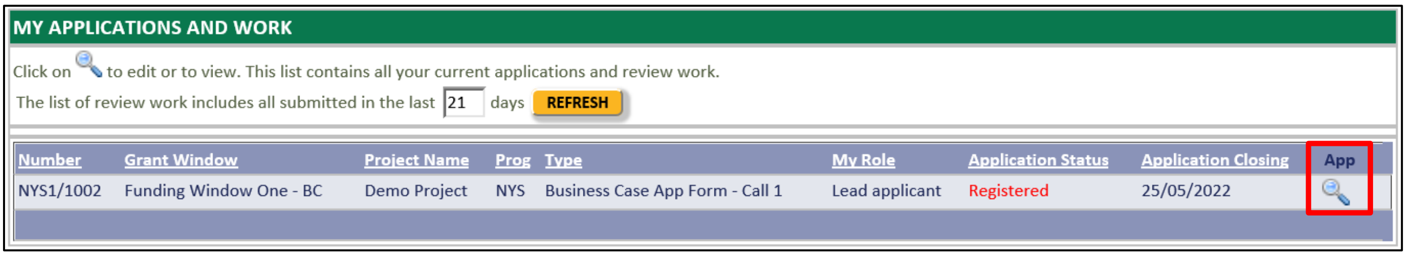
Please note that the Lead Applicant may nominate additional individuals to complete this form, any of whom may submit the application. It is the responsibility of the lead applicant to ensure the accuracy of this information, which is considered final once the application has been submitted and the deadline for submission has passed.

The Presidential Youth Employment Intervention Fund Manager reserves the right to request further information from the applicant for clarification purposes, and we ask that applicants do everything they can to provide the necessary information to enable the seamless flow of the funding process. Please ensure that the information included in this full application is accurate. Where information is not available; please include your best estimates.

I have read and understood the above ☐ CONTINUE CANCEL

5 Accessing an application

Once the application has been registered and a unique Reference number is generated, this application appears on the applicant's/partner's Home page. The applicant/partner uses the zoom icon to open the application form.


MY APPLICATIONS AND WORK

Click on to edit or to view. This list contains all your current applications and review work.

The list of review work includes all submitted in the last 21 days REFRESH

Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App
NYS1/1002	Funding Window One - BC	Demo Project	NYS	Business Case App Form - Call 1	Lead applicant	Registered	25/05/2022	

6 Application Form

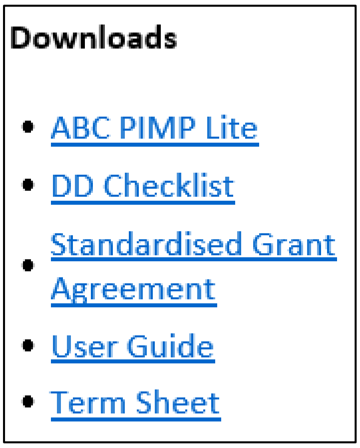
All applicants must complete all mandatory fields of the online application form prior to 25 November 2021. Once all the mandatory fields have been completed, applicants must read and accept the Terms and Conditions before submitting the online application. The table below describes, in summary, the features / functionalities of the online application form:

Tab	Description
Eligibility Criteria Tab	A set of questions where a Yes/No response is required. Note that this is the starting point of the online Application**. Only eligible applicants (as per the set minimum eligibility criteria – refer to Term Sheet) will be granted access to the remainder of the online application form. All information provided at this stage will be assessed and verified and applicants are advised to answer honestly.**
Institutional Tab	This tab will allow the applicant to furnish further details of the lead applicant: add additional colleagues / project members to the project, add lead applicant details, describe the background and track record of the implementing partner and upload of supporting documentation.
Partners Tab	This tab will allow the applicant to furnish further details of the implementing partners: add multiple implementing partners, add implementing partner details, describe the background and track record of the implementing partner and upload supporting documentation.
Governance and Implementation Structures Tab	This tab will allow the applicant to answer questions about the planned institutional arrangement for implementing the initiative, i.e. who are the key staff who responsible for the management of the initiative, what internal controls will be in place for the management of the initiative and what monitoring and reporting systems will be in place?
Initiative Description Tab	The Initiative description tab allows the applicant to provide a summary of the geographic where the initiative(s) will be implemented, , select the applicable economic sectors, select the appropriate community service activity and provide details about the service activities the young people will be required to do, who are the target beneficiaries and what resources will be required to manage the service.
Budget Tab	The budget tab allows the applicant to provide a summary of the sources and uses of funds with the initiatives ecosystem, provide a high-level summary of the budget (and detail budget lines), indicate the status of the matched funding and key cost project cost drivers.

Indicators	This tab allows the applicant to provide an indication of the expected initiative results in light of selected Programme and Initiative Specific indicators.
Impact Criteria Tab	This tab will allow the applicant to demonstrate how their vision/purpose/strategy is aligned with the principles, and purpose of Presidential Youth Service, their relevant experience, and organisational capacity, how the initiative will achieve scale in terms of expanding geographical footprint, partnering with more organisations, and (or) working with more young people and impact in the lives of participating youth.
Risk & Mitigation Tab	This tab will allow for the applicant to add Risk and Mitigation details. For each risk, applicants must assign a High/Medium/Low value for both likelihood of occurrence and potential impact on the project. This section allows applicants to provide details of the applicable mitigation actions for each risk identified (in light of Project participant most impacted). In addition, this tab allows you to disclose if you had assistance with the preparation and submission of your application.
Uploads Tab	This tab allows applicants to upload all applicable documents as part of the online application form. The following file types can be uploaded: doc, docx, xls, xlsx, pdf. Please note that the maximum file size is **10mb.**

See online application tabs listed in the screenshot below:

To access the Tabs listed above, the user will select the applicable Tab by clicking on the yellow headings.



All relevant templates that need to be completed / perused in addition to the online application form will be available from the "**Downloads**" section. This is located in the right hand side menu frame.

6.1 Eligibility Criteria Tab

Note: Each question has a Yes/No radio button**. All the questions on this tab are mandatory i.e. at least one radio button selected for each question.**

Please note the definitions below.

Definitions:

- The Lead Applicant is the entity that is applying to the PYEF. In most instances, the Lead Applicant is the entity that will enter into a contract with the Jobs Fund who is the Fund Manager.
- An Implementing Partner is the entity charged with the successful execution and completion of the project's activities. Note that it is common for one entity to be both the Lead Applicant and Implementing Agent.

Question 1.1 *

Is your organisation a Non-Profit Organisation as defined by the Non-Profit Organisations Act 71 of 1997 (the NPO Act); or a Non-Profit Company (NPC) as defined in Schedule 1 of the Companies Act?

◉ Yes ○ No

Question 1.2 *

Has your organisation been registered with the Department of Social Development (or other relevant department) on or before 1 October 2019?

◉ Yes ○ No

Question 1.3 *

Does your organisation have Annual Financial Statements ("AFS") for the each of the last 3 years – Please upload a copy of the AFS.

Please also submit detailed management accounts (covering balance sheet, cash flow and I&E statements) for the period from last AFS (uploaded as above) to the end of the last full month before the close of this application.

◉ Yes ○ No

Question 1.4 *

Does the Lead Applicant or Implementation partners have a track record of more than three years of technical experience in the subject area for which the application is being submitted?

◉ Yes ○ No

Question 1.5 *

Will the project be able to engage at least 3,000 youth in Community Service activities for a minimum period of 6 months?

◉ Yes ○ No

Question 1.6 *

Does your organisation have existing budget to fund at least 50% of existing business over the next year?

◉ Yes ○ No

Question 1.7 *

Does the Lead Applicant/Implementing Partner have a valid tax compliance status verification report ("TCS") that is not older than thirty (30) business days at the date of submission of this application?

◉ Yes ○ No

Question 1.8 *

Do you agree that while the intellectual property (IP) relating to your application and project will reside with you (or project partners), if your application is successful, you will permit the Jobs Fund to use the concept for learning and dissemination purposes?

Please Note: The learning material will be developed in conjunction with the owner of the IP and will not be used for commercial dissemination.

◉ Yes ○ No

Question 1.8 *

Do you agree that while the intellectual property (IP) relating to your application and project will reside with you (or project partners), if your application is successful, you will permit the Jobs Fund to use the concept for learning and dissemination purposes?

Please Note: The learning material will be developed in conjunction with the owner of the IP and will not be used for commercial dissemination.

◉ Yes ○ No

Question 1.9 *

Confirm that if your application is successful, that you will open a new, dedicated (ring-fenced) project bank account that will be used to carry out all project-related financial transactions.

◉ Yes ○ No

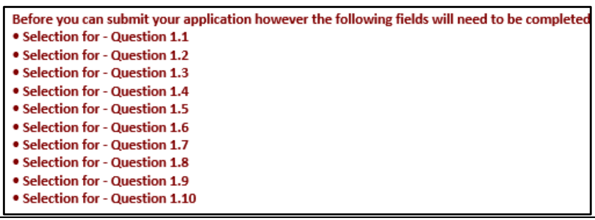
Question 1.10 *

Confirm that answers provided above are true and correct

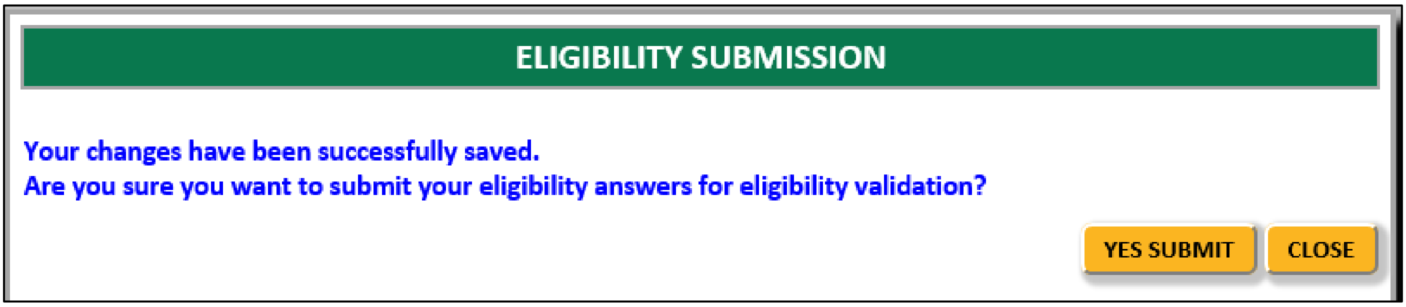
◉ Yes ○ No

APPLICATIONS MUST MEET THE ABOVE ELIGIBILITY CRITERIA IN ORDER TO PROCEED TO THE NEXT SECTION

No.	Functionality Details	Comments
1	Is your organisation a Non-Profit Organisation as defined by the Non-Profit Organisations Act 71 of 1997 (the NPO Act); or a Non-Profit Company (NPC) as defined in Schedule 1 of the Companies Act?	• Select the applicable radio button answer "Yes" or "No".
2	Has your organisation been registered with the Department of Social Development (or other relevant department) on or before 1 October 2019?	• Select the applicable radio button answer "Yes" or "No".
3	Does your organisation have Annual Financial Statements ("AFS") for the each of the last 3 years	• Select the applicable radio button answer "Yes" or "No".
4	Does the Lead Applicant/ Implementation partners have a track record of more than three years of technical experience in the subject area for which the application is being submitted?	• Select the applicable radio button answer "Yes" or "No".
5	Will the project be able to engage at least 3,000 youth in Community Service activities for a minimum period of 6 months?	• Select the applicable radio button answer "Yes" or "No".
6	Does your organisation have existing budget to fund at least 50% of existing business over the next year?	• Select the applicable radio button answer "Yes" or "No".
7	Does the Lead Applicant/Implementing Partner have a valid tax compliance status verification report ("TCS") that is not older than thirty (30) business days at the date of submission of this application?	• Select the applicable radio button answer "Yes" or "No".

8	Do you agree that while the intellectual property (IP) relating to your application and project will reside with you (or project partners), if your application is successful, you will permit the Jobs Fund to use the concept for learning and dissemination purposes?	• Select the applicable radio button answer “Yes” or “No”.
9	Confirm that if your application is successful, that you will open a new, dedicated (ring-fenced) project bank account that will be used to carry out all project-related financial transactions	• Select the applicable radio button answer “Yes” or “No”.
10	Confirm that answers provided above are true and correct	• Select the applicable radio button answer “Yes” or “No”.
11	Next button	• Allows user to navigate to the next tab (only applicable after Eligibility is passed). • Note that clicking the Next button does not automatically save the tabs details before moving to the next tab. • Please save your work regularly.
12	Save button	• **Please remember to click the “Save” button to save the information completed on this tab.**  **An informative messaging will be displayed if any mandatory fields are outstanding:** 

IF ALL MANDATORY FIELDS ARE COMPLETED AN “ELIGIBILITY SUBMISSION” CONFIRMATION WINDOW WILL APPEAR:



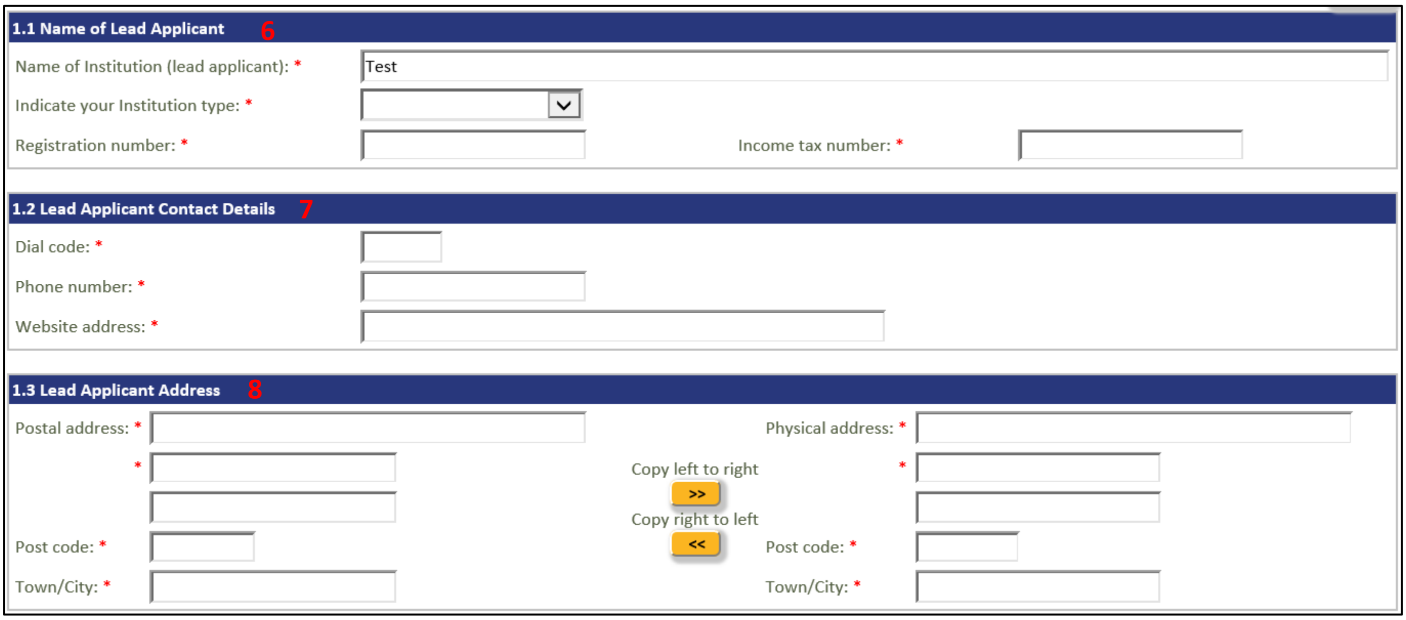
- Clicking “Yes Submit” button will save the selections made and executes an eligibility validation check.
  - If **Eligible** after the validation check is complete, the applicant will view the entire online application
  - If **Ineligible**, the applicant will not be able to continue further with the online application. The applicant will be sent an email notification of their ineligibility.
- Clicking the “Close” button will return the applicant to the Eligibility Criteria tab

6.2 Institutional Info Tab

The Institutional Info Tab allows the applicant to complete all relevant details for the Lead applicant. Take note that this tab will populate the Institutional name and Main Contact person based on the information recorded at the Registration stage.

See table below for fields / functionality related this this tab:

No.	Functionality Details	Comments
1	Reference No and Project Name	Non editable field – this area displays the reference number and the project name
2	Print read only application form	By clicking on the blue highlighted link, the user will be able to retrieve a read only view of the completed / partially populated application form. This feature will allow for the form to be printed.
3	Terms and Conditions	Before submitting your application (once all mandatory fields on all Tabs of the application form are complete), the Terms and Conditions must be accepted.
4	Validate and Submit buttons	• Validate Before you can submit your online application you need to run the validation to check that all required data has been captured. You must ensure that you have enabled pop-ups on your browser in order to run the validation check. The validation will indicate all missing mandatory data on the online application • Submit When all the mandatory fields have been completed, you will get a submission instruction on the validation sheet. Click the submit button to lock down your application. Note: that you can un-submit your application for further amendments but this needs to be done before the **closure date and time (25 November 2021 at 15h00).**
5	Save button	This button allows the user to save the details on the current tab that they are working in. It's important for applicants to constantly save their work by clicking the save button. This will also allow applicants to return to the application and continue from the previous ending point.


1.1 Name of Lead Applicant 6

Name of Institution (lead applicant): * Test

Indicate your Institution type: *

Registration number: *

Income tax number: *

1.2 Lead Applicant Contact Details 7

Dial code: *

Phone number: *

Website address: *

1.3 Lead Applicant Address 8

Postal address: *

Physical address: *

Copy left to right >>

Copy right to left <<

Post code: *

Town/City: *

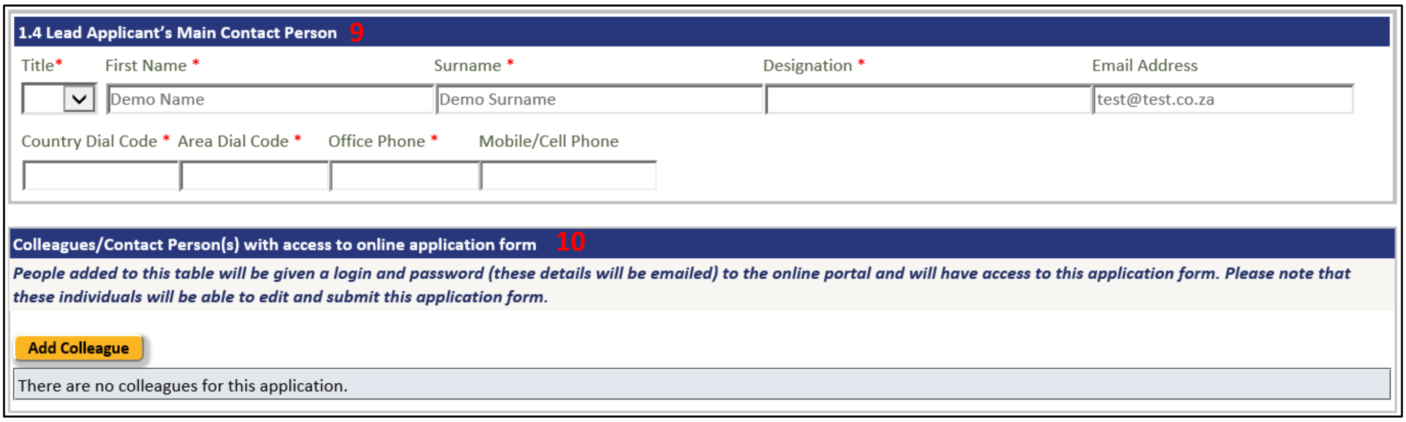
Post code: *

Town/City: *

No.	Functionality Details	Comments

6	Institutional Information	Applicants need to record the following Institution details:
		• Name of Institution (lead applicant)
		  ○ Populated with the Institution Name recorded at the Registration stage;
		• Indicate your Institution type
		  ○ Populated with the Institution Type recorded at the Registration stage (Private / Public);
		• Record the Institutions Registration number;
		• Record the Institutions Income tax number.

7	Institution Contact Details	Applicants need to record the following Institution details: • Dial Code • Phone Number • Website address (enter N/A if not applicable)
8	Institution Address Details	Applicants need to record the following Institution details: • Postal Address; • Physical Address. **Note**: Applicants can use the “copy” left or right feature if the address details are the same.


1.4 Lead Applicant's Main Contact Person 9

Title* | First Name * | Surname * | Designation * | Email Address

Demo Name | Demo Surname | test@test.co.za

Country Dial Code * | Area Dial Code * | Office Phone * | Mobile/Cell Phone

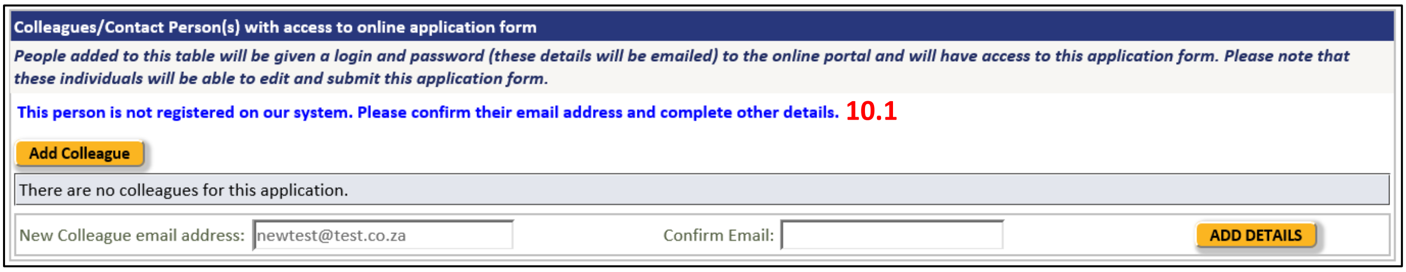
Colleagues/Contact Person(s) with access to online application form 10

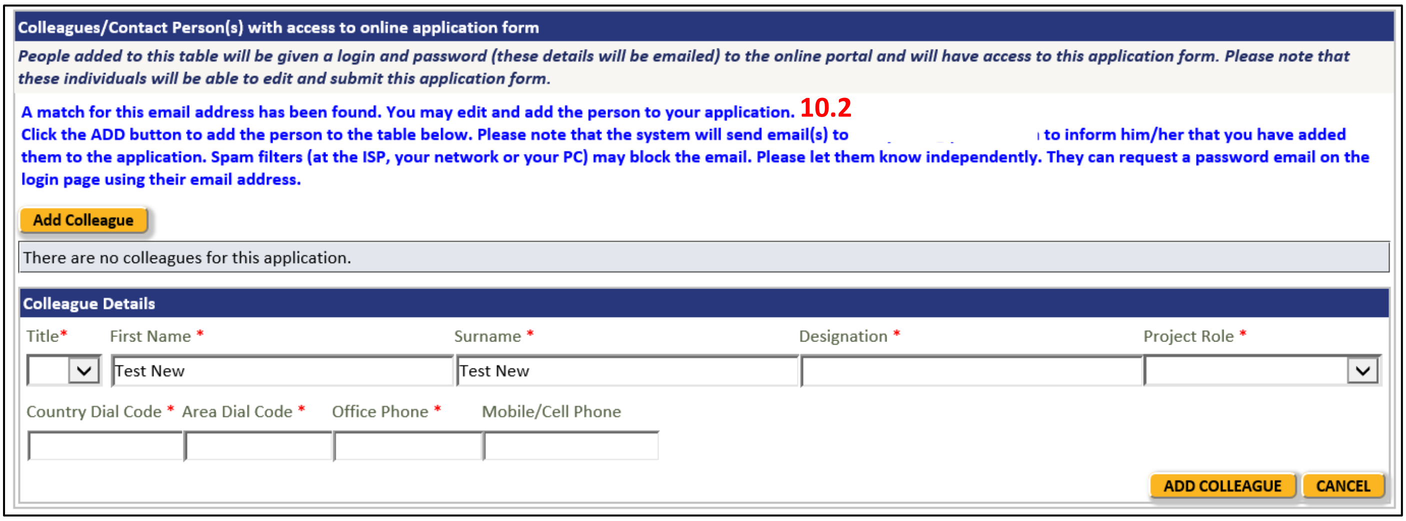
People added to this table will be given a login and password (these details will be emailed) to the online portal and will have access to this application form. Please note that these individuals will be able to edit and submit this application form.

Add Colleague

There are no colleagues for this application.

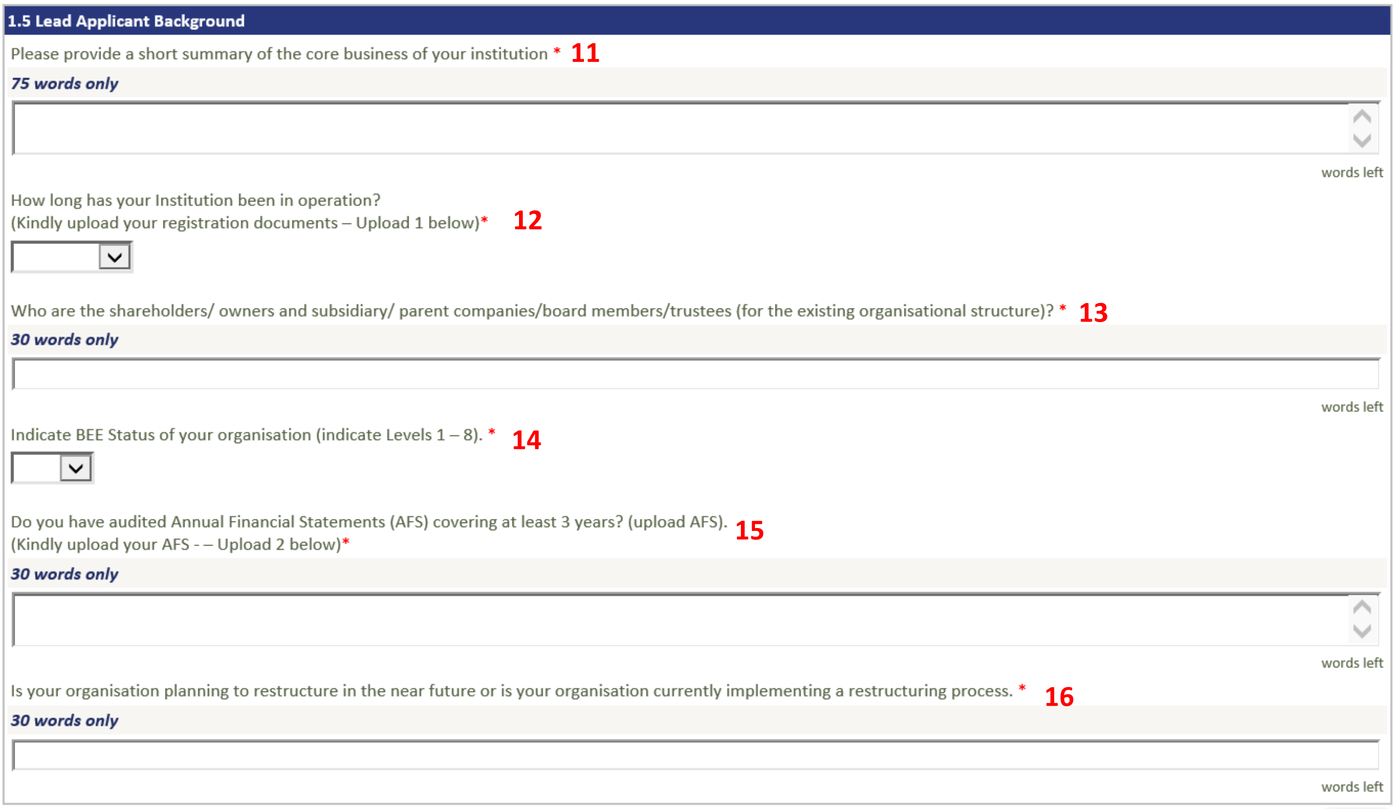
No.	Functionality Details	Comments
9	Main Contact	This section will be populated with the information of the user that Registered the application. At this stage you will have the ability to amend the main contact details. The applicant will need to enter the following pertinent details: • Title; • Designation, • Project role; • Contact details Note that the main contact person will receive the majority of auto generated system correspondence sent via the online portal.





10	Colleagues/Contact Person(s) with access to online application form	Any other project member who needs access to the system to complete part of the application can be added by clicking on the "Add Colleague" button. The system will request an email address for verification purposes: Once the email address is recorded, click the Check button (cancel button will clear the fields): • If the details are not registered on the online portal the message in 10.1 will be displayed (applicant will complete the applicable fields to add the person to the project) • If the details are registered on the online portal the message in 10.2 will be displayed (details will be populated for you to add the person to the project)

		The following pertinent details will need to be entered by the applicant to add the colleague (if not already populated): ○ Title; ○ First and Surname; ○ Designation, Project role; ○ Contact details and address information. Click the "Add colleague" button to add the new member to the project / application. **Note:** The colleague / contact person added will receive an email (sent to the email address entered) detailing the login credentials.



1.5 Lead Applicant Background

Please provide a short summary of the core business of your institution * 11

75 words only

words left

How long has your Institution been in operation?
(Kindly upload your registration documents – Upload 1 below)* 12

Who are the shareholders/ owners and subsidiary/ parent companies/board members/trustees (for the existing organisational structure)? * 13

30 words only

words left

Indicate BEE Status of your organisation (indicate Levels 1 – 8). * 14

Do you have audited Annual Financial Statements (AFS) covering at least 3 years? (upload AFS). 15
(Kindly upload your AFS - – Upload 2 below)*

30 words only

words left

Is your organisation planning to restructure in the near future or is your organisation currently implementing a restructuring process. * 16

30 words only

words left

No.	Functionality Details	Comments
11	Please provide a short summary of the core business of your institution	Record a short summary of the core business of the applicant's institution in no more than 75 words.
12	How long has your Institution been in operation?	Select the length of operation from the drop-down list: • 0 Years to 10 Years + **Note that you will need to upload registration documents in the Upload section (Upload 1)**
13	Who are the shareholders/ owners and subsidiary/ parent companies/board members/trustees (for the existing organisational structure)?	Record who are the majority shareholders/ owners and subsidiary/ parent companies (for the existing structure) in no more than 30 words.
14	Indicate BEE Status of your organisation (indicate Levels 1 – 8)	Select the BEE status level of your organisation between 1 and 8

No.	Functionality Details	Comments
15	Do you have audited Annual Financial Statements (AFS) covering at least 3 years?	Provide a short summary in no more than 30 words. **Note that you will need to upload Annual Financial Statements in the Upload section (Upload 2)**
16	Is your organisation planning to restructure in the near future or is your organisation currently implementing a restructuring process	If applicable, provide a short summary in no more than 30 words.

1.6 Lead Applicant's track record

Indicate the level of relevant Technical Experience relating to the sector, target beneficiaries and activities for which you are applying for funding?
Please indicate your experience in engaging a significant number of young people in other Youth Service Programmes: Volunteers; YES; Public Employment; Skills or other stipend opportunities.

75 words only 17

words left

NB: Entities must demonstrate own capacity to engage at least 3,000 youth (aged 18 to 35) for a 6-month period with an option to scale-up in years 2, 3, 4 and 5 (through achieving economies of scale and additional funding). The successful applicant would sign an 1-year agreement with the Jobs Fund and within that time undertake, including but not limited to, the following activities: recruit young people into the programme, successfully on-board and register them, produce an Individual Service Plan for each young person outlining the planned service work for the 6 months, monitor and track the cohort through their 6 month service work period, regularly report to the NPMN and Fund Manager, and successfully evaluate and close the project.

Please upload examples of relevant projects – Upload 3 below

Please upload any programme content for any work you have done or are currently doing with young people not in education, employment or training (NEET) – Upload 4 below. 18

Do you have existing budget/ funding for work with NEET youth? * 19

If yes, please provide an explanation of the funding (source, how much has been spent, how much is still available, and terms and conditions associated with the funding sources).

NB: NPOs must have existing funding contracts that secure at least 50% of existing business over the next year.

Please upload evidence of the above – Upload 5 below

100 words only

words left

Do you have existing budget/ resources to fund a minimum of one quarter of programme operating and management expenses * 20

(i.e. the full budget for one quarter inclusive of facilitation, project management, and administration costs – but excluding stipend costs)? Please provide a breakdown of the funds you have available for activities supporting NEET as well as your cash flow requirements per annum breaking it down into operating costs and capex funding.

Please upload documentation to support your claims – Upload 6 below

100 words only

words left

Other Government Funding * 21

If other Government funding has been received for this initiative, please provide details of the following:

1. The department / entity from which funding was received?
2. The amount of funding received?
3. The purpose for which the funding was received?
4. The date at which the funding will cease?

NB: If application for Government funding was declined, please indicate the amount, year in which the application was declined and reason(s).

Kindly upload relevant information to support your response – Upload 7 below

150 words only

words left

No.	Functionality Details	Comments
17	Indicate the level of relevant Technical Experience relating to the sector, target beneficiaries and activities for which you are applying for funding? Please indicate your experience in engaging a significant number of young people in other Youth Service Programmes: Volunteers; YES; Public Employment; Skills or other stipend opportunities.	Read the entire question and provide a response in no more than 75 words. **Note that you will need to upload programme content in the Upload section (Upload 3)**
18	Please upload any programme content for any work you have done or are currently doing with young people not in education, employment or training (NEET)	**Note that you will need to upload examples of relevant projects in the Upload section (Upload 4)**
19	Do you have existing budget/ funding for work with NEET youth?	Please provide an explanation of the funding (source, how much has been spent, how much is still available, and terms and conditions associated with the funding sources) in no more than 100 words. **Note that you will need to upload evidence in the Upload section (Upload 5)**
20	Do you have existing budget/ resources to fund a minimum of one quarter of programme operating and management expenses	Provide a response in no more than 100 words. **Note that you will need to upload documentation to support your claims in the Upload section (Upload 6)**
21	Other Government Funding	Read the entire question and provide a response in no more than 150 words. **Note that you will need to upload relevant information to support your response in the Upload section (Upload 7)**
Save button		• **Please remember to click the "Save" button to save the information completed on this tab.** SAVE **An informative messaging will be displayed if any mandatory fields are outstanding:** 1.1 Name of Lead Applicant • Indicate your Institution type • Registration number • Income tax number

Uploads

1. Upload 1 - Registration documents *

NB: Entity must have been registered with the relevant department (e.g. Department of Social Development) for at least 2 years. All requisite certificates and proof of registration will be required. For private sector entities, Companies and Intellectual Property Commission (CIPC) registration documents will be required. Kindly upload your registration documents.)

Browse... UPLOAD

2. Upload 2 - Annual Financial Statements (AFS) covering at least 3 years *

Browse... UPLOAD

3. Upload 3 - Relevant projects *

Please upload examples of relevant projects you have implemented in the past 3 years as well as evidence of your ability to meet the minimum target of supporting 3,000 youth per annum (including as part of a consortium)

Browse... UPLOAD

4. Upload 4 - Programme content *

Please upload any programme content for any work you have done or are currently doing with young people not in education, employment or training (NEET)

Browse... UPLOAD

5. Upload 5 - Budget/ funding for work with NEET youth *

NPOs must have existing funding contracts that secure at least 75% of existing business over next 2 years. Please upload evidence

Browse... UPLOAD

6. Upload 6 - Please upload a breakdown of the funds you have available for activities supporting NEET as well as your cash flow requirements per annum breaking it down into operating costs and capex funding *

Browse... UPLOAD

7. Upload 7 - Other Government Funding *

Kindly upload relevant information to support your response

Browse... UPLOAD

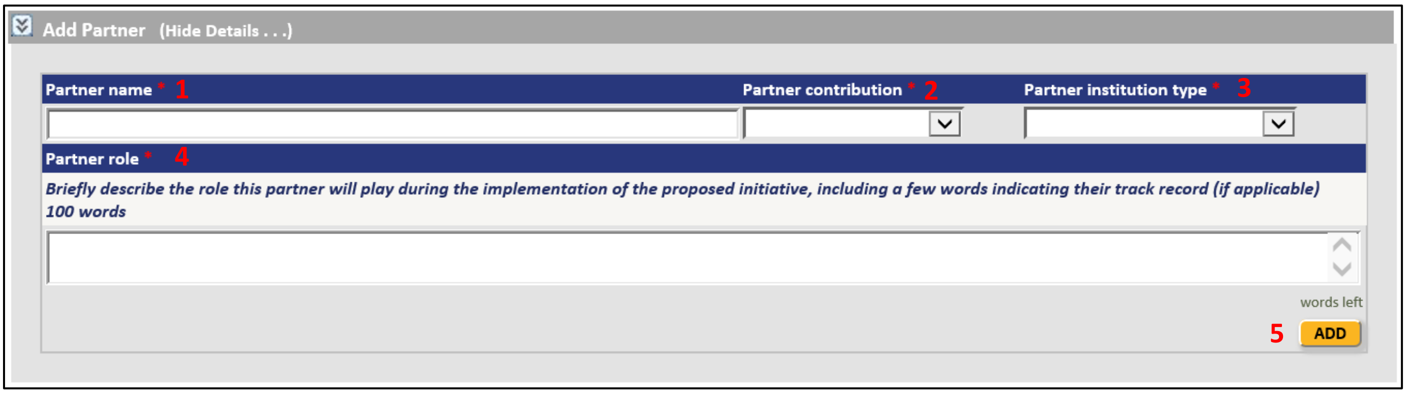
Uploads

- The following file types can be uploaded: doc, docx, xls, xlsx, xlsm, pdf, txt, zip, mpp.
- Please note that the maximum file size is 10MB.
- Please DO NOT use punctuation characters such as the comma in your filenames for upload.
- Only use alphanumeric characters and the underscore (_).
- ***If an upload is mandatory and for some reason it does not apply to you, upload a scan of a signed and dated letter stating that it does not apply, providing a reason***

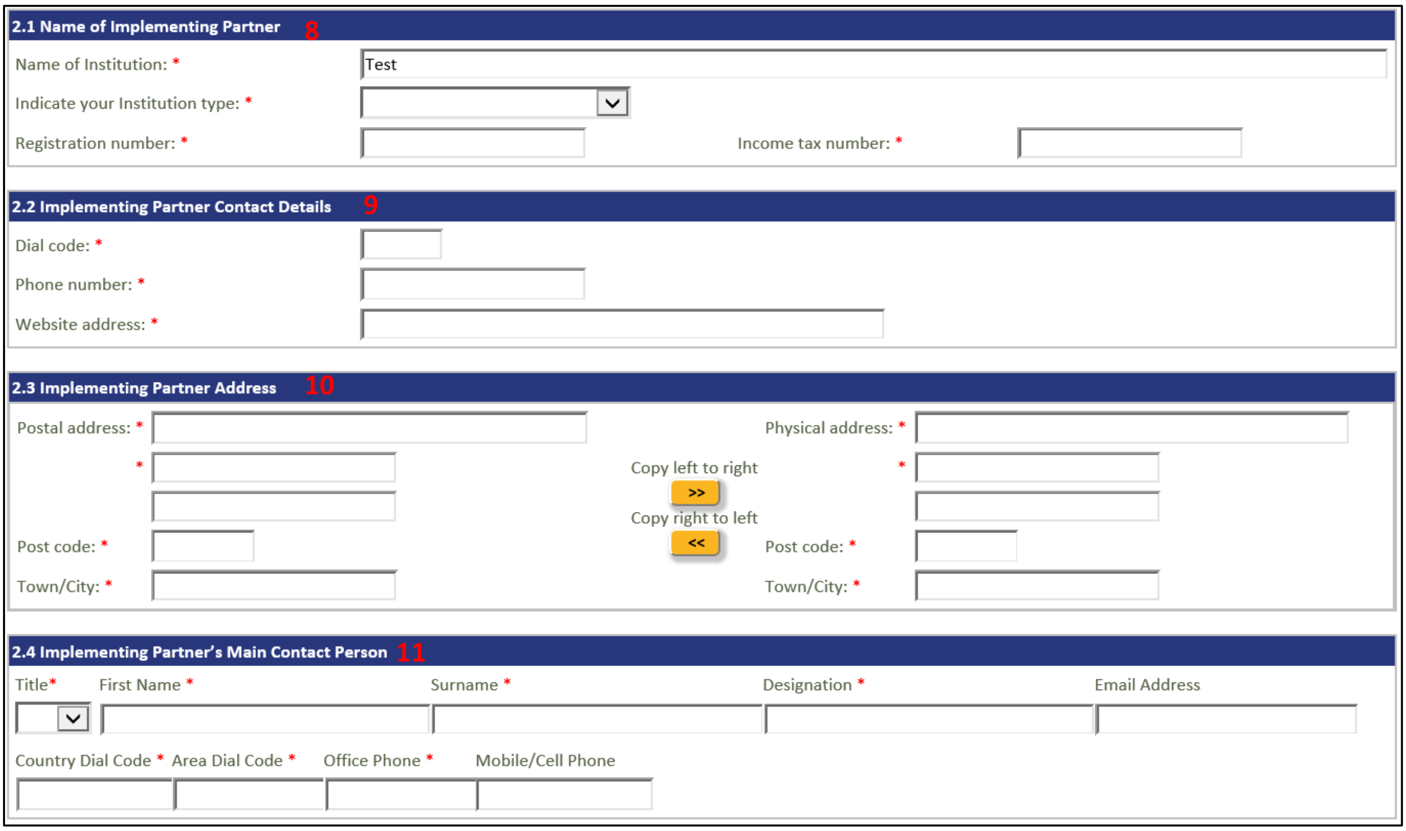
6.3 Implementing Partner Tab

In this section, you are asked to provide information about partners who will assist in the implementation of your proposed initiative – either financially or as a technical partner. This does not refer to potential service providers or to stakeholders.

Applicants will need to add the implementing partner/s and will need to complete the applicable information per implementing partner added. This will include the upload of supporting documents.



No.	Functionality Details	Comments
1	Partner name	Record the implementing partner name.
2	Partner contribution	Select one of the following from the dropdown list: • Financial • Technical • Financial and Technical
3	Partner institution type	Select one of the following from the dropdown list: • Business / Private Sector • Government Department • Local Government • Non-Governmental • Public Organisation / Agency
4	Partner role	Briefly describe the role this partner will play during the implementation of the proposed initiative, including their track record in no more than 100 words.
5	Add button	Click the Add button to add the implementing partner. If all mandatory fields have been completed the implementing partner will be added to a table grid below the Add Partner control.
6	Zoom Icon	Click the Zoom icon to select the applicable implementing partner. This action will allow for the online form to display the fields that will need to be completed for **each** implementing partner
7	Delete Icon	This button will remove the implementing partner from the Add Partner grid. A warning message will be displayed before removing the row from the data grid.
		Click this icon to show or hide the Add Partner feature.



2.1 Name of Implementing Partner 8

Name of Institution: * Test

Indicate your Institution type: *

Registration number: *

Income tax number: *

2.2 Implementing Partner Contact Details 9

Dial code: *

Phone number: *

Website address: *

2.3 Implementing Partner Address 10

Postal address: *

Physical address: *

Copy left to right

>>

Copy right to left

<<

Post code: *

Town/City: *

2.4 Implementing Partner's Main Contact Person 11

Title* First Name * Surname * Designation * Email Address

Country Dial Code * Area Dial Code * Office Phone * Mobile/Cell Phone

No.	Functionality Details	Comments
8	Name of Implementing partner	Applicants need to record the following: • Name of Institution • Select the Institution type • Record the Registration number; • Record the Income tax number.
9	Implementing Partner Contact Details	Record the following contact details: • Dial Code • Phone Number • Website address (enter N/A if not applicable)
10	Implementing Partner Address Details	Record the following details: • Postal Address; • Physical Address. **Note**: Applicants can use the "copy" left or right feature if the address details are the same.
11	Implementing Partner's Main Contact Person	The following pertinent details will need to be entered by the applicant: • Title; • First Name • Surname • Designation, • Email Address • Contact details

2.5 Implementing Partner Background

Please provide a short summary of the core business of your institution * 12

75 words only

words left

How long has your Institution been in operation?
(Kindly upload your registration documents – Upload 1 below)* 13

Who are the shareholders/ owners and subsidiary/ parent companies/board members/trustees (for the existing organisational structure)? * 14

30 words only

words left

Indicate BEE Status of your organisation (indicate Levels 1 – 8). * 15

Do you have audited Annual Financial Statements (AFS) covering at least 3 years? 16
(Kindly upload your AFS - – Upload 2 below) *

30 words only

words left

Is your organisation planning to restructure in the near future or is your organisation currently implementing a restructuring process. * 17

30 words only

words left

No.	Functionality Details	Comments
12	Please provide a short summary of the core business of your institution	Record a short summary of the core business of the implementing partner in no more than 75 words.
13	How long has your Institution been in operation?	Select the length of operation from the drop-down list: • 0 Years to 10 Years + **Note that you will need to upload registration documents in the Upload section (Upload 1)**
14	Who are the shareholders/ owners and subsidiary/ parent companies/board members/trustees (for the existing organisational structure)?	Record who are the majority shareholders/ owners and subsidiary/ parent companies (for the existing structure) in no more than 30 words.
15	Indicate BEE Status of your organisation (indicate Levels 1 – 8)	Select the BEE status level of the implementing partner organisation between 1 and 8
16	Do you have audited Annual Financial Statements (AFS) covering at least 3 years?	Provide a short summary in no more than 30 words. **Note that you will need to upload Annual Financial Statements in the Upload section (Upload 2)**
17	Is your organisation planning to restructure in the near future or is your organisation currently implementing a restructuring process	Provide a short summary in no more than 30 words.

2.6 Implementing Partner's track record

Indicate the level of relevant Technical Experience relating to the sector, target beneficiaries and activities relating to the initiative for which you are applying for funding?
Please indicate your experience in engaging a significant number of young people in other Youth Service Programmes:Volunteers; YES; Public Employment; Skills or other stipend opportunities.

Please upload examples of relevant projects – Upload 3 below **18**

Please upload any programme content for any work you have done or are currently doing with young people not in education, employment or training (NEET) – Upload 4 below. **19**

75 words only

words left

Do you have existing budget/ funding for work with excluded young people? If yes, please provide an explanation of the funding (source, how much has been spent, how much is still available, and terms and conditions associated with the funding sources). **20**
Please upload evidence of the above – Upload 5 below

100 words only

words left

Please describe the implementing partner's role and responsibilities in the proposed initiative. **21**

100 words only

Test

words left

No.	Functionality Details	Comments
18	Indicate the level of relevant Technical Experience relating to the sector, target beneficiaries and activities for which you are applying for funding? Please indicate your experience in engaging a significant number of young people in other Youth Service Programmes: Volunteers; YES; Public Employment; Skills or other stipend opportunities.	Read the entire question and provide a response in no more than 75 words. **Note that you will need to upload examples of relevant projects in the Upload section (Upload 3)**
19	Please upload any programme content for any work you have done or are currently doing with young people not in education, employment or training (NEET)	**Note that you will need to upload programme content in the Upload section (Upload 4)**
20	Do you have existing budget/ funding for work with NEET youth?	Please provide an explanation of the funding (source, how much has been spent, how much is still available, and terms and conditions associated with the funding sources) in no more than 100 words. **Note that you will need to upload evidence in the Upload section (Upload 5)**
21	Please describe the implementing partner's role and responsibilities in the proposed initiative	This field is populated with the information recorded when adding the implementing partner via the Add Partner feature. This section can be edited in no more than 100 words.
Save button		• **Please remember to click the "Save" button to save the information completed on this tab.** SAVE

The following file types can be uploaded: doc, docx, xls, xlsx, xlsm, pdf, txt, zip, mpp.
Please note that the maximum file size is 10MB.

Please DO NOT use punctuation characters such as the comma in your filenames for upload. Only use alphanumeric characters and the underscore (_).

Uploads

1. Upload 1 - Registration documents *

NB: Entity must have been registered with the relevant department (e.g. Department of Social Development) for at least 2 years. All requisite certificates and proof of registration will be required for private sector entities, Companies and Intellectual Property Commission (CIPC) registration documents will be required.

Browse... UPLOAD

2. Upload 2 - Annual Financial Statements (AFS) *

Browse... UPLOAD

3. Upload 3 - Relevant projects *

Please upload examples of relevant projects you have implemented in the past 3 years as well as evidence of your ability to meet the minimum target of supporting 3,000 youth per annum (including as part of a consortium).

Browse... UPLOAD

4. Upload 4 - Programme content *

Please upload any programme content for any work you have done or are currently doing with young people not in education, employment or training (NEET).

Browse... UPLOAD

5. Upload 5 - Existing budget/ funding for work with excluded young people *

Please provide an explanation of the funding (source, how much has been spent, how much is still available, and terms and conditions associated with the funding sources).

Browse... UPLOAD

Uploads

- The following file types can be uploaded: doc, docx, xls, xlsx, xlsm, pdf, txt, zip, mpp.
- Please note that the maximum file size is 10MB.
- Please DO NOT use punctuation characters such as the comma in your filenames for upload.
- Only use alphanumeric characters and the underscore (_).
- ***If an upload is mandatory and for some reason it does not apply to you, upload a scan of a signed and dated letter stating that it does not apply, providing a reason***

6.4 Governance and Implementation Structure

This tab will allow the applicant to describe the planned institutional arrangement for implementing the initiative, the key staff who responsible for the management of the initiative, the internal controls that will be in place for the management of the initiative and the monitoring and reporting systems that will be used.

Question 1: What is the planned institutional arrangement for implementing the initiative? *

Kindly provide the following:

1

1. confirmation of the legal entity that will contract with the Fund. Please note that the Fund will only enter into a contract with entities that have an operational record of at least three years.
2. a description of the relationship between this legal entity and the lead applicant (if they are different).
3. a description of the nature of the relationship between the implementing entity and other project partners (if any).
4. a detailed description of each partner's role and capacity to perform the various roles in the initiative. Also cover who will be responsible for project decision-making and the procedures that will govern decision-making. Do you have partnership agreements, MOUs in place?

(Maximum 200 words)

words left

Question 2: Who are the key staff who responsible for the management of the initiative? 2

Please provide details on the key project staff who will be involved solely in the implementation of this initiative, their qualifications, their role, a brief description of their experience, and main responsibilities.

Please note, you must provide information for at least:

1. the Project Manager position, i.e. the person that will be responsible for implementing your initiative;
2. the Finance person responsible for financial management and the reporting; and
3. the Monitoring & Evaluation person (M&E) who will be responsible for monitoring the project indicators and consequent reporting
4. The person/organisation responsible for the oversight and development of youth training content

Note:

- Please factor in these resources/ expertise into the high level project budget (see Budget tab).
- Also note that on the Uploads tab you will need to upload a basic CV for each of the project staff you have specified.
- Given the high number of beneficiaries (3,000) and the detailed tracking and monitoring required for each beneficiary, sufficient capacity needs to be in place for M&E, the verification of evidence, and monthly/quarterly reporting.

Add staff member

First name*	Surname*	Role/Post*	Responsibility*	Organisation*

Qualifications*

Description of Experience*

ADD

No.	Functionality Details	Comments
1	Question 1: What are the planned institutional arrangements for implementing the initiative?	Read the entire question and provide a response in no more than 200 words. **Note that you will need to upload evidence in the Upload section (Question 1)**
2	Question 2: Who are the key staff involved in the implementation of the initiative?	Applicants must add the key project staff who will be involved in the implementation of this initiative: • Record First name and surname • Record the staff role (from the drop-down list) • Record their Responsibility • Select the Organisation (either the current institution or other) • Record their qualifications and a brief description of their relevant experience.

No.	Functionality Details	Comments
		To edit / remove the newly added Key Staff, Select either the Green Pencil (edit) or Red Cross (delete). When removing a record from this table feature a confirmation message will be displayed. **Note:** Applicants must provide this information for at least the **Project Manager position**, who is the person that will be responsible for implementing your initiative, the **Finance person** responsible for financial management and the reporting and **monitoring person (M&E)** who will be responsible for monitoring the project indicators and consequent reporting **Note that you will need to upload evidence in the Upload section (CV uploads for the key staff identified)**

Question 3: What internal controls will be in place for the management of the initiative? 3

Please describe the internal controls that govern the operations of the organisation proposed as the implementer (s).

This information will assist the Fund in their due diligence of the capacity of your organization/ consortium to manage increased levels of grant funding.

Please include:

Question 3.1: Financial management controls (particularly where the project will be sharing resources such as staff or infrastructure with other projects) *

(Maximum 150 words)

words left

Question 3.2: Budget controls *

(Maximum 150 words)

words left

Question 3.3: Financial data management systems and management controls *

(Maximum 150 words)

words left

Question 3.4: Technology systems and platforms used to manage the intervention *

(Maximum 150 words)

words left

No.	Functionality Details	Comments
3	Question 3: What internal controls will be in place for the management of the initiative?	Read the entire question and provide a response to each sub section in no more than 150 words. **Note that you will need to upload evidence in the Upload section (Question 3)**

Question 4: What monitoring and reporting systems will be in place? * 4

Monitoring and reporting systems are critical to successful implementation of programmes. It is important that monitoring and reporting systems not only serve to validate the successes of implemented programmes through the measurement of the attribution of outputs and outcomes but also serve to improve these programmes during implementation by providing real time monitoring, learning and adjustments. As a result, these monitoring and reporting systems need to be robust and pragmatic so as to deal with the challenge of measuring complex market systems. In the space provided below:

1. detail the monitoring and reporting system (data collection, data quality, verification procedures, analysis, storage and reporting processes) that will be used to track the anticipated project results.
2. detail how learnings drawn during the implementation of the proposed intervention will be used to improve the implementation and sustainability of the programme.
3. outline how the data will be used to continuously improve on the delivery of the proposed project.
4. explain how the monitoring and reporting function of the proposed initiative will be resourced, particularly given the high number of beneficiaries (3,000) that need to be tracked on a weekly basis, and the extent of the evidence requirements to prove participation in the service activities.

(Maximum 500 words)

words left

No.	Functionality Details	Comments
4	Question 4 What monitoring and reporting systems will be in place?	Read the entire question and provide a response to each sub section in no more than 500 words. **Note that you will need to upload evidence in the Upload section (Question 4)**

The following file types can be uploaded: doc, docx, xls, xlsx, xlsm, pdf, txt, zip, mpp.
Please note that the maximum file size is 10MB.

Please DO NOT use punctuation characters such as the comma in your filenames for upload. Only use alphanumeric characters and the underscore (_).

Uploads

CV uploads for the key staff identified (up to 7) *
Ensure that your upload includes a brief explanatory narrative/ governance framework.

Browse... UPLOAD

Question 1: Please upload a diagram that demonstrates how this project will be managed and implemented. *
Ensure that your upload includes a brief explanatory narrative/ governance framework.

Browse... UPLOAD

Question 3: Please upload documents to support your response above *

Browse... UPLOAD

Question 4: Please upload documents to support your response above. *

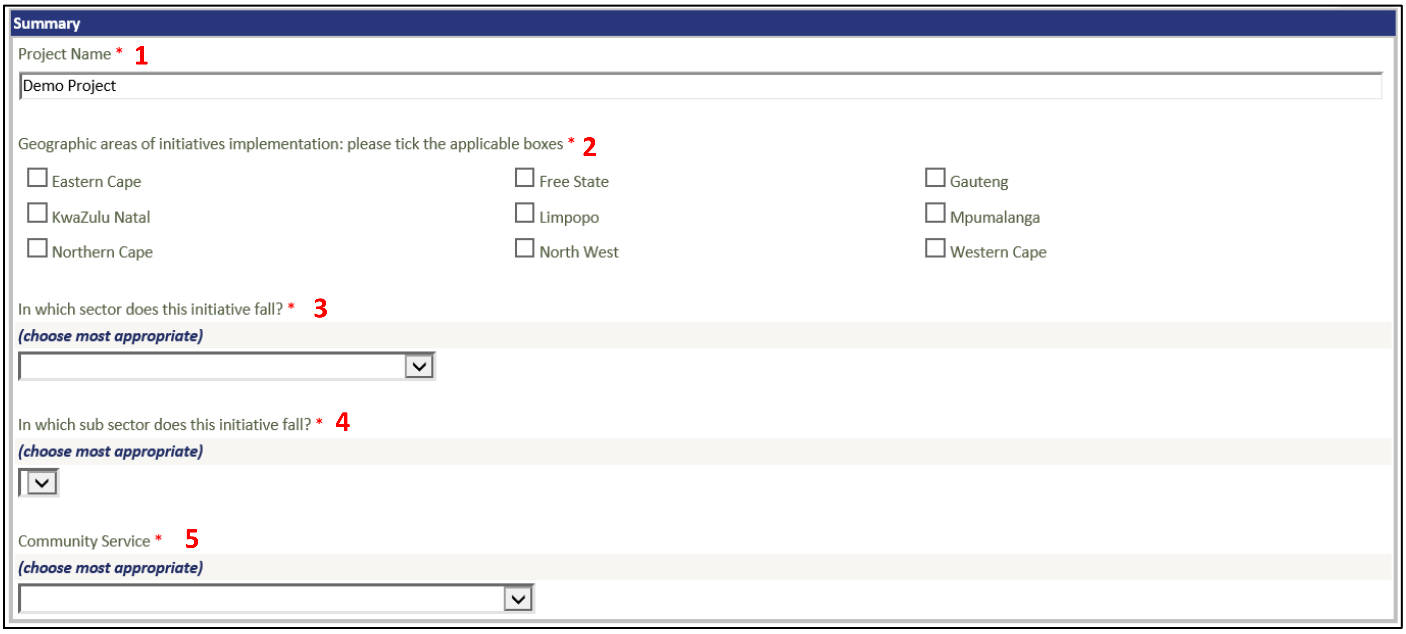
Browse... UPLOAD

Uploads

- The following file types can be uploaded: doc, docx, xls, xlsx, xlsm, pdf, txt, zip, mpp.
- Please note that the maximum file size is 10MB.
- Please DO NOT use punctuation characters such as the comma in your filenames for upload.
- Only use alphanumeric characters and the underscore (_).
- ***If an upload is mandatory and for some reason it does not apply to you, upload a scan of a signed and dated letter stating that it does not apply, providing a reason***

6.5 Initiative Description Tab

The Initiative Description tab allows the applicant to complete the comprehensive details of the Service that young people will be required to do, who the targeted beneficiaries are and what resources will be required to manage the service.


Summary

Project Name * 1

Demo Project

Geographic areas of initiatives implementation: please tick the applicable boxes * 2

- [ ] Eastern Cape
- [ ] Free State
- [ ] Gauteng
- [ ] KwaZulu Natal
- [ ] Limpopo
- [ ] Mpumalanga
- [ ] Northern Cape
- [ ] North West
- [ ] Western Cape

In which sector does this initiative fall? * 3

(choose most appropriate)

In which sub sector does this initiative fall? * 4

(choose most appropriate)

Community Service * 5

(choose most appropriate)

No.	Functionality Details	Comments
1	Project Name	This field is prepopulated from the Registration page. **Note: Applicants do have the ability to edit the name at this stage.**
2	Geographic Area	Applicants are to indicate the Geographic areas where the initiative(s) will be implemented. . **Note: This feature allows for multiple areas to be selected.**
3	Sector	Applicants are to select the applicable sector(s) that the initiative falls within.
4	Sub Sector	This feature will be prepopulated based on the Sector selection.
5	Community Service	Applicants are to select the applicable Community Service activity as outlined in the Term sheet.
Save button		• **Please remember to click the "Save" button to save the information completed on this tab.** SAVE

THE SERVICE 6

Question 1: What is the service the young people will be required to do? *

Your response should include the following:

1. what problem is being solved and how do you intend doing this?
2. a clear description of the service area (s), demonstrating alignment with the Priority Service Areas presented in the term sheet.
3. is this a scale-up of an existing initiative? If yes, summarise the results of the pilot/previous intervention.
4. a high-level description of who the intended beneficiaries for this service are. You can provide more details in your responses to Question 2 below.
5. what evidence will be provided to demonstrate that the service has been provided to the requisite quality? What is the quality measure you are proposing?
6. how do you currently pay beneficiaries on your programme. (Note you may be required to register all programme beneficiaries on a centralised payment system.)
7. what will your organisation do to align your current service activities to what is required to be recognised/accredited as a PYEI initiative?
8. Outline the proposed project start date and the assumptions this is based on.

NB: If there are more than one type of service area then please answer each question above for each service area.

(Maximum 600 words)

THE BENEFICIARIES OF THE SERVICE 7

Question 2: Who are the target beneficiaries? *

Please provide a description of the targeted beneficiaries, i.e. the individuals/communities you are going to target to be part of your intervention. Ensure your response includes the following:

1. the target beneficiaries' demographics; income groups; location (rural/urban/peri-urban); socio economic assessment of the communities and their needs etc.
2. an explanation of the skills (if any) that the young people need to deliver the service. Also outline how these skills will improve beneficiaries' employability post the initiative; how the initiative will assist beneficiaries with further opportunities through the National Pathway Manager; how the initiative will contribute to community development, etc.
3. a description of how you will ensure that the targeted young people have these skills (what is required at the point of recruitment – that is, what prior skills would the young people have to have to do this/ then are there skills that you need to develop (see note below) and how will you develop them, given that the Fund will not be supporting skills development and so you might need to crowd in other partners where necessary.
4. What criteria you will use to identify young people for the initiative.
5. Note: Recruitment of youth for your initiative must be done through SAYouth.mobi

NB: The implementing partner will need to balance who they target, where unemployed young people are located with skills required, spatial considerations, demand for service etc. as they finalise their criteria for recruitment and the nature of the service.
The implementing partner will have to register this information on the National Pathway Management Network.

(Maximum 500 words)

words left

SUPPORT FOR THE SERVICE 8

Question 3: What resources will be required to manage the service and provide adequate support to the young people? *

Please ensure your response covers the following:

1. what staffing do you have to manage the service and support youth (please describe)?
2. what other resources do you have to manage the service and support youth (please describe)?

NB: The Fund will not be supporting skills development and is encouraging you to pathway young people into options drawing from the pool of young people who already have these skills and have not accessed employment. In this context where you are going to be providing skills then please indicate where the money for skills development will be sourced from. If there are not enough young people that have the skills to meet the demand then please indicate how you have established this and what you are doing to respond to this skill shortage?

(Maximum 500 words)

words left

No.	Functionality Details	Comments
6	Question 1: What is the service the young people will be required to do?	Read the entire question and provide a response in no more than 500 words.
7	Question 2: Who are the target beneficiaries?	Read the entire question and provide a response in no more than 500 words.
8	Question 3: What resources will be required to manage the service and provide adequate support to the young people?	Read the entire question and provide a response in no more than 500 words.

6.6 Funding and Budget Tab

This section of the online application is to be used by applicants to detail at a high level the Total Project Value, Major Cost items and how the major project cost drivers will be managed.

Question 1: Provide a summary of the sources and uses of funds within the initiative's ecosystem. * 1

Please ensure your response covers the following:

1. a description of the resources (e.g. money, staff, in-kind contributions) that will go into the proposed initiative?
   NB: This must be aligned with the submitted Activity Based Costing Project Implementation & Monitoring Plan (ABC PIMP).
2. please list key activities showing how the inputs mentioned in 1 above will be used and what activities the initiative will undertake to solve identified problem.
3. a description of the source/s of funding for the project.
4. an outline of where the funding flows to in the course of implementation of the project.
5. the key areas of support that the grant funding will be targeted at? Please include estimates of the cost per beneficiary for each area of support.
6. confirmation that project shall open a new ring-fenced project bank account for the purpose of this initiative.

(Maximum 500 words)

words left

Question 2: Please provide a summary of your budget. Note that you must provide a detailed budget and assumptions in the Activity Based Costs -Project Implementation & Monitoring Plan (ABC PIMP). 2

Matched funding is defined as the sum of your own cash contribution, plus loan financing obtained by the lead applicant through a financing institution/donor for the purpose of funding the project, plus cash contributions from other sources.

Total project value = PYEF grant + (cash contribution + in-kind contributions + contributions from other sources) + Other income.

Please provide the amounts to be provided for the initiative according to the categories provided below.

Total amount requested from the PYEF *	Total cash contribution by applicant *	Total cash contribution from other sources *	Total In-kind contributions *	Total Other Income *

Total cost of project (VAT inclusive) **R 0**

Total Match Funding contribution **R 0**

Source of Funding 3

To add or update partner details please see tab Implementing Partners

Please add other Partner funding below.

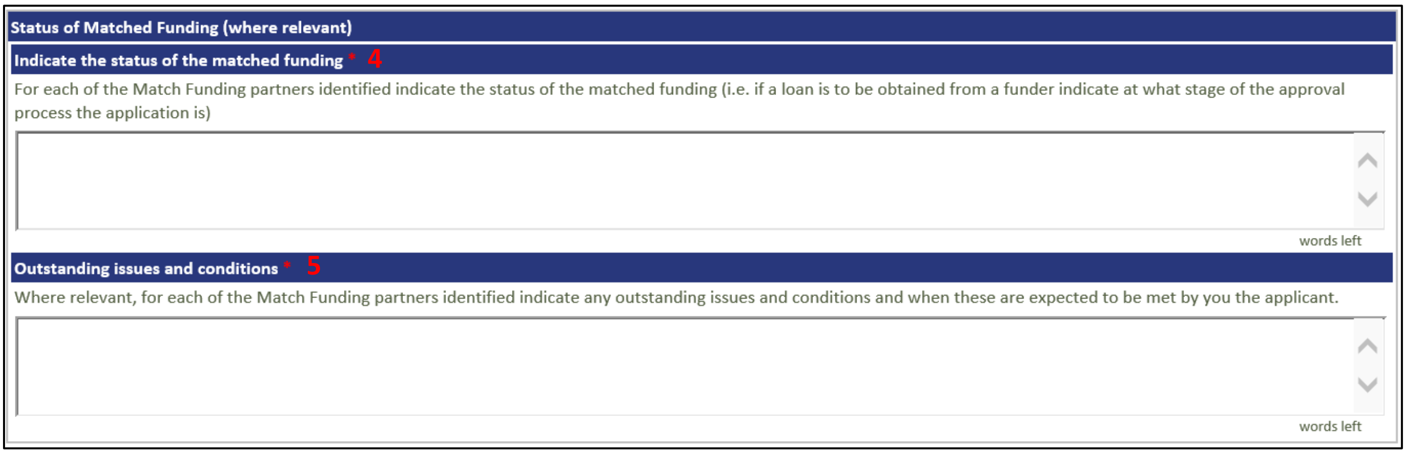
Add Partner Funding

Partner Name *	Description of source and use of funds/resources	Amount *

ADD

No.	Functionality Details	Comments
1	Question 1: Provide a summary of the sources and uses of funds within the initiative's ecosystem.	Read the entire question and provide a response in no more than 500 words.
2	Question 2: Please provide a summary of your budget. Note that you must provide a detailed budget and assumptions in the Activity Based Costs - Project Implementation & Monitoring Plan (ABC PIMP).	Amounts to be provided for the initiative according to the categories provided below: • Total amount requested from the PYEF • Total cash contribution by the applicant • Total cash contribution from other sources • Total In-kind contributions • Total Other Income **Total project value/cost** = PYEF grant + matched funding (cash contribution + in-kind contributions + contributions from other sources) + Other income

No.	Functionality Details	Comments
3	Source of Funding	This table feature will allow the applicant to add details of the partners that will contribute financially to the initiative. If Implementing partners (through the Partners Tab) contribution type is “Financial”, they will automatically be displayed in the table feature. Alternatively, the applicant can add Financial partners directly to the table using the Add button. The following information will be required to be completed when utilising this feature: • Partner name (will be prepopulated if implementing partner already added and classified as “Financial” via the Partners Tab) • Description of source and use of funds/resources • Value of contribution The Total field will sum up the Value of contribution field entries when the Add or Save button is clicked. The delete icon can be used to remove partners. A message will be displayed to confirm the removal of the row from the table.



Status of Matched Funding (where relevant)

Indicate the status of the matched funding * 4

For each of the Match 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)

words left

Outstanding issues and conditions * 5

Where relevant, for each of the Match Funding partners identified indicate any outstanding issues and conditions and when these are expected to be met by you the applicant.

words left

No.	Functionality Details	Comments
4	Indicate the status of the matched funding	For each of the Match Funding partners identified indicate the status of the matched funding (i.e. if funding is to be obtained from a funder, indicate at what stage of the approval process the application is) in no more than 100 words.
5	Outstanding issues and conditions	Where relevant, for each of the Match Funding partners identified indicate any outstanding issues and conditions and when these are expected to be met by you the applicant in no more than 100 words.

Budget Line Items

Please complete the table below which breaks down your total project budget by major cost items.

Num	Line item description 6	PYEI Contribution 7	Matched Funding 8	9 Total cost
1	Salaries and Wages	0	0	0
2	Stipends	0	0	0
3	Training/ Facilitation	0	0	0
4	Uniforms (to be procured by NYDA)	0	0	0
5	Marketing material (to be procured by NYDA)	0	0	0
6	Rental and venue hire	0	0	0
7	Monitoring & reporting	0	0	0
8	Evaluation	0	0	0
9	Close-out audit	0	0	0
10		0	0	0
11		0	0	0
12		0	0	0
Total	words left	**0**	**0**	**0**

No.	Functionality Details	Comments
6	Line item Description	• Major cost items (fields 1 to 9) are prepopulated. Where applicable, describe additional cost items (in no more than 25 words) using the editable fields (10 to 12).
7	PYEI Contribution	• Applicants to record what portion of the Total Amount Requested from PYEI will be allocated to each cost item.
8	Matched Funding	• Applicants to record what portion of the Matched Funding will be allocated to each cost item.
9	Total Cost	• This is a calculated field: Total Cost = PYEI Contribution + Matched Funding

Clearly Indicate

What are the key project cost drivers * 12

words left

How are the key projects costs going to be managed against the available budget * 11

words left

No.	Functionality Details	Comments
10	What are the key project cost drivers	• Provide a response in no more than 100 words
11	How are the key projects costs going to be managed against the available budget	• Provide a response in no more than 100 words

Uploads

ABC PIMP *

Browse... UPLOAD

Uploads – Download the ABC PIMP template from the Downloads section (Right Hand Side Menu Frame), complete and upload in this section.

6.7 Programme Indicators Tab

This tab allows the applicant to provide an indication of the expected initiative results for the Main and Initiative specific indicators. **Remember that the indicator numbers in the ABC PIMP must correspond to the numbers you have inserted in this section.**

Please note that the all fields in the Main Indicator table and the first three rows of the Initiative specific indicator table is mandatory.

MAIN INDICATORS

Provide an indication of your expected initiative results for the following selected indicators. Remember that the indicator numbers in the ABC PIMP must correspond to the numbers you have inserted below.

Note: Refer to the indicator definitions in the term sheet to ensure you fully understand the indicators and what they are measuring before you commit to targets for your intervention. It is important to state how you arrived at the target numbers for the indicator, i.e. what are the assumptions that underpin those targets? Also include the data collection process for each indicator, i.e. Who collects the evidence? How often will they collect this? What will they collect? When will they collect it? What are the arrangements with implementing partners for data collection?

Indicator	Name of indicator (refer to term sheet for full definitions, unit of measurement and disaggregation, as well as data sources/means of verification) 1	Target assumptions 2	Data collection process 3	4 Target upon completion of initiative
01	Number of young people securing paid service opportunities.			
02	Number of young people that have completed planned service activities.			
03	Number of young people transitioning out of the National Youth Service (NYS) into other opportunities.			

Note: Refer to the indicator definitions in the term sheet to ensure you fully understand the indicators and what they are measuring before you commit to targets for your intervention. It is important to state how you arrived at the target numbers for the indicator, i.e. what are the assumptions that underpin those targets? Also include the data collection process for each indicator, i.e. Who collects the evidence? How often will they collect this? What will they collect? When will they collect it? What are the arrangements with implementing partners for data collection?

No.	Functionality Details	Comments
1	Name of indicator (refer to term sheet for full definitions, unit of measurement and disaggregation, as well as data sources/means of verification)	These indicators are prepopulated and cannot be edited. **Refer to the indicator definitions in the term sheet.**
2	Target assumptions	Add the assumptions that underpin those targets.
3	Data collection process	Describe the data collection process
4	Target upon completion of initiative	Enter Target upon completion of initiative
Save button		• **Please remember to click the "Save" button to save the information completed on this tab.** SAVE

INITIATIVE SPECIFIC INDICATORS

Initiative-specific indicators cover milestones, outputs and outcomes not captured in the Programme indicators above. They reflect the critical success factors of the project and define how performance toward the achievement of the programme, project or activity objectives will be measured. For example, milestones to be reached in the successful placement of young people after participating in a training programme might be: Number of offtake agreements with employers signed; Number of placements secured through the signing of offtake agreements with employers.

List your initiative-specific indicators below and provide targets for each. Applicants must also include the following:

- State how you arrived at the target number for each indicator, i.e. what are the assumptions that underpin those targets?
- What are the means of verification (MoV) for each indicator? i.e. evidence that can 'prove the output' - the general rule is that if the evidence is auditable, it will be accepted by the NYS as an acceptable MoV.
- Include the data collection process for each indicator, i.e. Who collects the evidence? How often will they collect this? What will they collect? When will they collect it? What are the arrangements with implementing partners for data collection?
- Kindly use the main indicators outlined in the term sheet as a guideline for the level of detail required.

Remember that the indicator numbers in the ABC PIMP must correspond to the numbers you have inserted below.

Indicator	Name of indicator 5	Target assumptions 6	Data collection process 7	Means of Verification (MoVs) 8	Target upon completion of initiative 9
01					
02					
03					
04					
05					
06					

No.	Functionality Details	Comments
5	Name of indicator	Add a description / name of the nominated initiative specific indicator.
6	Target assumptions	Add the assumptions that underpin those targets.
7	Data collection process	Describe the data collection process
8	Means of Verification (MoVs)	Describe the means of verification
9	Target upon completion of initiative	Enter the total Target upon completion of initiative
Save button		• **Please remember to click the "Save" button to save the information completed on this tab.** SAVE

6.8 Impact Criteria Tab

This tab will allow the applicant to demonstrate how their vision/purpose/strategy is aligned with the principles, and purpose of Presidential Youth Service, relevant experience, and organisational capacity, how the initiative will achieve scale in terms of expanding geographical footprint, partnering with more organisations, and (or) working with more young people and impact in the lives of participating youth.

NATIONAL YOUTH SERVICE PROGRAMME PRINCIPLES 1

Initiatives must be aligned with the National Youth Service Principles as outlined in the term sheet. *

Applications:

1. Must demonstrate how their vision/purpose/strategy is aligned with the principles, and purpose of Presidential Youth Service as outlined in Section 3. Most importantly, proposals must adhere to the mandatory requirements stipulated in Section 3.2. Preferred initiatives are those that propose innovative ways of linking PYSP beneficiaries to other PYEI programmes;
2. Must be able to successfully enrol all programme beneficiaries onto the Pathway Management Network platform;
3. Should propose attributes young people should have at the conclusion of the programme which the Pathway Management Network can recognise;
4. Must demonstrate how the initiative will transition young people that exit Community Service activities/ interventions to other opportunities.Please briefly explain how this initiative meets the above criteria.

Please briefly explain how this initiative meets the above criteria. [max 500 words]

words left

CAPACITY TO IMPLEMENT 2

Applicants must demonstrate relevant experience, and organisational capacity. *

For instance:

1. Applicants must demonstrate an appreciation of their proposed project's specific local context and the determinants of success;
2. In the case of a consortium applications must elaborate on the consortium composition, which must be logical and value-adding. Roles and responsibilities of consortium members must be clearly defined. In addition, the applicant/ consortium lead must demonstrate an alignment of incentives and a "common purpose" across members of the consortium;
3. Applicants must have appropriate systems to collect, consolidate and report on financial and progress and performance. Proposals that clearly outline the management/supervision arrangements that will be put in place to ensure that Community Service components achieve the required standard and how this Community Service will be monitored, and reported are preferred.
4. Applicants who propose practical and meaningful project specific outcome indicators at the level of (beneficiary youth, the implementing organisation itself, and the community) will be deemed more competitive;
5. Initiatives must have appropriate institutional capacity, and be able to show evidence that their staff have the requisite competence, and have experience managing young people in a developmental way (excludes trainers/classroom instruction);
6. Where the delivery of Community Service activities is dependent on any other stakeholders, their role must be adequately explained.

Please briefly explain how this initiative meets the above criteria. [max 500 words]

words left

No.	Functionality Details	Comments
1	Initiatives must be aligned with the National Youth Service Principles as outlined in the term sheet	Read the entire question and provide a response in no more than 500 words.
2	Applicants must demonstrate relevant experience, and organisational capacity	Read the entire question and provide a response in no more than 500 words.

CAPACITY TO SCALE 3

Applications must demonstrate how the initiative will achieve scale in terms of expanding geographical footprint, partnering with more organisations, and (or) working with more young people. *

Initiatives must outline the key activities that will be undertaken to achieve this outcome. Specifically, applicants must:

1. Provide a clear explanation of how they have managed existing or past initiatives that engage at least 3,000 young people and how learnings from these interventions will be applied to ensure efficient delivery of the NYSP within the cost parameters;
2. Provide a detailed and realistic forecast of how many more youth the project can reach in year 2, and 3 and the assumption under which those estimates will hold.
3. Initiatives that demonstrates the capacity to rapidly and cost effectively scale up will preferred.

Please briefly explain how this initiative meets the above criteria. [max 500 words]

words left

CONTRIBUTION TO SYSTEMIC CHANGE 4

Applications that contribute to broader impact in the lives of participating youth and also generate learning beyond the confines of their specific initiative are preferred. *

Initiatives must:

1. Demonstrate how sustainable Community Service activities, can potentially build the basis for more sustained and complex social economy interventions in an area;
2. Demonstrate how young people who have shown aptitude and competence in the PYSP will be assisted to find further contracted/ paid work or be assisted to grow their capabilities;
3. Demonstrate how the initiative will support young people to build agency, resilience and grit – which are critical success factors for young people on their employment/income journey;
4. Explain what young people will be able to do at the end of the programme that they may not have been able to do prior to participation in this programme for which the application is being made.

Please briefly explain how this initiative meets the above criteria. [max 500 words]

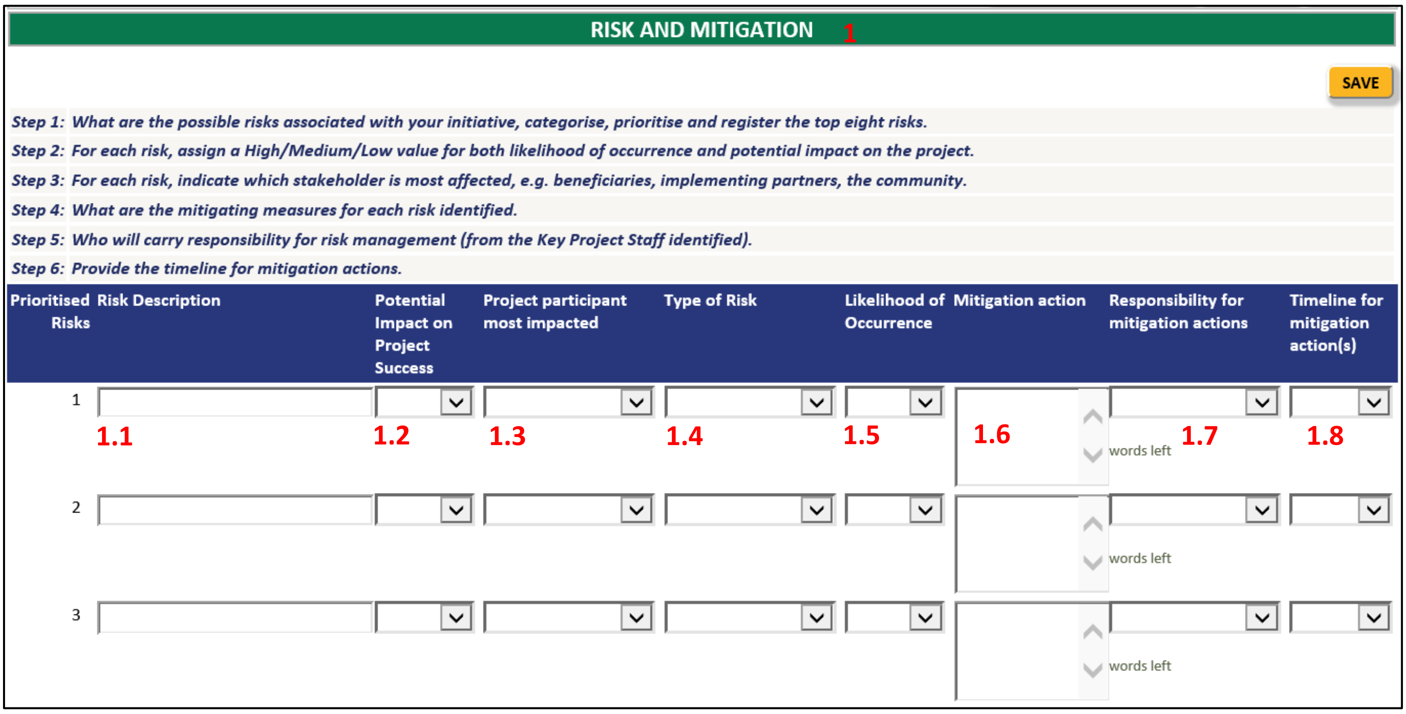
words left

SAVE

No.	Functionality Details	Comments
3	Applications must demonstrate how the initiative will achieve scale in terms of expanding geographical footprint, partnering with more organisations, and (or) working with more young people	Read the entire question and provide a response in no more than 500 words.
4	Applications that contribute to broader impact in the lives of participating youth and also generate learning beyond the confines of their specific initiative are preferred	Read the entire question and provide a response in no more than 500 words.
Save button		• **Please remember to click the "Save" button to save the information completed on this tab.** SAVE

6.9 Risk and Mitigation Tab

The Risk and Mitigation Tab allows the applicant to add risk and mitigation details of the project. Take note that the Responsibility for mitigation actions drop down list will be populated with the information furnished by the applicant under the Key Staff feature/ section on the Institutional Tab.



Before completing this section, see recommended steps below:

Step 1: What are the possible risks associated with your initiative? Categorise, prioritise and register the top eight risks.

Step 2: For each risk, assign a High/Medium/Low value for both likelihood of occurrence and potential impact on the project.

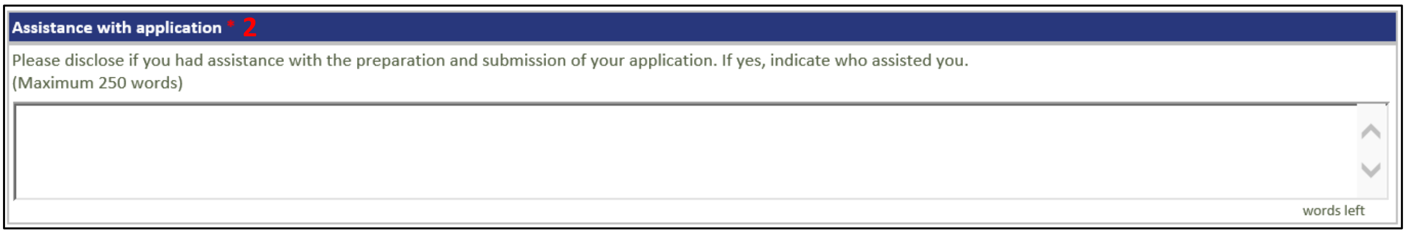
Step 3: For each risk, indicate which stakeholder is most affected, e.g. beneficiaries, implementing partners, the community.

Step 4: What are the mitigating measures for each risk identified?

Step 5: Who will carry responsibility for risk management (from the Key Project Staff identified)?

Step 6: Provide the timeline for mitigation actions.

No.	Functionality Details	Comments
1.1	Risk Description	Add the risk description.
1.2	Potential Impact on Project Success	Select the potential level – High, Medium, or High.
1.3	Project participant most impacted	Select the project participant who will be the most impacted: Beneficiaries; Funders; Implementing Agent; Applicant; Other.
1.4	Type of Risk	Select the type of risk – Financial, Environmental, Implementation, Institutional, Political, or Partnership.
1.5	Likelihood of Occurrence	Select the likelihood of occurrence– High, Medium or Low.
1.6	Mitigation action	Describe the mitigation action in the textbox provided.
1.7	Responsibility for mitigation actions	Select the Responsibility for mitigation actions; take note that this drop down is linked to the "Key Project Staff" table (Institutional Information Tab).
1.8	Timeline for mitigation action(s)	Select the applicable timeline for the mitigation action.

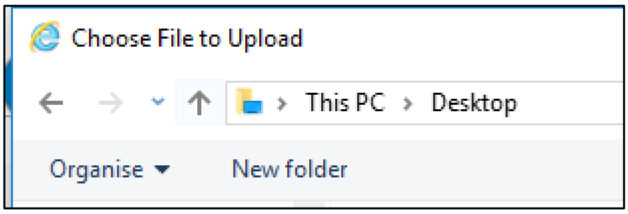


No.	Functionality Details	Comments
2	Assistance with application	Please disclose if you had assistance with the preparation and submission of your application in no more than 200 words.
Save button		• **Please remember to click the "Save" button to save the information completed on this tab.** SAVE

6.10 Upload Tab

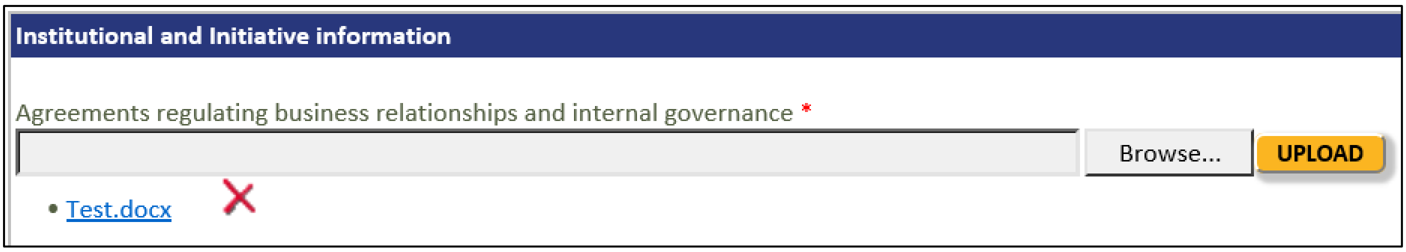
The Upload Tab allows the applicant to upload all pertinent project documents that are required. The following file types can be uploaded: doc, docx, xls, xlsx, pdf. Please note that the maximum file size is **10MB** per uploaded document.

- The applicant at this stage will use the browse button to select the document storage location:



- Select the document and then click the Upload button.

Once uploaded, the document will reflect as depicted in the following screen shot. By selecting the "Red" cross you can remove the document and re-perform the upload process.



If an upload is mandatory and for some reason it does not apply to you, upload a scan of a signed and dated letter stating that it does not apply, providing a reason.

Upload List – Institutional Information Tab

Upload	Help Text	Mandatory
1. Upload 1 - Registration documents	NB: Entity must have been registered with the relevant department (e.g. Department of Social Development) for at least 2 years. All requisite certificates and proof of registration will be required. For private sector entities, Companies and Intellectual Property Commission (CIPC) registration documents will be required. Kindly upload your registration documents.)	Yes
2. Upload 2 - Annual Financial Statements (AFS) covering at least 3 years	N/A	Yes
3. Upload 3 - Relevant projects	Please upload examples of relevant projects you have implemented in the past 3 years as well as evidence of your ability to meet the minimum target of supporting 3,000 youth per annum (including as part of a consortium)	Yes
4. Upload 4 - Programme content	Please upload any programme content for any work you have done or are currently doing with young people not in education, employment or training (NEET)	Yes
5. Upload 5 - Budget/ funding for work with NEET youth	NPOs must have existing funding contracts that secure at least 75% of existing business over next 2 years. Please upload evidence	Yes
6. Upload 6 - Please upload a breakdown of the funds you have available for activities supporting NEET as well as your cash flow requirements per annum breaking it down into operating costs and capex funding	N/A	Yes
7. Upload 7 - Other Government Funding	Kindly upload relevant information to support your response	Yes

Upload List – Partner Tab

Upload	Help Text	Mandatory
1. Upload 1 - Registration documents	NB: Entity must have been registered with the relevant department (e.g. Department of Social Development) for at least 2 years. All requisite certificates and proof of registration will be required	Yes

Upload	Help Text	Mandatory
	for private sector entities, Companies and Intellectual Property Commission (CIPC) registration documents will be required.	
2. Upload 2 - Annual Financial Statements (AFS)	N/A	Yes
3. Upload 3 - Relevant projects	Please upload examples of relevant projects you have implemented in the past 3 years as well as evidence of your ability to meet the minimum target of supporting 3,000 youth per annum (including as part of a consortium).	Yes
4. Upload 4 - Programme content	Please upload any programme content for any work you have done or are currently doing with young people not in education, employment or training (NEET).	Yes
5. Upload 5 - Existing budget/ funding for work with excluded young people	Please provide an explanation of the funding (source, how much has been spent, how much is still available, and terms and conditions associated with the funding sources).	Yes

Upload List – Governance Tab

Upload	Help Text	Mandatory
CV uploads for the key staff identified (up to 7)	N/A	Yes
Question 1: Please upload a diagram that demonstrates how this project will be managed and implemented	Ensure that your upload includes a brief explanatory narrative/ governance framework.	Yes
Question 3: Please upload documents to support your response above	N/A	Yes
Question 4: Please upload documents to support your response above	N/A	Yes

Upload List – Budget Tab

Upload	Help Text	Mandatory
ABC PIMP	N/A	Yes

Upload List – Uploads Tab

Upload	Help Text	Mandatory
Finance and Budget		
Matched funding	While matched funding is not an eligibility criteria for this funding round the applicant's ability to provide matched funding will be an advantage. Please note what is required if you indicate that you will be able to raise match funding. If Matched funding is from non-public sector – signed agreement for the provision of match funding or Indicative Signed Term Sheets from funders or board resolution or trustees' resolution if funding is from applicant's own sources and that the company has the said resources or signed funding agreements accompanied by an individual's financial statements if funding is from an individual (sworn to be correct with a commissioner). Please note that letters of interest to provide match funding will not be sufficient, draft or signed funding agreements are preferred.	Yes
Provisional Project Asset Register (where applicable)	N/A	No
Institutional and Initiative information		
Agreements regulating business relationships and internal governance	N/A	Yes
Diagram illustrating the project management structure	N/A	Yes
Market research, where applicable	N/A	No
Operation Guidelines specifying key controls	N/A	No
Organisation and partnership structure diagram	N/A	Yes
Partnership agreements	(with implementing partners, key service providers)	No
POPIA reporting procedure inclusive of compliant data collection, verification, and storage	N/A	No
Results of similar/precursor initiatives that the applicant or its project partners have	N/A	No

Upload	Help Text	Mandatory
implemented before (where applicable)		
Legal and Tax		
Mandate for making application	The appropriate authority within the lead institution (CEO/board/exec committee) must provide a signed mandate to confirm that the lead applicant has a mandate to submit this application on the organisation's behalf.	No
On a company letter head confirmation that the organisation is compliant with all laws and regulations, there is no current litigation against the organisation and no credit records to any of the directors or key staff	N/A	Yes
Proof of application for licenses / permits	i.e. permit or licence required in terms of legislation as affects the execution of this project.	No
Proof of registration as a Non-Profit Organisation as defined by the Non-Profit Organisations Act 71 of 1997 (the NPO Act); or a Non-Profit Company (NPC) as defined in Schedule 1 of the Companies Act?	N/A	No
Valid Tax Compliance Status or tax exemption certificate (as applicable).	Please do not just submit the PIN, rather download the certificate and attach the actual certificate	Yes
Monitoring & Evaluation		
Results Chain (refer generic results chain)	N/A	Yes
Supporting documentation		
BEE certificate	N/A	Yes
FICA documents	N/A	Yes
Letter from the applicant confirming that the applicant will contract with the Presidential Youth Employment Intervention Fund Manager (The Jobs Fund) based on the Presidential Youth	N/A	Yes

Upload	Help Text	Mandatory
Employment Intervention Fund Manager (The Jobs Fund) Grant Agreement		
Other supporting documents i.e. all agreements signed in respect of the project (other than those already uploaded above)	(other than those already uploaded above)	No

6.11 On-screen Validation, Validation button, Terms and Conditions, Submit and Unsubmit

There are two types of validation procedures within the online portal.

1. On-screen validation

- This validation is programmed within each Tab of the online application form.
- When any outstanding mandatory field is incomplete (after clicking the Save button), an on-screen message will be displayed highlighted the omitted fields

Before you can submit your application however the following fields will need to be completed:

NATIONAL YOUTH SERVICE PROGRAMME PRINCIPLES
• Text for Initiatives must be aligned with the National Youth Service Principles as outlined in the term sheet.

CAPACITY TO IMPLEMENT
• Text for Applicants must demonstrate relevant experience, and organisational capacity.

CAPACITY TO SCALE
• Text for Applications must demonstrate how the initiative will achieve scale in terms of expanding geographical footprint, partnering with more organisations, and (or) working with more young people.

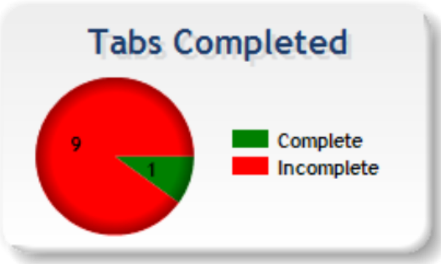
CONTRIBUTION TO SYSTEMIC CHANGE
• Text for Applications that contribute to broader impact in the lives of participating youth and also generate learning beyond the confines of their specific initiative are preferred.

2. Validation Button

The Validation button located at the top of all tabs, allows the applicant to have a complete view of all omitted mandatory fields across the online application form. **It is important to note that before Submitting your application it is a mandatory requirement to click the Validate button.**

APPLICATION VALIDATION

Sections Completed (green):	1. Eligibility	2. Institutional Info	3. Partners	4. Governance	5. Description	6. Budget	7. Indicators	8. Impact	9. Risk	10. Uploads



Your application form is incomplete. Please see below for details

Institutional Information

1.1 Name of Lead Applicant
- Indicate your Institution type
- Registration number
- Income tax number

3. Terms and Conditions

It is compulsory for all applicants to accept the Terms and Conditions before submitting your application. Clicking the "Terms and Conditions" button will result in a popup window being displayed and detailing the Terms and Conditions. Review the content thoroughly before selecting the checkbox and clicking the "Accept Button"

NATIONAL YOUTH SERVICE PROGRAMME TERMS AND CONDITIONS

Terms and Conditions for the Presidential Youth Employment Intervention - National Youth Service Programme (1st Call for proposals)

The Presidential Youth Employment Intervention (hereinafter referred to as as "PYEI") is a part of the Presidential Employment Stimulus programme (hereinafter referred to as as "PES"). The PYEI is a multi-sector action plan/ programme directed at addressing South Africa's chronic youth unemployment challenge. The Government of the Republic of South Africa acting through the Presidency and the National Youth Development Agency have mandated the Jobs Fund through the Government Technical Advisory Centre (hereinafter referred to as "the GTAC-JOBS FUND") to execute, operationalise and manage a Presiential Youth Employment Fund (hereinafter referred to as as "PYEF") on their behalf. The National Youth Service Programme (hereinafter referred to as "the NYS Programme") is a Government initiative owned and funded by the Presidency and the National Youth Development Agency and is part of the PYEI.

As the Fund Manager of the PYEF, the GTAC-JOBS FUND invites organisations to complete an online application form ("Application") to apply for Grant Funding ("Grant") for the implementation of the NYS programme.

These generic terms and conditions ("Terms and Conditions") apply to all Applications in this call for Applications and define the responsibilities of the Applicant and its Project Partners.

The Applicant and the GTAC-JOBS FUND agree that they will comply with the provisions of the Protection of Personal Information Act (hereinafter referred to as "POPIA"), No 4 of 2013, as amended, and its Regulations r and treat and process all the information and/or personal data in respect of the Application under the said Act and Regulations insofar as it relates to the Application.

The Applicant irrevocably agrees, acknowledges and confirms that following the Application the GTAC-JOBS FUND, will possess and will continue to possess information that may be classified or deemed as private, confidential or as personal, of the Applicant, or any third party to this Application who may be directly or indirectly associated with this Application and that such information may have value and may or may not be in the public domain.

I accept the above terms and conditions ☐ ACCEPT

4. Submit

Only once the Terms and Conditions have been accepted and the Validation is successful will the system allow the application to be submitted.

Users must click the Submit button. A popup confirmation will be displayed. The applicant must click the "Submit" button with the popup window.

APPLICATION VALIDATION

Application is complete. You may submit the application

SUBMIT

A final confirmation will be required. The applicant must click the "Submit Application" button.

NATIONAL YOUTH SERVICE PROGRAMME TERMS AND CONDITIONS

Thank you for accepting the Terms and Conditions.

If you have completed your application form you may now submit. If you have not completed your application form, please close this popup window and continue.

SUBMIT APPLICATION

APPLICATION VALIDATION

Your application has been submitted to the PYEF Fund Manager.

You will notice that the submit button has been replaced with an unsubmit button until the window closes.
Click the unsubmit to cancel the submission and allow it to be edited.
If you unsubmit, you still need to submit the application before the deadline date.

Your application will continue to appear on your 'home' page after you log in and it's status will reflect the progress. You will still be able to view your application.
Application submission notification Email successfully sent.

Once submitted an email notification will be sent to the applicant. The application will be read only and will no longer be editable.

At this stage, the user is able to Unsubmit the application form (before the submission deadline). User must click the "Unsubmit" button. A popup confirmation will be displayed and the application will be editable again.

Eligibility | Institutional Info | Partners | Governance | Description | Budget | Indicators | Impact | Risk | Uploads

NYS1/1002 Demo Project Print read only application form

Type: NGO Funding window: National Youth Service programme Status: Submitted by online user UNSUBMIT

APPLICATION

Application unsubmission notification email successfully sent.
Your Application has been unsubmitted.

You can now edit it again online. Remember to submit it again before the deadline.

Only Applications that have been submitted will be considered.

OK

6.12 General

See below for some general remarks / helpful hints:

- There are **ten sections** on this application form which have to be completed. You can navigate to each section by clicking on the green tabs at the top of the screen, or by clicking the "**Next**" and "**Previous**" buttons at the bottom of each page. Please note that clicking "**Next**" or "**Previous**" does not save your information. It is recommended that you click "**Save**" before moving onto the next tab.

- Applicants must submit the Application online, **in English**, before the closing date. If an Application cannot be submitted using the online application process the PYEF Fund Manager should be contacted for assistance as no other form of submission will be accepted.

- A read-only report can be generated from the system that will allow the applicant to print out their completed / partially completed online application form. Applicants must click the Print read only application form hyperlink located at the top of all tabs.

- **You should regularly save your application by clicking on the "Save" button**. Please note that if you fill in information on a tab and click on another yellow tab without saving, you will lose the information you have just entered. You will be able to login and edit information on the form as many times as you like until you have clicked the "Submit" button.

- **Narrative Sections** – we recommend that applicants complete narrative sections within Ms Word and complete spelling and grammar checking. Once users are satisfied with the content, the information can be transposed ("copy and paste") from Ms Word into the applicable online form textbox / input fields.

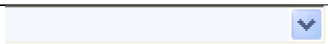
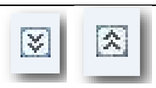
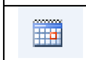
- Fields marked with a **red star *** are mandatory fields. Clicking on the "**Validate**" button will check the application form for missing mandatory fields and incorrect data, and will alert you. You should click the validate button several times as you complete your application. You will not be able to click the "Submit" button until you have validated your form.

- Please make sure that you have **enabled popups** on your web browser i.e. Pop up blocker is turned **off** to allow popup messages to be displayed.

- Applications will be considered on the basis of the information provided by an applicant on the online Application form. Therefore, the applications and must be comprehensively detailed and accurate. Applications which do not comply with this requirement or the eligibility and funding criteria as set out in the Term Sheet are not eligible for funding. **No exceptions** will be made for any submissions that are incomplete or submitted after **15h00 of 25 November 2021**.

- If you require any **technical assistance,** please send an email to the Helpdesk:
  - Email: Jobsfund@treasury.gov.za
  - Subject: PYEF Fund Manager Technical Support – Reference Number
  - Body: Please include your name and contact details

7 Icons

Icon	Name	Description
	Zoom	Clicking this takes you into the detail of a record
	Edit	Clicking the pencil will open a set of field for your to edit a table
	Add	Enables you to add a new record
	Delete	Enables you to delete a record
	Save	Saves the page or the text in a text box in which you capture information
	Red asterisk	This appears on mandatory fields. You have to fill information wherever you have a mandatory field
	Drop down list	Clicking on the arrow will open a list from which you must choose.
	Concertina	Clicking on the arrows will show or hide a panel with more details
	Calendar	Calendar control for date selection