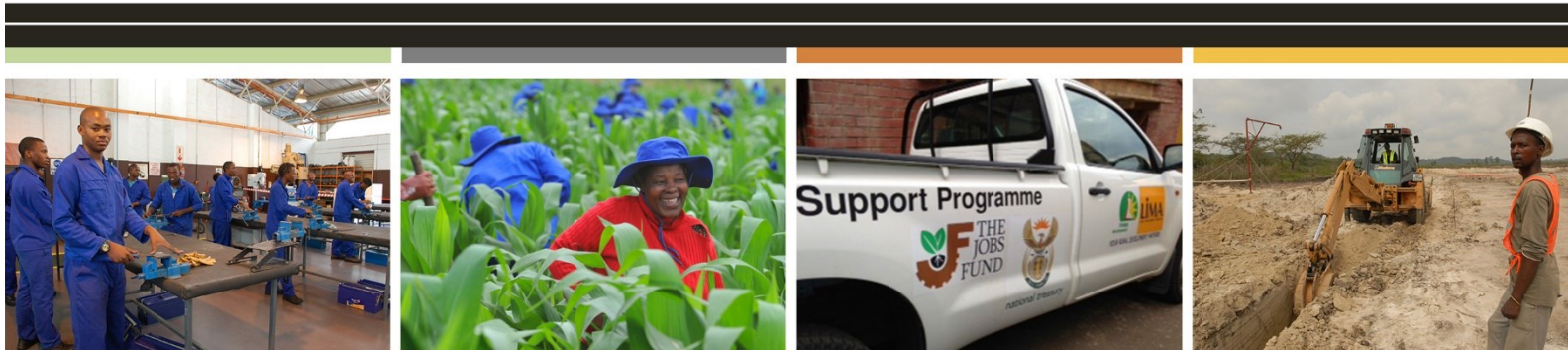




South Africa Siyasebenza



## GMS 8<sup>th</sup> CFP Concept Note Application Process – User Guide

**March 2018**



**national treasury**  
Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA



## Contents

<b>1</b>	<b>OVERVIEW .....</b>	<b>3</b>
<b>2</b>	<b>REGISTER AS AN ONLINE USER .....</b>	<b>3</b>
<b>3</b>	<b>FORGOTTEN PASSWORD .....</b>	<b>4</b>
<b>4</b>	<b>REGISTER AN APPLICATION .....</b>	<b>5</b>
<b>5</b>	<b>ACCESSING AN APPLICATION .....</b>	<b>7</b>
<b>6</b>	<b>8<sup>TH</sup> CFP CONCEPT NOTE (CN) APPLICATION FORM.....</b>	<b>8</b>
6.1	ELIGIBILITY CRITERIA TAB .....	10
6.2	INSTITUTIONAL INFO TAB .....	16
6.3	INITIATIVE INFORMATION TAB.....	28
6.4	RISK AND MITIGATION TAB .....	35
6.5	IMPACT CRITERIA TAB .....	37
6.5.1	<i>Potential for Job Creation.....</i>	<i>37</i>
6.5.2	<i>Innovation .....</i>	<i>39</i>
6.5.3	<i>Additionality.....</i>	<i>40</i>
6.5.4	<i>Sustainability.....</i>	<i>41</i>
6.5.5	<i>Achieving Scale.....</i>	<i>44</i>
6.5.6	<i>Contribution to Systemic Change .....</i>	<i>45</i>
6.5.7	<i>Value for Money.....</i>	<i>46</i>
6.5.8	<i>Capacity to Implement .....</i>	<i>48</i>
6.6	BUDGET TAB .....	51
6.7	SUMMARY TAB .....	56
6.8	UPLOAD TAB .....	58
6.9	GENERAL .....	59
<b>7</b>	<b>ICONS.....</b>	<b>60</b>

**\* Please take note that all information depicted in the screen shots are from the GMS Test site and test data was used**

### **Abbreviations:**

Call for Proposal – CFP; Concept Note – CN; Grant Management system - GMS

## 1 Overview

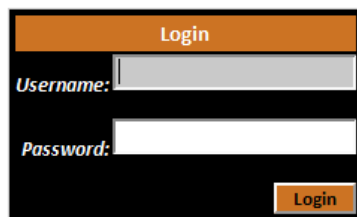
Applicants/Partners register themselves as users on the GMS and then fill in an application registration form in response to the Jobs fund Call for proposals. The applicant/partner has to register him/herself and will use their email addresses as their username when logging in.

**Note: Existing users do not need to create a second profile; the same GMS credentials can be used.**

When the applicant logs in, they are directed to the GMS Home page. This page lists all the applicants/partners applications and any open calls. From this Home page the applicant/partner can view/edit their applications or create a new application (provided there is an open call).

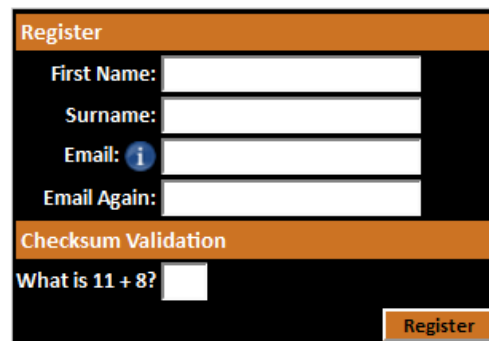
## 2 Register as an online user

On the GMS site 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. This email address will then be used as their username when logging onto the GMS.

A login form with an orange header labeled 'Login'. It contains two input fields: 'Username:' and 'Password:'. Below the password field is an orange 'Login' button.

[Forgot Password](#)

If you have not yet registered,  
then [click here to register now.](#)

A register form with an orange header labeled 'Register'. It contains four input fields: 'First Name:', 'Surname:', 'Email:' (with an information icon), and 'Email Again:'. Below these is an orange 'Checksum Validation' section with the text 'What is 11 + 8?' and a small input field. At the bottom right is an orange 'Register' button.

If you have already registered, then [click here to login.](#)

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.

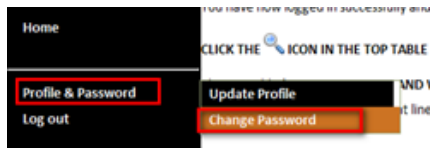
### USER REGISTRATION

You have been successfully registered.

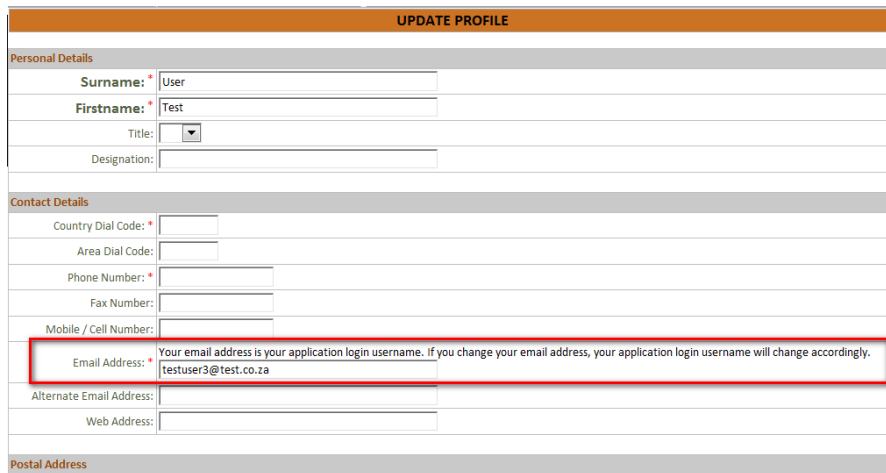
Your username is: testuser3@test.co.za

Your password is: 3725011

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



Users can also update their profile using the Update Profile menu item shown above.



**Note: changing the email address here means changing the online users' username.**

The user can log off using the Log out menu on the left.

### 3 Forgotten password


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



[Forgot 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.

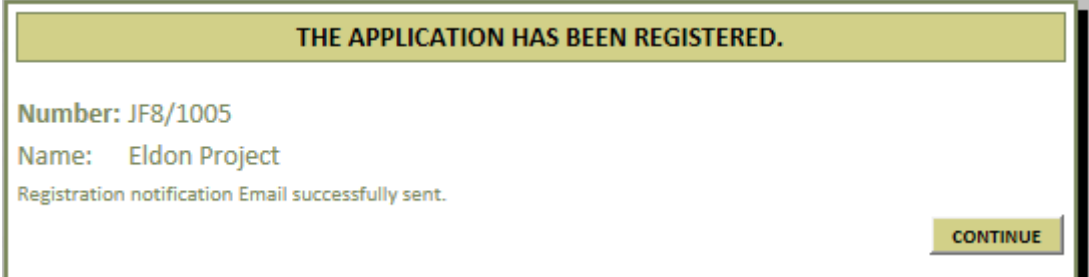
CREATE A NEW APPLICATION					
Click on the green plus (+) sign on the right hand side of the row to create a new application. You do not have to complete the application in one go - you can work on it, save it, exit, come back later and edit it from the list above.					
Reference	Grant Window	Window Description	Type	Closing Date / Time	
JF8	Funding Window Eight - CN	Funding Window Eight	Funding Window		

The first step of the application registration defines the window and funding ratio for which they are applying. Fields marked with a red asterisk \* are mandatory.

APPLICATION REGISTRATION PAGE	
<b>Application Type</b>	
In applying to 8th Funding Round – Catalysing Inclusive Economic Growth, please refer to the Term Sheet for a detailed description of the Funding Window before making the selection of a funding window for this application. *	
Support for Work-seekers - Targets a cluster of innovative initiatives aimed at facilitating rapid access to employment and work-related training for unemployed people, particularly women and youth.	
Enterprise Development - Targets sustainable long term employment creation initiatives linked to the development of private sector business development. The focus is on developing innovative approaches that link private sector profitability with high social impact.	
Infrastructure - Focuses on light infrastructure investment projects that are necessary to unlock job creation potential in an economic sector or geographical area.	
<input type="text"/>	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.	
<input type="text"/>	2
<b>Project Details</b>	
Title of the Project * 3	
Maximum 50 characters.	
<input type="text"/>	
<b>Institutional Details</b>	
Name of institution applying *	
<input type="text"/>	
In which province is your organisation's head office located? *	
<input type="text"/>	5
Contact with the Jobs Fund: Have you had any direct interaction with the Jobs Fund before registering this application? *	
<input type="radio"/> Yes, I have had discussions with a member of the Jobs Fund origination team on this particular concept	
<input type="radio"/> Yes, but just through attending a briefing session or meeting where the Jobs Fund was presented	
<input type="radio"/> Yes, I am a previous applicant and am re-applying based on feedback I received	
<input type="radio"/> No, I have not had any direct interaction with the Jobs Fund so far	
6	
7 8	
<input type="button" value="Register Application"/> <input type="button" value="Cancel"/>	



Please refer to the Jobs Fund Catalysing Inclusive Economic Growth funding round “**Term Sheet**” for a detailed description of the Funding Windows before making the selection of the funding window category at the Application Registration Page (Available via our website [www.jobsfund.org](http://www.jobsfund.org) or the GMS document library.)

No.	Functionality Details	Comments
1	Application Type	<p>Select the applicable funding window the project would be categorised as (<b>refer to funding round Term Sheet</b>):</p> <ul style="list-style-type: none"> <li>• Enterprise Development;</li> <li>• Infrastructure;</li> <li>• Work seekers.</li> </ul>
2	Indicate your Institution type	<p>Select from the drop down list:</p> <ul style="list-style-type: none"> <li>• <b>Public Sector</b></li> <li>• <b>Private Sector</b></li> <li>• <b>NGO</b></li> </ul> <p><b>NOTE:</b> Once you have registered your application, you will not be able to change this selection.</p>
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	<p>Record the Name of the institution applying.</p> <p><b>NOTE:</b> The Institution name entered here automatically becomes the lead applicant on the Institutional Info page.</p>
5	Head Office	<p>Select from the drop down list the province where your institution is based:</p> <ul style="list-style-type: none"> <li>• Eastern Cape;</li> <li>• Free State;</li> <li>• Gauteng;</li> <li>• KwaZulu Natal;</li> <li>• Limpopo;</li> <li>• Mpumalanga;</li> <li>• Northern Cape;</li> <li>• North West;</li> <li>• Western Cape.</li> </ul>
6	Contact with the Jobs Fund	<p>Indicate using the radio button feature: “Have you had any direct interaction with the Jobs Fund before registering this application?”</p> <ul style="list-style-type: none"> <li>• Yes, I have had discussions with a member of the Jobs Fund origination team on this particular concept;</li> <li>• Yes, but just through attending a briefing session or meeting where the Jobs Fund was presented;</li> <li>• Yes, I am a previous applicant and am re-applying based on feedback I received;</li> <li>• No, I have not had any direct interaction with the Jobs Fund so far.</li> </ul>
7	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.

		<p>Each project that is created has a unique GMS and JF number. The GMS number is a sequential one (internal number), while the JF number (external number) is specific to the call.</p> <p>JF number: JF8/1005 = 8<sup>th</sup> Call, fifth application</p> 
8	Cancel – Button	Clicking the “Cancel” button will clear the Registration screen and return the user to the initial starting point (“Home” tab).

## 5 Accessing an application

Once the application has been registered and a unique JF number is given, this application appears on the applicant’s/partner’s Home page. The applicant/partner uses the zoom button 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.								
Click on  for your project’s Quarterly Reports (QR).								
The list of review work includes all submitted in the last <input type="text" value="21"/> days <input type="button" value="REFRESH"/>								
Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	App	QR
JF8/1005	Funding Window Eight - CN	Eldon Project	ED	Funding Window	Lead applicant	Incomplete application		

## 6 8<sup>th</sup> CFP Concept Note (CN) Application Form

All applicants for the 8 CFP - Catalysing Inclusive Economic Growth round must complete all mandatory fields of the CN application form prior to 24 May 2018. Once all the mandatory fields have been completed, applicants must accept the Terms and Conditions for the round before submitting the CN application. The table below describes, in summary, the features / functionalities of the CN application form:

Tab	Description
Eligibility Criteria Tab	<p>A set of questions where a Yes/No response along with a narrative is required. This section is based on the Jobs Fund Eligibility criteria for this specific funding round.</p> <p>Note that this is the starting point of the Concept Note Application. <b>Only eligible applicants (as per the set minimum eligibility criteria – refer to Term Sheet) will be granted access to the remainder of the Concept note online application form.</b></p>
Institutional Tab	<p>This tab will allow the applicant to furnish further details of the project / institution: add additional colleagues / project members to the project (with or without online access), add lead applicant / implementing agent details, describe the institutional structure, add key staff information, add financial / technical partners and describe the existing relationship with the Jobs Fund (if applicable).</p>
Initiative Description Tab	<p>Applicant will have the ability to define the following sections: Problem Statement, Project Logic and Business Model, Project Funding Model, Implementation issues and summary of the theory of change for the project.</p>
Risk & Mitigation Tab	<p>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 details the applicable mitigation actions for each risk identified (in light of Project participant most impacted).</p>
Impact Criteria Tab	<p>If your application is eligible (i.e. meets the eligibility criteria listed on the Eligibility Criteria Tab), the impact criteria listed in this section will be used to assess the competitiveness of your proposal (during the Concept Note appraisal process). In this section of the concept note application form, you have the opportunity to explain how this application meets each of the impact criteria.</p>



Budget Tab	<p>Page has two sections:</p> <p>Part 1 - Budget Summary – capturing Total amount requested from the Jobs Fund, Total own contribution, Total Loan financing, Total In-kind contributions, Total contribution from other sources/partners and any other income. This section allows applicants to describe the matched funding status i.e. stage of the approval process if receiving loan financing.</p> <p>Part 2 - Budget Line Items - break down of total project budget by the activities specified on the Initiative description tab. This section allows applicants to describe the key cost drivers and list the value of contribution by each partner (To add or update partner details please see tab Institutional Info - section 1.10 Financial and/or Technical Partners) .</p>
Summary Tab	This tab is a summary of the initiative / project and prepopulates certain fields / tables. However, applicants need to specify Geographic areas of initiatives implementation and sector that the initiative falls in.
Uploads Tab	This tab allows applicants to upload all applicable documents as part of the Concept Note application form. The following file types can be uploaded: doc, docx, xls, xlsx, pdf. Please note that the maximum file size is <b>10mb</b> .

See GMS tabs listed in the screenshot below:

The screenshot shows the top section of the GMS application form. At the top, there is a row of eight green tabs with white text: 'Eligibility Criteria', 'Institutional Info', 'Initiative Description', 'Risk & Mitigation', 'Impact Criteria', 'Budget', 'Summary', and 'Uploads'. A red rectangular box highlights the first four tabs: 'Eligibility Criteria', 'Institutional Info', 'Initiative Description', and 'Risk & Mitigation'. Below the tabs is a light green header bar with the word 'BUDGET' in bold black text. Underneath the header bar, there is a white area containing the text 'JF8/1005' and 'Eldon Project' on the left, and a blue link 'Print read only application form' on the right. Below this, there is a row of three green buttons with white text: 'TERMS AND CONDITIONS', 'VALIDATE', and 'SUBMIT'. Above these buttons, there is a row of three green buttons with white text: 'Type: Private Sector', 'Funding window: Enterprise Development', and 'Window: Catalysing Inclusive Economic Growth'.

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

Note that the Eligibility Criteria tab is the starting point of the Concept Note Application. **Only eligible applicants (as per the set minimum eligibility criteria – refer to Term Sheet) will be granted access to the remainder of the Concept note online application form.**

## 6.1 Eligibility Criteria Tab

The Jobs Fund has pre-determined eligibility criteria to ensure that each project that proceeds to the business case application stage has the minimum operating experience, infrastructure, administrative capacity to successfully implement the proposed project and demonstrate value for money for the Jobs Fund.

Note: Each question has a Yes/No radio button. **All the questions on this tab is 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 Jobs Fund. In most instances, the Lead Applicant is the entity that will enter into a contract with the Jobs Fund.
- An Implementing Agent 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.

If you are a past Jobs Fund Partner, please note the following:

- Only projects whose performance, with respect to the creation of jobs as measured by the sum of Programme Indicators 1 to 3 was 90% of the contracted target at close out are eligible to apply.
- Only projects that reached at least 90% total project expenditure (when measured against total contracted targets) at close out are eligible to apply.

If you are a current Jobs Fund Partner, please note the following:

- Only projects whose current performance, with respect to the creation of jobs as measured by the sum of Programme Indicators 1 to 3 is greater than 50% of the contracted target are eligible.
- Only projects that have reached at least 50% total project expenditure (when measured against total contracted targets) are eligible to apply.

1

Question 3.1 \*

Has the Lead Applicant been in operation for more than 2 years?

☐ Yes ☐ No

No.	Functionality Details	Comments
1	Question 3.1	<ul style="list-style-type: none"><li>• Select the applicable radio button answer "Yes" or "No".</li></ul>

2

## Question 3.2 \*

Does the Lead Applicant have Annual Financial Statements ("AFS") for the each of the last 2 years – Please upload a copy of the AFS. Note that the AFS must not be older than 1.5 years following your last year end.

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 the CN application.

☐ Yes ☐ No

3

## Question 3.3 \*

Do the Lead Applicant or Implementation partners have a track record of more than three years of technical experience in the area of interest?

☐ Yes ☐ No

4

## Question 3.4 \*

Will the project implement and deliver the direct jobs promised within 3 years (36 months)

☐ Yes ☐ No

5

## Question 3.5 \*

Does the Lead Applicant have a valid tax clearance certificate ("TCC")? – Please upload a copy of the TCC (not the TCC PIN) if you are eligible to proceed to the rest of the application.

Please note: A TCC that expired within 3 months of closing of the concept note application will be accepted.

☐ Yes ☐ No

No.	Functionality Details	Comments
2	Question 3.2	<ul style="list-style-type: none"> <li>Select the applicable radio button answer "Yes" or "No".</li> </ul>
3	Question 3.3	<ul style="list-style-type: none"> <li>Select the applicable radio button answer "Yes" or "No".</li> </ul>
4	Question 3.4	<ul style="list-style-type: none"> <li>Select the applicable radio button answer "Yes" or "No".</li> </ul>
5	Question 3.5	<ul style="list-style-type: none"> <li>Select the applicable radio button answer "Yes" or "No".</li> </ul>

6

Question 3.6 \*

Is the amount of the grant being applied for at least R10,000,000?

☐ Yes
☐ No

7

Question 3.7 \*

Do you have the ability to secure matched funding at a minimum cash matched funding ratio of 1:1?

☐ Yes
☐ No

8

Question 3.8 \*

Do you acknowledge 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

No.	Functionality Details	Comments
6	Question 3.6	<ul style="list-style-type: none"> <li>Select the applicable radio button answer “Yes” or “No”.</li> </ul>
7	Question 3.7	<ul style="list-style-type: none"> <li>Select the applicable radio button answer “Yes” or “No”.</li> </ul>
8	Question 3.8	<ul style="list-style-type: none"> <li>Select the applicable radio button answer “Yes” or “No”.</li> </ul>

#### Note: Matched funding

It is intended that this funding round will enable the Jobs Fund to partner with a range of stakeholders. The Jobs Fund is thus looking to leverage matched funding from its partners. The amount of matched funding provided will therefore be a key assessment criterion.

9 Question 3.9 \*

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

☐ Yes ☐ No

10 Question 3.10 \*

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

12

SAVE

11

NEXT >>

No.	Functionality Details	Comments
9	Question 3.8	<ul style="list-style-type: none"> <li>Select the applicable radio button answer “Yes” or “No”.</li> </ul>
10	Question 3.9	<ul style="list-style-type: none"> <li>Select the applicable radio button answer “Yes” or “No”.</li> </ul>
11	Next button	<ul style="list-style-type: none"> <li>Allows user to navigate to the next tab (only applicable after Eligibility is passed).</li> <li>Note that clicking the Next button does not automatically save the tabs details before moving to the next tab.</li> <li>Please save your work regularly.</li> </ul>
12	Save button	<ul style="list-style-type: none"> <li><b>Please remember to click the “Save” button to save the information completed on this tab.</b></li> </ul> <p><b>A informative messaging will be displayed if any mandatory fields are outstanding:</b>  Before you can submit your application however the following fields will need to be completed:</p> <ul style="list-style-type: none"> <li>• Selection for - Question 3.1</li> <li>• Selection for - Question 3.2</li> <li>• Selection for - Question 3.3</li> <li>• Selection for - Question 3.4</li> <li>• Selection for - Question 3.5</li> <li>• Selection for - Question 3.6</li> <li>• Selection for - Question 3.7</li> <li>• Selection for - Question 3.8</li> <li>• Selection for - Question 3.9</li> </ul>

IF ALL MANADTORY FIELDS ARE COMPLETED AN “ELIGIBILITY SUBMISSION” CONFIRMATION WINDWO WILL APPEAR:

ELIGIBILITY SUBMISSION

Your changes have been successfully saved.  
Are you sure you want to submit your eligibility answers for eligibility validation?

11

YES SUBMIT

CLOSE 12

No.	Functionality Details	Comments
11	Yes Submit button	<ul style="list-style-type: none"> <li>Clicking the “Yes Submit” button will save the selections made and executes an eligibility validation check.</li> <li>The results of the validation check is illustrated below:</li> </ul> <p>If <b>Eligible</b>: An informative message will be displayed indicating that your Eligibility section is saved. In addition, the remaining tabs of the Concept Note online application form will be displayed:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="background-color: #e67e22; color: white; text-align: center; padding: 2px 10px; font-weight: bold;">Eligibility Criteria</div> <div style="background-color: #2e8b57; color: white; text-align: center; padding: 2px 10px; font-weight: bold;">Institutional Info</div> <div style="background-color: #2e8b57; color: white; text-align: center; padding: 2px 10px; font-weight: bold;">Initiative Description</div> <div style="background-color: #2e8b57; color: white; text-align: center; padding: 2px 10px; font-weight: bold;">Risk &amp; Mitigation</div> <div style="background-color: #2e8b57; color: white; text-align: center; padding: 2px 10px; font-weight: bold;">Impact Criteria</div> <div style="background-color: #2e8b57; color: white; text-align: center; padding: 2px 10px; font-weight: bold;">Budget</div> <div style="background-color: #2e8b57; color: white; text-align: center; padding: 2px 10px; font-weight: bold;">Summary</div> <div style="background-color: #2e8b57; color: white; text-align: center; padding: 2px 10px; font-weight: bold;">Uploads</div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="background-color: #e67e22; color: white; text-align: center; padding: 2px 10px; font-weight: bold;">ELIGIBILITY CRITERIA</div> <div style="padding: 5px;"> <p style="text-align: center; margin: 0;">Testing Project Name <span style="float: right;"><a href="#">Print read only application form</a></span></p> <p style="margin: 0;">Type: Private Sector    Funding window: Enterprise Development    Window: <span style="float: right; border: 1px solid #ccc; padding: 2px 10px; background-color: #e67e22; color: white; font-weight: bold;">TERMS AND CONDITIONS</span></p> </div> </div> <p style="color: #0070c0; margin: 10px 0;">Your Eligibility has been successfully submitted.</p> <p>If <b>Ineligible</b>: An informative message will be displayed indicating that your Eligibility section is saved. In addition, the remaining tabs of the Concept Note online application form will <b>NOT</b> be displayed. An email notification will be sent to your registered email address informing you of your status.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="background-color: #e67e22; color: white; text-align: center; padding: 2px 10px; font-weight: bold;">ELIGIBILITY CRITERIA</div> <div style="padding: 5px;"> <p style="text-align: center; margin: 0;">Testing <span style="float: right;"><a href="#">Print read only application form</a></span></p> <p style="margin: 0;">Type: Private Sector    Funding window: Infrastructure    Window: <span style="float: right; border: 1px solid #ccc; padding: 2px 10px; background-color: #e67e22; color: white; font-weight: bold;">TERMS AND CONDITIONS</span></p> </div> </div> <p style="color: #0070c0; margin: 10px 0;">Your Eligibility has been successfully submitted.</p> <p style="color: #0070c0; margin: 10px 0;">Eligibility submission notification Email successfully sent.</p> <p><b>Note if you are deemed <span style="color: #c00000;">ineligible</span>, you will no longer be able to continue the application process in light of your ineligible status. Should you want to complete a new application please click the green “+” icon on the home page of the GMS to register a new application (Section 4 of this User Guide).</b></p>
12	Close button	<ul style="list-style-type: none"> <li>Clicking this button will return the applicant to the Eligibility Criteria tab</li> </ul>

- Please remember to click the “Save” button to save the information completed on this tab.
- Please refer to our funding round Term Sheet for the set minimum eligibility criteria.

Note that should you be deemed **ineligible** through the eligibility validation check, a system generated email will be sent to your registered email address informing you of your status:

Dear Applicant (JF8/1004 Eldons 8th CFP Project 3)

Thank you for your interest in the Catalysing Inclusive Economic Growth funding round.

We acknowledge that your project was registered on our system. You however did not meet our set minimum eligibility criteria and your application has been deemed **ineligible**. You will no longer be able to continue the application process in light of your ineligible status.

Please refer to our Term Sheet (link on The Jobs Fund website and GMS Document Library) for the funding round which articulates the set minimum eligibility criteria in detail.

Should you want to complete a new application please click the green “+” icon on the home page of the GMS to register a new application. We wish you all the best for your application.

Kind regards,

The Jobs Fund

Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	App	QR
JF8/1005	Funding Window Eight - CN	Eldon Project	ED	Funding Window	Lead applicant	Incomplete application		
JF8/1004	Funding Window Eight - CN	Eldons 8th CFP Project 3	INF	Funding Window	Lead applicant	Ineligible 7th CN		

If you are deemed eligible, the remaining Concept Note online application sections will be visible for editing:

Eligibility Criteria
Institutional Info
Initiative Description
Risk & Mitigation
Impact Criteria
Budget
Summary
Uploads

JF8/1005
Eldon Project

Type: Private Sector
Funding window: Enterprise Development
Window: Catalysing Inclusive Economic Growth

[Print read only application form](#)

TERMS AND CONDITIONS

Your Eligibility has been successfully submitted.

Question 3.1

Has the Lead Applicant been in operation for more than 2 years?

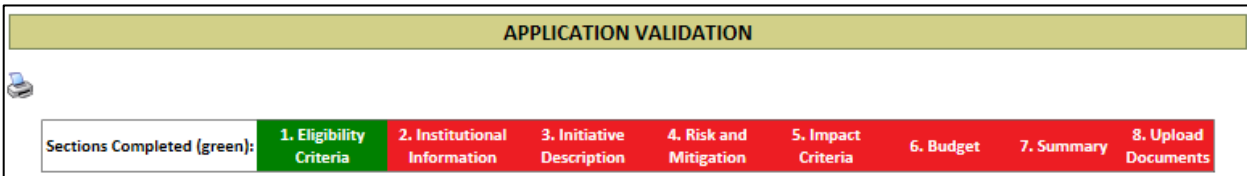
☒ Yes
☐ No

NOTE THAT THE ELIGIBILITY CRITERIA TAB WILL BE LOCKED AND WILL NO LONGER BE EDITABLE AFTER THE ELIGIBILITY VALIDATION HAS SUCCESSFULLY EXECUTED!

## 6.2 Institutional Info Tab

The Institutional Info Tab allows the applicant to complete all relevant details for the project and institution. 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	JF No and Project Name	Non editable field – this area displays the JF8 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 Jobs Fund 8 CFP Terms and Conditions must be accepted.
4	Validate and Submit buttons	<ul style="list-style-type: none"> <li>Validate Before you can submit your CN 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 data on the CN application</li> </ul>  <ul style="list-style-type: none"> <li>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.</li> </ul> <p>Note: that you can un-submit your application for further amendments but this needs to be done before the <b>closure date (24 May 2018)</b>.</p>
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.



**6** **1.1 Institutional Information**

Name of Institution (lead applicant): \*

Indicate your Institution type: \*

Registration number: \*

Income tax number: \*

**7** **1.2 Institution Contact Details**

Dial code: \*

Phone number: \*

Facsimile number:

Website address: \*

**8** **1.3 Institution Address Details**

Postal address: \*

Physical address: \*

Post code: \*

Town/City: \*

Copy left to right >>

Copy right to left <<

No.	Functionality Details	Comments
6	Institutional Information	<p>Applicants need to record the following Institution details:</p> <ul style="list-style-type: none"> <li>Name of Institution (lead applicant) <ul style="list-style-type: none"> <li>Populated with the Institution Name recorded at the Registration stage;</li> </ul> </li> <li>Indicate your Institution type <ul style="list-style-type: none"> <li>Populated with the Institution Type recorded at the Registration stage (Private / Public);</li> </ul> </li> <li>Record the Institutions Registration number;</li> <li>Record the Institutions Income tax number.</li> </ul>
7	Institution Contact Details	<p>Applicants need to record the following Institution details:</p> <ul style="list-style-type: none"> <li>Dial Code</li> <li>Phone Number</li> <li>Facsimile number</li> <li>Website address (enter N/A if not applicable)</li> </ul>
8	Institution Address Details	<p>Applicants need to record the following Institution details:</p> <ul style="list-style-type: none"> <li>Postal Address;</li> <li>Physical Address.</li> </ul> <p><b>Note:</b> Applicants can use the “copy” left or right feature if the address details are the same.</p>

9

Main Contact Person				
Title *	First Name *	Surname *	Designation *	Email Address
Mr ▼	Eldon	Edwards	Project Manager	eldon.edwards81@gmail.com
Country Dial Code *	Area Dial Code *	Office Phone *	Mobile/Cell Phone	Fax Number
27	012	4069153		
Address Details				
Address Line 1: Test Avenue				
Address Line 2				
Address Line 3				
Town/City *		Post Code		
Test		5201		
Colleagues/Contact Person(s) with access to online application form				
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.				
<input type="button" value="Add Colleague"/>				
There are no colleagues for this application.				

10

No.	Functionality Details	Comments
9	Main Contact	<p>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.</p> <p>Take note that the main contact person will receive the majority of correspondence sent by the Jobs Fund via the GMS system.</p>
10	Colleagues/Contact Person(s) with access to online application form	<p>Any other project member who needs access to the system to complete part of the CN application can be added by clicking on the "Add Colleague" button.</p> <p>The system will request an email address for verification purpose:</p> <div> <div>There are no colleagues for this application.</div> <div> New Colleague email address: <input type="text"/> <input type="button" value="CHECK"/> <input type="button" value="CANCEL"/> </div> </div>

	<p>Once the email address is recorded, click the Check button (cancel button will clear the fields):</p> <ul style="list-style-type: none"> <li>• If the details are not registered on the GMS system the following message will be displayed (applicant will complete the applicable fields to add the person to the project)</li> </ul> <p><b>This person is not registered on our system. Please confirm their email address and complete other details.</b></p> <ul style="list-style-type: none"> <li>• If the details are registered on the GMS system the following message will be displayed (details will be populated for you to add the person to the project)</li> </ul> <p><small>A match for this email address has been found. You may edit and add the person to your application. Click the ADD button to add the person to the table below. Please note that the system will send email(s) to ramsvuyo@gmail.com1.com to inform him/her that you have added them to the application. Spam filters (at the ISP, your network or your PC) may block the email. Please let them know independently. They can request a password email on the login page using their email address.</small></p> <p>The following pertinent details will be need to be entered by the applicant to add the colleague (if not already populated):</p> <ul style="list-style-type: none"> <li>○ Title;</li> <li>○ First and Surname;</li> <li>○ Designation, Project role;</li> <li>○ Contact details and address information.</li> </ul> <p>Click the “Add colleague” button to add the new member to the project / application.</p> <p><b>Note:</b> The colleague / contact person added will receive a GMS email (sent to the email address entered) detailing the login credentials.</p>
--	---

12

1.4 Lead Applicant Details

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

75 words only

words left

13

How long has your Institution been in operation? \*

14

Who are the shareholders/ owners and subsidiary/ parent companies (for the existing structure)? \*

30 words only

words left

15

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

16

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

30 words only

words left

No.	Functionality Details	Comments
12	Lead Applicant – provide summary of core business	Record a short summary of the core business of the applicant's institution in no more than 75 words.
13	Lead Applicant - Length of operation	Select the length of operation from the drop down list: <ul style="list-style-type: none"> <li>0 Years to 10 Years +</li> </ul>
14	Lead Applicant - majority shareholders/ owners and subsidiary/ parent companies	Record who are the majority shareholders/ owners and subsidiary/ parent companies (for the existing structure) in no more than 30 words.
15	BEE status of Lead Applicant	Enter/Type the BEE status level of your organisation e.g. "Level 4"
16	Lead Applicant - Organisational restructuring	Record if there is an organisational restructuring planned which is contingent on the outcome of this application in no more than 30 words.

**Note:** 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.

16 **1.5 Please provide the Implementing Agent Details (only applicable if implementing agent is not the Lead Applicant).**

Implementing Agent's name

17 Please provide a short summary of the core business of the implementing Agent  
75 words only

18 How long has your Institution been in operation?

words left

No.	Functionality Details	Comments
16	1.5 Implementing Agent - Name	Record the name of the Implementing Agent (if applicable).
17	1.5 Implementing Agent – provide summary of core business	Record a short summary of the core business of the applicant's institution in no more than 75 words.
18	1.5 Implementing Agent - Length of operation	Select the length of operation from the drop down list: <ul style="list-style-type: none"> <li>0 Years to 10 Years +</li> </ul>

19 **1.6 Track record**

Indicate the level of Technical Experience relating to the industry and activities relating to the initiative for which you are applying for funding?

Organisation	Level of experience
Lead Applicant	<input type="radio"/> Less than 3 years <input type="radio"/> 3 years <input type="radio"/> More than 3 years <input type="radio"/> NA
Implementing Agent	<input type="radio"/> Less than 3 years <input type="radio"/> 3 years <input type="radio"/> More than 3 years <input type="radio"/> NA
Other partner/consortium member	<input type="radio"/> Less than 3 years <input type="radio"/> 3 years <input type="radio"/> More than 3 years <input type="radio"/> NA
Other partner/consortium member	<input type="radio"/> Less than 3 years <input type="radio"/> 3 years <input type="radio"/> More than 3 years <input type="radio"/> NA
Other partner/consortium member	<input type="radio"/> Less than 3 years <input type="radio"/> 3 years <input type="radio"/> More than 3 years <input type="radio"/> NA

Lead Applicants and Implementing Agents need to have a solid track record and knowledge of the context within which they operate.

20 Briefly describe the experience of the lead applicant, implementing agent partners and/or consortium members as it relates to this application  
75 words only

words left

No.	Functionality Details	Comments
19	1.6 Track Record – Select the level of experience	Select the applicable radio button “Less than 3 years”; “3 years”; “More than 3 years”; “NA” <ul style="list-style-type: none"> <li>Note: Only one selection per Organisation row</li> </ul>
20	1.6 Track Record – Experience of the lead applicant, implementing agent partners and/or consortium members	Record the experience of the lead applicant, implementing agent partners and/or consortium members as it relates to this application in no more than 75 words.
<b>Note – you will need to upload a template with examples of projects implemented. The template to include Name, Objective, Outcome and Cost.</b>		

21

1.7 Institutional Structure (include details of the implementing agent if the implementing agent is not the Lead Applicant) \*

Please describe the planned institutional arrangements for implementing the initiative and provide the following information:

- Which legal entity will contract with the Jobs Fund? Please note that the Jobs Fund will only enter into a contract with entities that have an operational record of at least 2 years.
- What is the relationship between this legal entity and the lead applicant?
- Describe the nature of the relationship between the implementing entity and other project partners (if any)?
- Who will be responsible for project decision-making and what procedures govern decision-making?

(Maximum 350 words)

Please upload a diagram that demonstrates how this project will be managed and implemented. Ensure that your upload includes a brief explanatory narrative.

words left

22
1.8 Memorandum of Agreement/Understanding \*

If a Special Purpose Vehicle (SPV) is being established for the purposes of project implementation then upload a diagram that demonstrates the ownership/shareholder arrangements, the relationship between parties as well as their roles and responsibilities.

(Also upload the MoA/MoU if available. A draft is acceptable at this stage)  
(Maximum 75 words)

words left

21	1.7 Institutional Structure	Record the planned institutional arrangements for implementing the initiative in no more than 350 words.
22	1.8 Memorandum of Agreement/Understanding	Record a brief narrative in light of the ownership/ shareholder arrangements, the relationship between parties as well as their roles and responsibilities (diagram to be uploaded on the CN Uploads tab) in no more than 75 words.  Upload tab is the last tab of the online CN application form:



## 1.9 Key Project Staff

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

Note: Please factor in these resources / expertise into the project high level budget (see Budget tab).

Please also note that on the Uploads tab you will need to upload a basic CV for each of the project staff you have specified.

## Add staff member

First name*	Surname*	Role/Post*	Responsibility*	Organisation*
<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text" value="▼"/>

## Qualifications\*

## Description of Experience\*

ADD

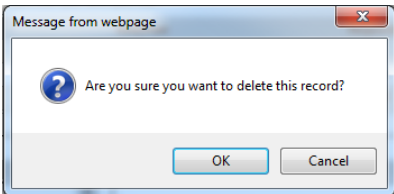
## 1.9 Key project Staff

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 the Responsibility
- Select the Organisation (either the current institution or other)
- Record their qualifications and a brief description of their experience, and main responsibilities.

To edit / remove the newly added Key Staff, Select either the Green Pencil (edit) or Red Cross (delete).

Name	Qualifications	Description of Experience	Role/Post	Responsibility	Organisation	
Joe Soap	PM	PM	Project Management	PM	Eldons Institution	 
Joe Black	Finance1	Finance	Finance	Finance	Other	 
Joe Red	M and E	M and E	M&E	M and E	Eldons Institution	 

		<p>When removing a record from this table feature a confirmation message will be displayed:</p>  <p><b>Note:</b> Applicants must provide this information for at least the <b>Project Manager position</b>, who is the person that will be responsible for implementing your initiative, the <b>Finance person</b> responsible for financial management and the reporting and <b>monitoring person (M&amp;E)</b> who will be responsible for monitoring the project indicators and consequent reporting</p> <p><b>Note:</b> Please factor in these resources / expertise into the project high level budget (see Budget tab).</p>
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24

**1.10 Financial and/or Technical Partners**

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.

Do you have any partners involved in this application? \*

☐ Yes
 ☒ No

No.	Functionality Details	Comments
24	1.10 Financial and/or Technical Partners	<p>This section allows the applicant to complete information about partners who will assist in the implementation of the proposed initiative – either financially or as a technical partner.</p> <p>By default the option is “No”.</p> <p>Clicking the “Yes” radio button will enable the applicant to add the pertinent details of the partner/s.</p> <p><b>Note:</b> Any partners added in this section will automatically appear in the Budget tab (See Budget section 6.6).</p>



25

**Add Partner**

Partner name \* Partner contribution \* Partner institution type \*

Partner role \*

Briefly describe the role this partner will play during the implementation of the proposed initiative, including a few words indicating their track record (if applicable)  
100 words

ADD

words left

25

## Add Partners

To add a partner, complete the following mandatory fields:

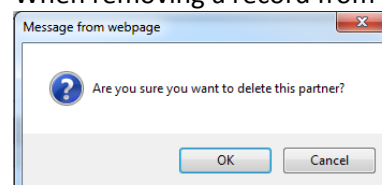
- Record the Partner Name
- Select the Partner Contribution
  - Financial
  - Technical
  - Financial and Technical
- Select the Partners Institution Type
  - Business / Private Sector
  - Government Department
  - Local Government
  - Non-Governmental
  - Public Organisation or Agency
- Role - describe the role this partner will play during the implementation of the proposed initiative, including a few words indicating their track record (if applicable) in no more than 100 words
- Click the Add button to add the partner to the this table feature

Partners linked to your application

Partner	Partner contribution	Partner institution type	Partner role
Partner 2	Technical	Public Organisation or Agency	Role in project
Partner 3	Financial	Business/Private Sector	Partner 2



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:** Partners added here appear on the Budget Tab where their contribution amounts are captured.

26

#### 1.11 Existing relationship with the Jobs Fund \*

Please indicate if the applicant or any of the financial /technical partners have an existing or prior relationship with the Jobs Fund. Provide details, i.e. nature of relationship and/or project details:  
(Maximum 250 words)

words left

27

#### 1.12 Government funding \*

Please disclose if any government funding of any kind have been applied for or received in the past 5 years by the initiative being applied for and/or any of the project partners.

If funding has been received, please provide details of the following:

- The department / entity from which funding was received?
- The amount of funding received?
- The purpose for which the funding was received?
- The date at which the funding will cease?

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

(Maximum 250 words)

words left

28

#### 1.13 Assistance with application \*

Please disclose if you had assistance with the preparation and submission of your application. If yes, indicate who assisted you.

(Maximum 250 words)

words left

SAVE

26	1.11 Existing relationship with the Jobs Fund	This section allows the applicant to describe if the applicant or any of the financial /technical partners have an existing or prior relationship with the Jobs Fund in no more than 250 words.
27	1.12 Government funding	Please disclose if any government funding of any kind have been applied for or received in the past 5 years by the initiative being applied for and/or any of the project partners in no more than 250 words.
28	1.13 Assistance with application	This section allows the applicant to disclose if the applicant had assistance with the preparation and

submission of the CN application.

Please remember to click the “Save” button to save the information completed on this tab.

A informative messaging will be displayed if any mandatory fields are outstanding:

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

1.1 Institutional Information

- Indicate your Institution type
- Registration number
- Income tax number

1.2 Institution Contact Details

- Dial code
- Phone number
- Website address

1.3 Institution Address Details

- Postal address
- Post code
- Town/City
- Physical address
- Post code
- Town/City
- Partners linked to your application

If all fields are completed the following informative message will be displayed:

**INSTITUTIONAL INFORMATION**

JF8/1005 Eldon Project

[Print read only application form](#)

Type: Private Sector Funding window: Enterprise Development Window: Catalysing Inclusive Economic Growth

TERMS AND CONDITIONS

VALIDATE

SUBMIT

Your changes have been successfully saved.

### 6.3 Initiative Information Tab

The Initiative Information Tab allows the applicant to complete the comprehensive details of the project. Take note that this tab has five key sections to complete: Problem Statement, Project Logic / Model, Funding Model, Implementation Issues and summary of the Theory of Change.

**Note:**

Applications are expected to demonstrate how the project will use the Jobs Fund grant and other project resources to increase aggregate demand for labour.

- Under the Enterprise Development Window, projects could include: Entities that can support informal businesses to grow and expand employment opportunities (e.g. provision of financial and non-financial support, supporting access to market etc.); Firms who are able to take advantage of market opportunities to expand or enter new markets; Collective efforts to support specific sectors to increase aggregate demand or develop collective responses to opportunities (e.g. a tourism intervention targeted at a region or support for the localisation of production); Funding “umbrella” initiatives that can act as channels of support for smaller enterprises or benefit smaller enterprises indirectly (e.g. supply chain diversification); Intermediaries and existing partners that can support small and medium sized firms to take advantage of opportunities that may present themselves within the current economic context and expand employment opportunities.
- Under the Support for Work Seekers Window, projects could include those that seek to link active work-seekers, especially the youth and women, to formal sector opportunities and job placement. This window targets initiatives aimed at facilitating rapid access to employment and work-related training for unemployed people, particularly youth and women.
- Under the Infrastructure Window, projects could include: The provision of small-scale and cost-effective infrastructure to enable small businesses or informal businesses to operate (e.g. provision of trading spaces, light manufacturing spaces and related infrastructure); provision of critical missing infrastructure that creates trading opportunities; enhancement of access to markets; improvement of the business environment for enterprises and employment linked investment; provision of services -urban management, maintenance etc. – in support of light infrastructure investment projects.

**NB: Please note that the Jobs Fund does not fund large-scale infrastructure such as roads, rail, bulk water, commercial or housing projects development.**

## 2.1 Problem Statement

1

### Question 2.1.1 \*

Please explain the identified problem/gap/barrier that the initiative is trying to address. (Maximum 75 words)

words left

2

### Question 2.1.2 \*

What are the current constraints that are limiting the growth of sustainable employment in this particular sector/industry/value chain/region or firm? (Maximum 75 words)

words left

3

### Question 2.1.3 \*

How was the problem diagnosed and what evidence supports this diagnosis (e.g. a pilot programme, applicant or project partners' experience, research)?  
If available, please upload pilot results and any other supporting evidence. (Maximum 75 words)

words left

No.	Functionality Details	Comments
1	Problem Statement – Question 2.1.1	This section allows the applicant to explain the identified problem/gap/barrier to entry that the initiative is trying to address in no more than 75 words.
2	Problem Statement – Question 2.1.2	This section allows the applicant to explain the current constraints that are limiting employment in this particular sector/industry/value chain/region in no more than 75 words.
3	Problem Statement – Question 2.1.3	This section allows the applicant to explain how was the problem diagnosed and what research and evidence support the hypothesis upon which this initiative is based in no more than 75 words.

## 2.2 Project Logic / Model

Initiatives must demonstrate a logical relationship between the resources that are invested, the activities that take place, and the resultant outcome/change, including how the initiative will lead to job creation/placement.

4

### Question 2.2.1 \*

Please provide a description of the targeted beneficiaries, i.e. the individuals/communities you are going to target to be part of your intervention. Make reference to the target beneficiaries' demographics; income groups; location (rural/urban/peri-urban); size of enterprise/s being targeted in respect of turnover, number of employees or sector/geography.

Notes:

- This question refers to beneficiaries at the baseline (beginning) of the intervention and NOT where they will be after your intervention.
- If this is an Enterprise Development application – provide the size of enterprise/s being targeted in respect of turnover, number of employees
- If this is a light infrastructure application – what is the targeted sector (formal or informal sector e.tc)

(Maximum 75 words )

words left

5

### Question 2.2.2 \*

Please provide a description of the resources (e.g. money, staff, in-kind contributions) that will go into the proposed initiative?

(Maximum 75 words )

words left

No.	Functionality Details	Comments
4	2.2.1 Project Logic / Model	This section allows the applicant to provide a description of the targeted beneficiaries in no more than 75 words.
5	2.2.2 Project Logic / Model	This section allows the applicant to describe the resources that will go into the proposed initiative in no more than 75 words.

6

**Question 2.2.3 \***

*Please provide a summary of how the resources mentioned above will be used and what activities the project will undertake to solve the abovementioned problem.*

*Include information on how beneficiaries will be identified and selected, where they will be sourced and the selection criteria that will be used.*

*If this is a Support for Work-seekers application, please describe the training, placement activities that you will carry out.*

*If this is an Enterprise Development application, please describe the enterprise development activities that you will carry out.*

*If this is a light Infrastructure application, please describe the infrastructure development activities that you will carry out.*

*In addition, explain how other funding sources will be crowded in, and whom you will partner with to ensure greater impact beyond the individual beneficiary firm (s) or individuals.*

*(Maximum 400 words )*

words left

7

**Question 2.2.4 \***

*Please provide a description of the change/outcome/results the project will achieve by carrying out the activities outlined above e.g. number and type of jobs/placements in the case of Support for Work-seekers applications; and in the case of Enterprise Development applications, enterprise development, development or expansion of export or domestic markets, adoption of new products or productive processes, enhanced competitiveness and efficiency of beneficiary firms. In the case of light Infrastructure applications, please describe the change your initiative will catalyse for the target market or sector.*

*Also explain why your proposed initiative is the appropriate response to the gap/barrier/opportunity that you have identified.*

*(Maximum 100 words )*

words left

No.	Functionality Details	Comments
6	2.2.3 Project Logic / Model	This section allows the applicant to provide a summary of how the resources mentioned in the sections above will be used and what activities the project will undertake to solve the above mentioned problem in no more than 400 words.
7	2.2.4 Project Logic / Model	This section allows the applicant to provide a description of the change/outcome/results the project will achieve by carrying out the activities outlined above in no more than 100 words.

8

Question 2.2.5 \*

Describe how each result/outcome (listed and described above) will be measured and the type of evidence that will be provided. Consider whether this initiative may negatively affect jobs elsewhere and if so provide details thereof.  
(Maximum 100 words )

words left

9

Question 2.2.6 \*

What impact if any will the intervention have beyond the individual firm (s) or beneficiaries supported by the initiative? For example, improving wider and equal access to economic infrastructure and social services, business opportunities, wider access to productive knowledge.  
(Maximum 100 words )

words left

10

Question 2.2.7 \*

What are the assumptions upon which the initiative is built? This includes assumptions about the economy, sector/value chain, market opportunities, off-take agreements, partnerships, etc.  
(Maximum 100 words )

words left

No.	Functionality Details	Comments
8	2.2.5 Project Logic / Model	This section allows the applicant to Describe how each result/outcome will be measured and the type of evidence that will be provided in no more than 400 words.
9	2.2.6 Project Logic / Model	This section allows the applicant to describe what impact if any will the intervention have beyond the individual firm (s) or beneficiaries supported by the initiative in no more than 100 words.
10	2.2.7 Project Logic / Model	This section allows the applicant to describe what are the assumptions upon which the initiative is built in no more than 100 words.



In addition to answering the questions below, you can also upload a document that clearly outlines your initiatives' Business Plan. This should include the project's implementation plan i.e. a list of the project's 6 main activities, expected results and projected timeframes (i.e. a table with 3 columns).

#### 11 Question 2.3 Project Funding Model \*

*What is/are the source/s of funding for the project? Where does this funding flow to in the course of implementation of the project? Where is the project's income derived from and where would it flow to, once received? What are the key areas of support that the grant funding will be targeted at?*  
(Maximum 1000 words)

words left

Please also support these explanations with a diagram that details this flow of funds.

No.	Functionality Details	Comments
11	2.3 Project Funding Model	This section allows the applicant to describe what is/are the source/s of funding for the project in no more than 1000 words.

#### 12 2.4 Implementation issues

##### Question 2.4.1 \*

*Is the initiative dependent on an outstanding government or legal decision? For example: resolution of a legal dispute; award of an operating license; the issuing of a water license/ water use license or approval of an environmental impact assessment.*

*If YES please provide a brief explanation of the outstanding issue and how it may affect the implementation of the proposed initiative/project if it were to be supported by the Jobs Fund. (If n/a - provide a brief explanation).*  
(Maximum 75 words)

words left

No.	Functionality Details	Comments
12	2.4.1 Implementation issues	This section allows the applicant to describe if the initiative is dependent on an outstanding government or legal decision in no more than 75 words.

13

**Question 2.4.2 \****Will the initiative require further research and development funding?**If YES please provide a brief explanation of the research required, the timeframe for completion and an estimate of the cost thereof.  
(Maximum 75 words)*

words left

14

**Question 2.5 \****Please summarise your theory of change.**Note: Summarise your responses to questions 2.1.1, 2.1.2, 2.2.1, 2.2.2, 2.2.3, 2.2.4 and 2.2.6  
(Maximum 400 words )*

words left

SAVE

13	2.4.1 Implementation issues	This section allows the applicant to indicate if the initiative will require further research and development funding in no more than 75 words.
14	2.5 Theory of Change	This section allows the applicant to provide a summary of the projects proposed Theory of Change in no more than 400 words.

**Please remember to click the “Save” button to save the information completed on this tab.**

**A informative messaging will be displayed if any mandatory fields are outstanding:**

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

**2.1 Problem Statement**

- Question 2.1.1
- Question 2.1.2
- Question 2.1.3

**If all fields are completed the following informative message will be displayed:**

INITIATIVE DESCRIPTION		
JF8/1005	Eldon Project	
Type: Private Sector	Funding window: Enterprise Development	Window: Catalysing Inclusive Economic Growth
Your changes have been successfully saved.		

## 6.4 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 as part of the Key Staff feature on the Institutional Tab.

1

RISK AND MITIGATION								
JF8/1005 Eldon Project		Type: Private Sector Funding window: Enterprise Development Window: Catalysing Inclusive Economic Growth			<a href="#">Print read only application form</a> <a href="#">TERMS AND CONDITIONS</a> <a href="#">VALIDATE</a> <a href="#">SUBMIT</a>			
<a href="#">SAVE</a>								
<b>Step 1:</b> What are the possible risks associated with your initiative, categorise, prioritise and register the top five risks. <b>Step 2:</b> For each risk, assign a High/Medium/Low value for both likelihood of occurrence and potential impact on the project. <b>Step 3:</b> For each risk, indicate which stakeholder is most affected, e.g. beneficiaries, implementing partners, the community. <b>Step 4:</b> What are the mitigating measures for each risk identified. <b>Step 5:</b> Who will carry responsibility for risk management (from the Key Project Staff identified). <b>Step 6:</b> Provide the timeline for mitigation actions.								
Prioritised Risks	Risk Description	Potential Impact on Project Success	Project participant most impacted	Type of Risk	Likelihood of Occurrence	Mitigation action	Responsibility for mitigation actions	Timeline for mitigation action(s)
1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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 five 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 – 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.

**Please remember to click the “Save” button to save the information completed on this tab.**

**A informative messaging will be displayed if any mandatory fields are outstanding:**


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

- At least one row (from Prioritised Risks 1 - 8) must have all the fields completed.

**If all fields are completed the following informative message will be displayed:**

Eligibility Criteria	Institutional Info	Initiative Description	Risk & Mitigation	Impact Criteria	Budget	Summary	Uploads
<b>RISK AND MITIGATION</b>							
JF8/1005 Eldon Project				<a href="#">Print read only application form</a>			
Type: Private Sector	Funding window: Enterprise Development	Window: Catalysing Inclusive Economic Growth		<div> <div>TERMS AND CONDITIONS</div> <div>VALIDATE</div> <div>SUBMIT</div> </div>			
Your changes have been successfully saved.							

**\*REMEMBER TO CLICK THE VALIDATE BUTTON TO VIEW ANY OUTSTANDING MANADATORY FIELDS ACROSS THE CONCEPT NOTE APPLICATION. ENSURE THAT YOUR POP UP BLOCKER IS TURN OFF.**

APPLICATION VALIDATION								
								
Sections Completed (green):	1. Eligibility Criteria	2. Institutional Information	3. Initiative Description	4. Risk and Mitigation	5. Impact Criteria	6. Budget	7. Summary	8. Upload Documents
Your application form is incomplete. Please see below for details								
<b>Risk and Mitigation</b>								
• At least one row (from Prioritised Risks 1 - 8) must have all the fields completed.								

## 6.5 Impact Criteria Tab

If your application is eligible, the impact criteria listed below will be used to assess the competitiveness of your proposal. In this section of the CN application form, you have the opportunity to clearly articulate how this application meets each of the impact criteria.

Please provide complete and comprehensive responses to the questions below that will enable the Jobs Fund to test the competitiveness of your application.

**Note: For the narrative sections, we recommend that you complete your content in MS Word. Once satisfied with the content, transpose (copy and paste) from MS Word to the relevant textbox within the Impact Criteria tab. Remember to save your work periodically!**

### 6.5.1 Potential for Job Creation

Initiatives should demonstrate clear ability to create and sustain new permanent jobs in the long run for example: either through taking advantage of export or tourism opportunities or enhanced firm-level competitiveness. Initiatives should be informed by a theory of change that clearly links the proposed intervention to sustainable job creation. This link should be plausible, demonstrable and measurable, and should not rest on unrealistic assumptions. Jobs need to be recognised and measured as per Jobs Fund definitions. Job placements must be backed up with agreements and clearly demonstrate the applicant is potential to ultimately place work-seekers in jobs.

1

**5.1 POTENTIAL FOR JOB CREATION**

Initiatives should demonstrate clear ability to create and sustain new permanent jobs in the long run for example: either through taking advantage of export or tourism opportunities or enhanced firm-level competitiveness. Initiatives should be informed by a theory of change that clearly links the proposed intervention to sustainable job creation. This link should be plausible, demonstrable and measurable, and should not rest on unrealistic assumptions. Jobs need to be recognised and measured as per Jobs Fund definitions. Job placements must be backed up with agreements and clearly demonstrate the applicant is potential to ultimately place work-seekers in jobs.

Explain how the initiative will create new sustainable jobs by answering the following questions:

**QUESTION 5.1.1 \***

Explain where in the sector/industry/value chain/region the envisaged direct jobs will be created, how they will be measured and at which point in the project roll-out will these direct jobs be realised.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

words left

No.	Functionality Details	Comments
1	Potential for Job Creation – Question 5.1.1	<ul style="list-style-type: none"><li>This section allows the applicant to explain where in the sector/industry/value chain/region the envisaged direct jobs will be created, how they will be measured and at which point in the project roll-out will these direct jobs be realised in no more than 200 words.</li></ul>

2

**QUESTION 5.1.2 \***

What evidence exists to demonstrate that demand for your product/service exists? Explain how jobs will be created through the proposed initiative. In the case of light Infrastructure applications, demonstrate how the infrastructure to be funded by the Jobs Fund grant will yield significant additional down or upstream activity and job creation.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

^

v

words left

3

**QUESTION 5.1.3 \***

Will your initiative result in the displacement of jobs or result in job redundancies? Explain how your initiative will result in a positive net employment effect, i.e. result in increased employment, increased aggregate demand in the labour market.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

^

v

words left

No.	Functionality Details	Comments
2	Potential for Job Creation – Question 5.1.2	<ul style="list-style-type: none"> <li>This section allows the applicant to demonstrate demand for the product or service and how jobs will be created in no more than 200 words.</li> </ul>
3	Potential for Job Creation – Question 5.1.3	<ul style="list-style-type: none"> <li>This section allows the applicant to explain if the initiative will result in displacement of jobs or job redundancies in no more than 200 words.</li> </ul>

### 6.5.2 Innovation

Initiatives must describe what is new or innovative in the proposed initiative and whether this is replicable. This implies that applications should not be simple extensions of existing programmes whose funding is ending. The innovation should entail at least notional innovation e.g. it represents a new, innovative and pioneering approach which departs from other, similar initiatives that have tried to address similar problems or overcome similar barriers. The Jobs Fund is interested in innovative approaches to the enhancement of firm competitiveness, exploration of export/new markets, leveraging of a weakening local currency, and facilitation of the matching of demand and supply of critical skills.

4

#### 5.2 INNOVATION

Initiatives must describe what is new or innovative in the proposed initiative and whether this is replicable. This implies that applications should not be simple extensions of existing programmes whose funding is ending. The innovation should entail at least notional innovation e.g. it represents a new, innovative and pioneering approach which departs from other, similar initiatives that have tried to address similar problems or overcome similar barriers. The Jobs Fund is interested in innovative approaches to the enhancement of firm competitiveness, exploration of export/new markets, leveraging of a weakening local currency, and facilitation of the matching of demand and supply of critical skills.

##### QUESTION 5.2 \*

Please describe the innovation you intend to implement and how it will result in sustainable job creation, placement of critical skills in sectors, increase in aggregate demand for employment.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

words left

No.	Functionality Details	Comments
4	Innovation – Question 5.2	<ul style="list-style-type: none"><li>This section allows the applicant to describe the innovation you intend to implement and how it will result in sustainable job creation, placement of critical skills in sectors, increase in aggregate demand for employment in no more than 200 words.</li></ul>

**Note:** 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.

### 6.5.3 Additionality

5

#### 5.3 ADDITIONALITY

##### QUESTION 5.3.1 \*

The Jobs Fund aims to support initiatives that would not have taken place without Jobs Fund support and risk sharing, because other funders consider the risk of failure too high or the projected financial return too low. Applicants should provide evidence of this in their application. The Jobs Fund will not distort or displace any current and on-going market activity or investment, rather it will step in and share risk in a manner that will make it more attractive for other funders to participate. Projects that are being proposed will be required to identify those risk components in the business model that cannot be funded commercially and which require grant funding to crowd in other funders. It should be noted that the lifting of indebtedness or the reimbursement for research and development costs will not be funded by the Jobs Fund (neither will the Jobs Fund consider this to meet the Additionality requirement).

Please briefly explain how this initiative meets the above criteria. [max 200 words]

words left

6

##### QUESTION 5.3.2 \*

What is the justification for public funds to be used as you have proposed? What is the funding gap? In the case of light infrastructure projects, please explain what economic activity and job creation outcomes will be unlocked by the infrastructure investment.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

words left

No.	Functionality Details	Comments
5	Additionality – Question 5.3.1	The Jobs Fund has a distinct role, which does not distort or displace any current and on-going market activity or investment, rather it will step in and share risk in a manner that will make it more attractive for other funders to participate. Applicants should provide evidence of this in their application in no more than 200 words.
6	Additionality – Question 5.3.1	Applicants are to answer the following questions in no more than 200 words: <ul style="list-style-type: none"> <li>What is the justification for public funds to be used as you have proposed?</li> <li>What is the funding gap?</li> </ul>



## 6.5.4 Sustainability

Projects must demonstrate how the desired outcomes will endure in this section.

**5.4 SUSTAINABILITY**

Initiatives should be able to convincingly demonstrate a path to commercial sustainability beyond the term of the Jobs Fund grant. This should illustrate the sustainability of the jobs created as well as the sustainability of the project itself. The vision for sustainability going forward and beyond the period of JF funding will be carefully assessed, and successful applications will clearly lay out a realistic path to sustainability that is rooted in the experience of implementation, and not reliant on heroic assumptions. Applicants should clearly identify key measurable milestones over the project period that will trigger funding

Please explain how your initiative will secure sustainable outcomes. At the least, your answer must include an explanation of:

**7 QUESTION 5.4.1 \***

Enterprise Development applications - how will market access be secured during the period of Jobs Fund support and what measures will be put in place to ensure that it will persist after the grant period?

Support for Work-seekers applications - how will demand for placements be secured during the period of the Jobs Fund support and what measures will be put in place to ensure that this is sustained and expanded after the grant period.

Light Infrastructure applications - how will demand for and utilisation of the infrastructure be secured during the period of the Jobs Fund support and what measures will be put in place to ensure that this is sustained and expanded after the grant period.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

words left

**8 QUESTION 5.4.2 \***

Enterprise Development - Please illustrate what income/ profit the beneficiary firm (s) will earn and show how it compares to market rates/expected breakeven. The applicant must also outline when the beneficiaries/the initiative itself is expected to breakeven and if the project provides loans, the applicant needs to clearly outline what interest rate will be charged and why.

Support for the Work-seekers - Please illustrate what / income/ wage the beneficiary individuals will earn and show how it compares to market rates.

Light Infrastructure - Please illustrate what monetary benefit the beneficiaries of the project will earn and show how it compares to market rates for example lower rental etc.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

No.	Functionality Details	Comments
7	Sustainability – Question 5.4.1	Applicants are to explain how the initiative will secure suitable outcomes in no more than 200 words. <b>Please note the specific guiding text in light of the window (Enterprise Development, Support for Work-seekers or Infrastructure)</b>
8	Sustainability – Question 5.4.2	Applicants are to explain how the initiative will secure suitable outcomes in no more than 200 words. <b>Please note the specific guiding text in light of the window (Enterprise Development, Support for Work-seekers or Infrastructure)</b>

9

**QUESTION 5.4.3 \***

Applicants must explain how the proposed intervention/project will be sustained beyond the period of Jobs Fund support. How will other funding sources be crowded in (example Development Finance Institutions (DFIs), private corporations, donors, foundations etc)

In the case of light infrastructure projects, please explain the arrangements that will be in place to ensure sustainable maintenance, revenue generation and overall use of the facility beyond the term of the funding.

At business case stage, detailed cash flow projections will be required to substantiate claims.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

words left

10

**QUESTION 5.4.4 \***

Applicants must explain how the proposed jobs, placements and impact will be sustained beyond the period of Jobs Fund support. At business case stage, detailed cash flow projections will be required to substantiate claims.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

words left

9	Sustainability – Question 5.4.3	<ul style="list-style-type: none"> <li>This section allows the applicants must explain how the proposed intervention/project will be sustained beyond the period of Jobs Fund support in no more than 200 words.</li> </ul>
10	Sustainability – Question 5.4.4	<ul style="list-style-type: none"> <li>This section allows the applicants must explain how the proposed jobs, placements and impact will be sustained beyond the period of Jobs Fund support in no more than 200 words</li> </ul>

**Note: At business case stage, detailed cash flow projections will be required to substantiate claims.**

11

## QUESTION 5.4.5 \*

Where project assets will be purchased, please confirm that ownership of assets/infrastructure to be acquired/established with project funds (i.e. Jobs Fund grant, matched funding and other project income) will remain in the project or be transferred to the beneficiaries at the end of the project.

Please briefly explain how this initiative meets the above criteria. [max 100 words]

words left

12

## QUESTION 5.4.6 \*

How will project-related fixed and moveable assets (if relevant) be funded and maintained going forward. If loan finance is a source of funding, please explain how you will ensure that the loan will be serviced.

Please briefly explain how this initiative meets the above criteria. [max 100 words]

words left

SAVE

11	Sustainability – Question 5.4.5	<ul style="list-style-type: none"> <li>This section allows the applicant to confirm ownership of assets in no more than 200 words.</li> </ul>
12	Sustainability – Question 5.4.6	<ul style="list-style-type: none"> <li>This section allows the applicant to explain how will project-related fixed and moveable assets (if relevant) be funded and maintained going forward in no more than 200 words.</li> </ul>
13	Click the Save button	<ul style="list-style-type: none"> <li><b>Remember to save your work periodically!</b></li> </ul>

## 6.5.5 Achieving Scale

13

**QUESTION 5.5.1 \***

Briefly explain/demonstrate how large numbers of unemployed persons will transition into employment through the implementation of this initiative.

Please briefly explain how this initiative meets the above criteria. [max 100 words]

words left

14

**QUESTION 5.5.2 \***

Explain how the initiative will optimise resources to increase output and how partners will be leveraged to multiply the outcomes.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

words left

15

**QUESTION 5.5.3 \***

Explain how and to what extent this intervention/job creation model could be replicated in other sectors/industries/value chains/regions or firms.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

words left

No.	Functionality Details	Comments
13	Achieving Scale – Question 5.5.1	<ul style="list-style-type: none"> <li>This section allows the applicant to explain/demonstrate how large numbers of unemployed persons will transition into employment through the implementation of this initiative (100 words).</li> </ul>
14	Achieving Scale – Question 5.5.2	<ul style="list-style-type: none"> <li>This section allows the applicant to explain how the initiative will optimise resources to increase output and how partners will be leveraged to multiply the outcomes in no more than 200 words.</li> </ul>
15	Achieving Scale – Question 5.5.3	<ul style="list-style-type: none"> <li>This section allows the applicant to explain how and to what extent this intervention/job creation model could be replicated in other sectors/industries/value chains/regions in no more than 200 words.</li> </ul>

## 6.5.6 Contribution to Systemic Change

16

**5.6 CONTRIBUTION TO SYSTEMIC CHANGE**

Applications that contribute to broader impact in the sector/industry/value chains/region or community as well as learning beyond the confines of their specific initiative are preferred. Initiatives should therefore demonstrate how through this initiative consideration will be given to barriers to market growth; regulations and policy; market information; infrastructure; institutional capability; access to finance; effective supply and demand and how these would be addressed through/by this initiative.

**QUESTION 5.6 \***

Please briefly explain how this initiative meets the above criteria. [max 200 words]

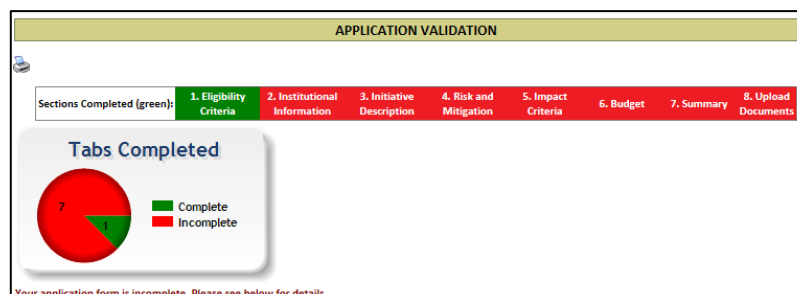
words left

No.	Functionality Details	Comments
16	Contribution to Systemic Change – Question 5.7	<ul style="list-style-type: none"> <li>Applications that contribute to broader impact in the sector/industry/value chains/region or community as well as learning beyond the confines of their specific initiative are preferred. Initiatives should therefore demonstrate how through this initiative consideration will be given to barriers to market growth; regulations and policy; market information; infrastructure; institutional capability; access to finance; effective supply and demand and how these would be addressed through/by this initiative in no more than 200 words.</li> </ul>

**\* PLEASE DO NOT FORGET TO SAVE YOUR WORK PERIODICALLY. THE SYSTEM HAS A 25 MINUTE TIMEOUT PERIOD WHICH ENFORCES THE USER TO CONTINUOUSLY SAVE THEIR WORK. A MESSAGE WILL BE DISPLAYED INFORMING YOU OF THE LAPSE OF THE SESSION PERIOD AND ENCOURAGE YOU TO SAVE YOUR WORK.**

**\*\* TIP – COMPLETE YOUR NARRATIVE IN MS WORD AND ONCE SATISFIED WITH YOUR CONTENT, COPY AND PASTE FROM MS WORD INTO THE GMS SYSTEM. CLICK THE SAVE BUTTON TO RECORD YOUR INPUT.**

**\*\*\*REMEMBER TO CLICK THE VALIDATE BUTTON TO VIEW ANY OUTSTANDING MANDATORY FIELDS ACROSS THE CONCEPT NOTE APPLICATION. ENSURE THAT YOUR POP UP BLOCKER IS TURN OFF.**



## 6.5.7 Value for Money

Provide an indication of your expected initiative results for the following selected indicators. Please note that indicators 1, 1.1, 2 and 3 are mutually exclusive, e.g. you cannot count the same beneficiaries under indicator 1 and 2, and it must be one or the other. A simple example is the outcome of a single coin toss; this can result in either heads or tails, but not both. Read through the Indicator Definition sheet (generate using the hyperlink below) very carefully so that you categorise your jobs correctly.

You will save time by completing your "Types of Jobs/Training Matrix" upload first and then finalising the table below (use the hyperlink to download the Excel template. The template once complete must be uploaded via the Upload tab). Remember that the indicator numbers in the "Types of Jobs/Training Matrix" must correspond to the numbers you have inserted below.

17

**QUESTION 5.7.1**

Provide an indication of your expected initiative results for the following selected indicators. Please note that indicators 1, 1.1, 2 and 3 are mutually exclusive, e.g. you cannot count the same beneficiaries under indicator 1 and 2, and it must be one or the other. A simple example is the outcome of a single coin toss; this can result in either heads or tails, but not both. Read through the Indicator Definition sheet (generate using the hyperlink below) very carefully so that you categorise your jobs correctly.

You will save time by completing your ["Types of Jobs/Training Matrix"](#) upload first and then finalising the table below (use the hyperlink to download the Excel template. The template once complete must be uploaded via the Upload tab). Remember that the indicator numbers in the "Types of Jobs/Training Matrix" must correspond to the numbers you have inserted below.

21

18

19

Indicator	Formula/Help text (please refer to the Indicator Definition sheet for the full definitions)	Upon completion of project (i.e. the number of jobs your project will create during the JF funded period)
01 Number of new permanent full time jobs	(This is defined as a new full time job that has been created as a result of the project, for which a permanent employment contract has been signed. The new job is expected to exist beyond the grant funding period and is not directly maintained or paid for using Jobs Fund grant funds.)	<input type="text"/>
1.1 Number of new permanent seasonal jobs where appropriate	(This is defined as a new job that has been created as a result of the project, but it is seasonal (i.e. time spent in the job is not full time). The opportunity is expected to exist for that period each season/year and is also expected to exist beyond the grant funding period. It is not directly maintained or paid for using Jobs Fund grant Funds.)	<input type="text"/>
02 Number of beneficiaries placed in currently vacant permanent full time positions beyond project partners	(These are participants/beneficiaries that have successfully completed the work seekers training and /or mentorship programmes as well as (where applicable) the time bound internship and have been employed by companies/enterprises other than the project partners in currently vacant permanent full time positions.)	<input type="text"/>
03 Number of beneficiaries placed in currently vacant full time positions with project partners	(These are participants/beneficiaries that have successfully completed the work seekers training and/or mentorship programmes as well as (where applicable) the time bound internship, and have been employed by one of the project partners in currently vacant permanent full time positions.)	<input type="text"/>
04 Number of new short-term full time jobs	(A new job that has been created as a result of the project, which will exist for a finite period of time and does not offer a permanent contract to the beneficiary (e.g. construction work, technical assistance, farm work). The job is not expected to exist beyond the funding period and may be supported by Jobs Fund grant funds.)	<input type="text"/>
05 Number of beneficiaries having completed time bound internships (as applicable)	(These are participants/beneficiaries that completed work experience opportunities with potential employers over a pre-determined period of time and have signed internship contracts with the potential employers.)	<input type="text"/>
06 Number of trained beneficiaries (as applicable)	(Participants/beneficiaries that have successfully completed the entire training and mentorship programme as designed by the JF Partner (as outlined in the grant agreement) and have received their qualification/certificates. The training and mentorship programmes are expected to be strongly linked to employment opportunities for successful beneficiaries.)	<input type="text"/>

20

SAVE INDICATORS

No.	Functionality Details	Comments
17	Value for Money – Question 5.7.1 – Indicator	<ul style="list-style-type: none"> <li>Please indicate your expected initiative results in respect to the defined indicators.</li> </ul>
18	Value for Money – Question 5.7.1 – Formula / Help text	<ul style="list-style-type: none"> <li><b>Applicants must read this guiding text before recording the expected initiative results</b></li> </ul>
19	Value for Money – Question 5.7.1 – Upon completion of project	<ul style="list-style-type: none"> <li>Record the applicable details in relation to the particular indicator</li> </ul>
20	Save Indicator – Button	<ul style="list-style-type: none"> <li>Click the ‘Save Indicator’ Button to save the results entered into this table feature</li> </ul>
21	Types of Jobs/Training Matrix	<ul style="list-style-type: none"> <li><b>Hyperlink feature, click the word “<a href="#">Types of Jobs/Training Matrix</a>” to download the template that must be completed in support of the answer provided for 5.7.1. Once complete, upload to Uploads tab</b></li> </ul>

21

## QUESTION 5.7.1.1 \*

Provide/explain the assumptions you made in determining your proposed achievements against each of the indicators

- Explain the rationale behind the target in relation to your specific sector and highlight the research that has informed your assumptions.
- Explain the rationale behind the target in relation to the training to jobs conversion rate.
- With regards to the Means of Verification (MoVs) you have given us for each indicator, do you have the capacity to collect, collate, analyse and submit the required evidence to the Jobs Fund on a quarterly basis? (Include information on systems, human resources, contractual agreements, etc.).

22

## QUESTION 5.7.1.2 \*

The Jobs Fund aims to leverage existing resources in a manner that shares risk and places the right incentives for investment, return and ownership. A minimum cash co-funding ratio of 1:1 is required. Only cash (i.e. no in kind) matched funding will be considered for the purposes of this ratio. Only direct loans where the applicant is the borrower will be considered for the minimum matched funding ratio of 1:1. Initiatives proposing a co-funding ratio exceeding 1:1 will receive preference. Please indicate your intended co-funding ratio as well as the sources of this co-funding (i.e. own cash, loans, grants etc.).

23

## QUESTION 5.7.1.3 \*

Please explain how you would use the grant to crowd in other funding sources. Please explain what the grant will fund and why this is the most catalytic use of the grant funds.

24

## QUESTION 5.7.1.4 \*

Please explain how risk is appropriately allocated to the various project participants in the project (i.e. beneficiaries, funders, implementing agents, applicant)

No.	Functionality Details	Comments
21	Value for Money – Question 5.7.1.1	<ul style="list-style-type: none"> <li>This section allows the applicant to provide/explain the assumptions made in determining the proposed achievements against each of the indicators in no more than 200 words.</li> </ul>
22	Value for Money – Question 5.7.1.2	<ul style="list-style-type: none"> <li>This section allows the applicant to explain the co-funding ratio indicated above as well as the</li> </ul>



		composition of this co-funding (i.e. own cash, loans, grants etc.) in no more than 200 words.
23	Value for Money – Question 5.7.1.3	<ul style="list-style-type: none"> <li>This section allows the applicant to explain how you would use the grant to crowd in other funding sources. Please explain what the grant will fund and why this is the most catalytic use of the grant funds in no more than 500 words</li> </ul>
24	Value for Money – Question 5.7.1.4	<ul style="list-style-type: none"> <li>This section allows the applicant to explain how risk is appropriately allocated to the various project participants in the project in no more than 500 words.</li> </ul>

### 6.5.8 Capacity to Implement

Applicants must demonstrate relevant experience, organisational capacity and key capabilities.

5.8 CAPACITY TO IMPLEMENT

Applicants must demonstrate relevant experience, organisational capacity and key capabilities. In the case of a consortium applicants must elaborate on the consortium composition, it must be logical and value-adding and it must leverage the market position and capabilities of market players. Furthermore, applicants must demonstrate an appreciation of their proposed project's value/supply chain and the determinants of success. Applicants must have appropriate systems to collect, consolidate and report on financial and progress performance.

25

QUESTION 5.8.1 \*

Please demonstrate the capacity of the implementer (i.e. lead applicant/consortium member/s/ implementing agent). In the minimum, your answer must include the following:

1. demonstrable experience and success achieved in those parts of the sector/industry/value chain/region that are relevant to this initiative;
2. whether consortium members have previously worked together;
3. the extent to which you have identified key suppliers/ service providers/technical partners and on what basis you have selected them;
4. where key suppliers/ service providers / technical partners are yet to be identified, what criteria will you use to select them and what is the anticipated lead time between identifying and "on boarding" them; and
5. an explanation of how you will assure supplier/service provider capability, quality, reliability, and inclusivity/inclusiveness.

Please briefly explain how this initiative meets the above criteria. [max 200 words]

words left

26

QUESTION 5.8.2 \*

Applicants must have appropriate systems to collect, consolidate and report on project progress and financial performance. Specifically, applicants must be able to baseline the key sustainability indicators for the project and or the beneficiaries against which achievement will be monitored. Furthermore, grantees will be required to provide monitoring data on the number of people employed, including their employment contracts, ID numbers and Rand value paid in wages, and on the number of people trained, including training certificates, letters of completion, attendance registers (if enterprises are an outcome, information on sales/turnover growth/net profit will need to be tracked and reported).

Please explain what existing systems you have and what additional measures you will take to fulfil these requirements.

Please briefly explain how this initiative meets the above criteria. [max 200 words]



No.	Functionality Details	Comments
25	Capacity to Implement – Question 5.8.1	<ul style="list-style-type: none"> <li>This section allows the applicant to demonstrate the capacity of the implementer in no more than 200 words.</li> </ul>
26	Capacity to Implement – Question 5.8.2	<ul style="list-style-type: none"> <li>Applicants must have appropriate systems to collect, consolidate and report on project progress and financial performance. Specifically, applicants must be able to baseline the key sustainability indicators for the project and or the beneficiaries against which achievement will be monitored. Furthermore, grantees will be required to provide monitoring data on the number of people employed, including their employment contracts, ID numbers and Rand value paid in wages, and on the number of people trained, including training certificates, letters of completion, attendance registers (if enterprises are an outcome, information on sales/turnover growth/net profit will need to be tracked and reported).</li> <li>Please explain what existing systems you have and what additional measures you will take to fulfil these requirements in no more than 500 words.</li> </ul>

**QUESTION 5.8.3**

For successful implementation, clear milestones are required throughout the project period. Please indicate this initiative's milestones by completing this table. [\(JF Concept Note Gantt Chart\)](#) Use the hyperlink to download the Excel template. The template once complete must be uploaded via the Upload tab.

27

SAVE



Use the following Gantt Chart to show your project milestones and the timing thereof

#	Milestone	Accountable Party	Evidence	Timing of milestone (shade the cell(s))					
	Description of milestone	Parties/partner responsible for achieving each milestone	Evidence that will be provided to verify achievement of milestones	Year 1					
				Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6
	Example: Select and finalise growth orientated entrepreneurs for the business management and mentorship programme	Example: Organisation X will develop the selection criteria, shortlist the applicants, interview and assess the applicants and finalise the cohort. Company Y will advertise the programme. Organisation X Project Manager will oversee all activities.	Example: 1) Final copy of the advert, 2) Clippings of advert from various media, 3) Selection strategy and criteria, 4) List of applications, 5) List of shortlisted applicants, 5) Interview questionnaire/guide, 6) Assessments and applicant assessment scores, 7) Final list of approved entrepreneurs						

No.	Functionality Details	Comments
27	Capacity to Implement – Question 5.8.3	<ul style="list-style-type: none"> <li>For successful implementation clear milestones are required throughout the project period. Please indicate this initiative's milestones by completing this table. <b>(JF Concept Note Gantt Chart)</b> Use the hyperlink to download the Excel template. The template once complete must be uploaded via the Upload tab.</li> </ul>

Please remember to click the “Save” button to save the information completed on this tab.

A informative messaging will be displayed if any mandatory fields are outstanding:

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

- QUESTION 5.1.1
- QUESTION 5.1.2
- QUESTION 5.1.3
- QUESTION 5.1.4
- QUESTION 5.2
- QUESTION 5.3.1.2
- QUESTION 5.3.1.3
- QUESTION 5.3.1.4
- QUESTION 5.3.1.5
- QUESTION 5.3.2
- QUESTION 5.3.3
- QUESTION 5.4
- QUESTION 5.5.1 - Comment
- QUESTION 5.5.2
- QUESTION 5.5.3
- QUESTION 5.6.1.1
- QUESTION 5.6.1.2
- QUESTION 5.6.2.1
- QUESTION 5.6.2.2
- QUESTION 5.6.3
- QUESTION 5.7.1
- QUESTION 5.7.2
- QUESTION 5.7.3
- QUESTION 5.7.4

If all fields are completed the following informative message will be displayed:

Eligibility Criteria	Institutional Info	Initiative Description	Risk & Mitigation	Impact Criteria	Budget	Summary	Uploads
IMPACT CRITERIA							
JF8/1005	Eldon Project		<a href="#">Print read only application form</a>				
Type: Private Sector	Funding window: Enterprise Development	Window: Catalysing Inclusive Economic Growth			TERMS AND CONDITIONS	VALIDATE	SUBMIT
Your changes have been successfully saved.							

## 6.6 Budget Tab

This section of the online CN 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.

Budget Summary							
Matched funding is defined as the sum of your own cash contribution, plus loan financing obtained by the lead applicant through a financing institution for the purpose of funding the project, plus cash contributions from other sources.							
Total project value = Jobs Fund grant + (cash contribution + loan financing + in-kind contributions + contributions from other sources) + Other income							
Total amount requested from the Jobs Fund *	Total cash contribution by applicant *	Total cash contribution from other sources *	Total Loan financing raised by applicant *	Total Loan financing raised by project partners *	Total In-kind contributions *	Total Other Income *	
1 0	2	3 0	4	5	6	7 0	
8 Total cost of project (VAT inclusive)				R 0			
9 Total Match Funding contribution				R 0			

No.	Functionality Details	Comments
1	Total Amount requested from the Jobs Fund	<ul style="list-style-type: none"> <li>Please enter the amount requested by the Jobs Fund (refer to term sheet for minimum grant amount).</li> </ul>
2	Total Cash contribution by the applicant	<ul style="list-style-type: none"> <li>Please enter the amount of <b>Own Cash</b> contribution by the applicant.</li> <li>Enter "0" if no cash contribution by the applicant.</li> </ul>
3	Total Loan Financing – applicant	<ul style="list-style-type: none"> <li>Please add the Total Loan Financing raised by applicant Amount (if not applicable enter "0")</li> </ul>
4	Total Loan Financing - partners	<ul style="list-style-type: none"> <li>Please add the Total Loan Financing raised by project partners Amount (if not applicable enter "0")</li> </ul>
5	Total Cash contribution from other sources	<ul style="list-style-type: none"> <li>Please add the Total Cash contribution from other sources Amount (if not applicable enter "0")</li> </ul>
6	Total In-kind contribution	<ul style="list-style-type: none"> <li>Please add the Total In Kind Contribution Amount (if not applicable enter "0")</li> </ul>
7	Total Other Income	<ul style="list-style-type: none"> <li>Please add the Total Other Income Amount (if not applicable enter "0")</li> </ul>
8	Total cost of project	<ul style="list-style-type: none"> <li>This is a calculated field that will be populated once you click the Save button</li> <li>Total cost of project = Jobs Fund grant + (cash contribution + loan financing (applicant + partner) + in-kind contributions + contributions from other sources + other income)</li> </ul>
9	Total Match Funding contribution (Cash matched funding)	<ul style="list-style-type: none"> <li>This is a calculated field that will be populated once you click the 'Save' button</li> <li>Total Match Funding contribution = Total cash contribution by the applicant + Total cash contribution from other sources + Total Loan Financing</li> </ul>

Please note that your application will be deemed ineligible if your match funding ratio is not 1:1 (as a minimum). The sum of Cash contribution (Total cash contribution by applicant + Total cash contribution from other sources + Total Loan financing) must be equal to or greater than the Total amount requested from the Jobs Fund.

**10** **Status of Matched Funding**

**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 a loan is to be obtained from a funder indicate at what stage of the approval process the application is)*

words left

**11** **Outstanding issues and conditions \***

*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
10	Indicate the status of matched funding	<ul style="list-style-type: none"> <li>For each of the Match Funding partner 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). (100 words)</li> </ul>
11	Outstanding issues and conditions	<ul style="list-style-type: none"> <li>For each of the Match Funding partners identified indicate any outstanding issues and conditions and when these are expected to be mitigated. (100 words)</li> </ul>

**Please note that the minimum funding request is R10 million.** This will form part of the eligibility criteria when the concept note application is assessed after the submission due date.

**\*REMEMBER TO CLICK THE VALIDATE BUTTON TO VIEW ANY OUTSTANDING MANADATORY FIELDS ACROSS THE CONCEPT NOTE APPLICATION. ENSURE THAT YOUR POP UP BLOCKER IS TURN OFF.**

**APPLICATION VALIDATION**



Sections Completed (green):

1. Eligibility Criteria	2. Institutional Information	3. Initiative Description	4. Risk and Mitigation	5. Impact Criteria	6. Budget	7. Summary	8. Upload Documents
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Your application form is incomplete. Please see below for details

**Risk and Mitigation**

• At least one row (from Prioritised Risks 1 - 8) must have all the fields completed.

Budget Line Items				
Please complete the table below which breaks down your total project budget by major cost items.				
12 Num	Line item description	13 Jobs Fund Contribution	14 Matched Funding	15 Total cost
01	Loans advanced	<input type="text" value="0"/>	<input type="text" value="0"/>	0
02	Compensation	<input type="text" value="0"/>	<input type="text" value="0"/>	0
03	Stipends	<input type="text" value="0"/>	<input type="text" value="0"/>	0
04	Management Fee	<input type="text" value="0"/>	<input type="text" value="0"/>	0
05	Training costs	<input type="text" value="0"/>	<input type="text" value="0"/>	0
06	Other costs	<input type="text" value="0"/>	<input type="text" value="0"/>	0
07	Assets	<input type="text" value="0"/>	<input type="text" value="0"/>	0
08	Capital / Infrastructure	<input type="text" value="0"/>	<input type="text" value="0"/>	0
09	<input type="text" value=""/> words left	<input type="text" value="0"/>	<input type="text" value="0"/>	0
10	<input type="text" value=""/> words left	<input type="text" value="0"/>	<input type="text" value="0"/>	0
11	<input type="text" value=""/> words left	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Total		0	0	0

Please fill in the table above which breaks down your total project budget by major cost items.

**Note:** The total of this budget disaggregation **must equal the 'Total cost of project' displayed**, which is calculated from the information you have entered in the Budget Summary at the top of this page. The same applies for the requested Jobs Fund grant and matched funding totals.

No.	Functionality Details	Comments
12	Line item Description	<ul style="list-style-type: none"> <li>Describe the major cost line item in no more than 25 words (note that the first 7 fields are prepopulated and are not editable. The last 3 fields are editable).</li> </ul>
13	Jobs Fund Contribution	<ul style="list-style-type: none"> <li>Applicants to record what portion of the Total Amount Requested from the Jobs Fund will be associated to the major cost item.</li> </ul>
14	Matched Funding	<ul style="list-style-type: none"> <li>Applicants to record what portion of the Matched Funding will be associated to the major cost item.</li> </ul>
15	Total Cost	<ul style="list-style-type: none"> <li>This is a calculated field: Total Cost = Jobs Fund Contribution + Matched Funding</li> </ul>

Partners linked to your application			
Partner	Partner contribution	Partner institution type	Partner role
New Partner Add from 1.10 of the Institutional Info tab	Financial	Business/Private Sector	Testing

If you added a partner via the “1. Institutional Info” tab, you will need to add the following details on the Budget tab:

Source of Funding		
To add or update partner details please see tab Institutional Info - section 1.10 Financial and/or Technical Partners		
Partner Name <b>16</b>	Description of source and use of funds/resources <b>17</b>	<b>18</b> Value of contribution
New Partner Add from 1.10 of the Institutional Info tab	<input type="text"/>	<input type="text"/>
<b>Total</b>	words left	<b>0</b>

No.	Functionality Details	Comments
16	Partner Name	<ul style="list-style-type: none"> <li>This information will be prepopulated if a partner was added via the “1. Institutional Info” tab (question 1.10)</li> </ul>
17	Description of source and use of funds / resource	<ul style="list-style-type: none"> <li>Description of source and use of funds / resource in no more than 100 words.</li> </ul>
18	Value of Contribution	<ul style="list-style-type: none"> <li>Enter in numeric value in full (no decimals).</li> </ul>

Note that both technical and financial partner’s will details will be returned on the budget tab. If the technical partner is not contributing financially to the project please enter “0”.

Technical Partner	<input type="text" value="No monetary contribution only services"/>	<input type="text" value="0"/>
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Please validate your application to ensure that all mandatory fields are complete.

Clearly Indicate

19 What are the key project cost drivers \*

20 How these will be managed \*

21 How and when the project is expected to become profitable / self-sustainable \*

22 How will profits be utilised during and after completion of the project \*

words left

words left

words left

words left

words left

No.	Functionality Details	Comments
15	What are the key project cost drivers	• Applicants are to provide the applicable response to the question in no more than 100 words.
16	How these will be managed	• Applicants are to provide the applicable response to the question in no more than 100 words.
17	How and when the project is expected to become profitable / self-sustainable	• Applicants are to provide the applicable response to the question in no more than 100 words.
18	How profits are to be applied during and after completion of the project	• Applicants are to provide the applicable response to the question in no more than 100 words.

Please remember to click the “Save” button to save the information completed on this tab.

A informative messaging will be displayed if any mandatory fields are outstanding:

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


- Total amount requested from the Jobs Fund
- Total cash contribution by applicant
- Contribution from other sources/partners
- Total Loan financing
- Total In-kind contributions

## 6.7 Summary Tab

This tab is a summary of the initiative / project and prepopulates certain fields / tables.

The screenshot shows a 'Summary' form with the following elements:

- 1** Project Name \*  
Eldon Project
- 2** Geographic areas of initiatives implementation: please tick the applicable boxes \*  
☐ Eastern Cape    ☐ Free State    ☐ Gauteng  
☐ KwaZulu Natal    ☐ Limpopo    ☐ Mpumalanga  
☐ Northern Cape    ☐ North West    ☐ Western Cape
- 3** In which sector does this initiative fall? \*  
(choose most appropriate)  
[Dropdown menu]
- 4** In which sub sector does this initiative fall? \*  
(choose most appropriate)  
[Dropdown menu]

No.	Functionality Details	Comments
1	Project Name	<ul style="list-style-type: none"> <li>This field is prepopulated from the Registration page.</li> <li>Applicants do have the ability to amend the name at this stage.</li> </ul>
2	Geographic Area	<ul style="list-style-type: none"> <li>Applicants are to indicate which the Geographic areas of the initiatives implementation.</li> <li>This feature allows for multiple areas to be selected.</li> </ul>
3	Sector	<ul style="list-style-type: none"> <li>Applicants are to select the applicable sector that the initiative falls within.</li> </ul> 



4	Sub Sector	<ul style="list-style-type: none"> <li>This feature will be prepopulated based on the Sector selection.</li> </ul>
---	------------	--

5

Project Finances Summary

Total amount requested from the Jobs Fund *	Total cash contribution by applicant *	Total cash contribution from other sources *	Total Loan financing raised by applicant *	Total Loan financing raised by project partners *	Total In-kind contributions *	Total Other Income *	Total Project Cost
0		0				0	0

6

Programme Outcome Indicators

Indicator	Upon completion of project
01 Number of new permanent full time jobs	
1.1 Number of new permanent seasonal jobs where appropriate	
02 Number of beneficiaries placed in currently vacant permanent full time positions beyond project partners	
03 Number of beneficiaries placed in currently vacant full time positions with project partners	
04 Number of new short-term full time jobs	
05 Number of beneficiaries having completed time bound internships (as applicable)	
06 Number of trained beneficiaries (as applicable)	

5	Project Finances Summary	<ul style="list-style-type: none"> <li>These details are prepopulated on completion of the Budget Tab</li> </ul>
6	Project Outcome Indicators	<ul style="list-style-type: none"> <li>These details are prepopulated on completion of the Impact Criteria Tab – Value for Money</li> </ul>

Please remember to click the “Save” button to save the information completed on this tab.

A informative messaging will be displayed if any mandatory fields are outstanding:

Your changes have been successfully saved.

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

- Geographic areas of initiatives implementation
- In which sector does this initiative fall?

If all fields are completed the following informative message will be displayed:

SUMMARY

JF8/1005 Eldon Project

Type: Private Sector Funding window: Enterprise Development Window: Catalysing Inclusive Economic Growth

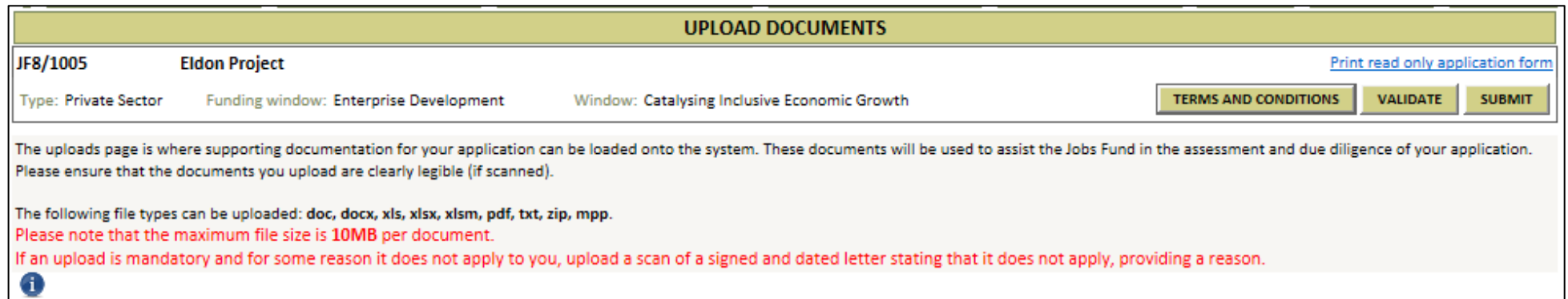
[Print read only application form](#)

[TERMS AND CONDITIONS](#)
[VALIDATE](#)
[SUBMIT](#)

Your changes have been successfully saved.

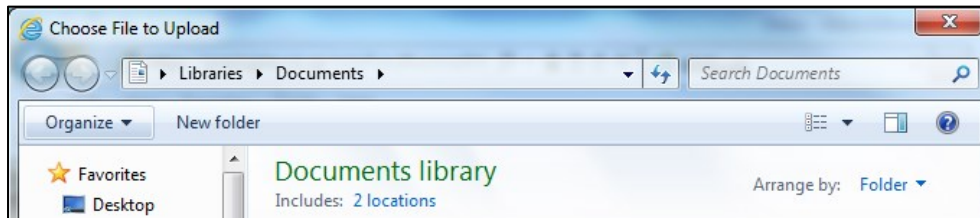
## 6.8 Upload Tab

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.



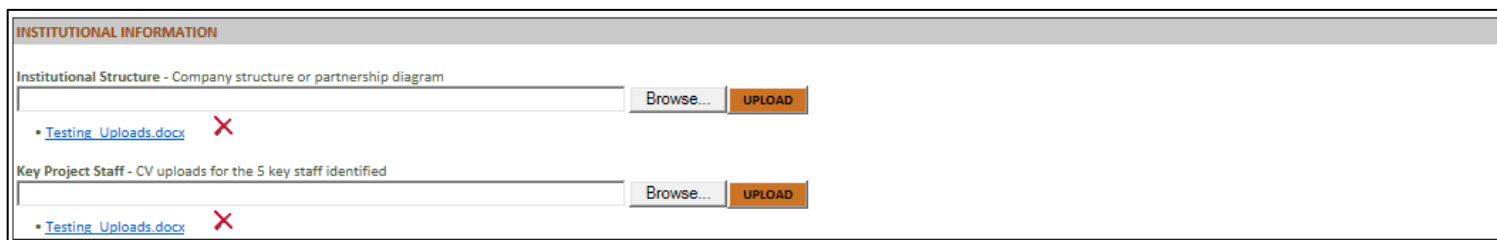
The screenshot shows the 'UPLOAD DOCUMENTS' tab. At the top, it displays 'JF8/1005 Eldon Project' and a link to 'Print read only application form'. Below this, it shows 'Type: Private Sector', 'Funding window: Enterprise Development', and 'Window: Catalysing Inclusive Economic Growth'. There are three buttons: 'TERMS AND CONDITIONS', 'VALIDATE', and 'SUBMIT'. The main text area contains instructions: 'The uploads page is where supporting documentation for your application can be loaded onto the system. These documents will be used to assist the Jobs Fund in the assessment and due diligence of your application. Please ensure that the documents you upload are clearly legible (if scanned). The following file types can be uploaded: doc, docx, xls, xlsx, xlsx, pdf, txt, zip, mpp. Please note that the maximum file size is 10MB per document. 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.' There is an information icon (i) at the bottom left.

- 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.









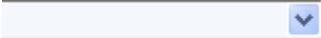
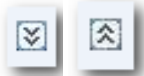

The screenshot shows the 'INSTITUTIONAL INFORMATION' section. It has two upload fields. The first field is 'Institutional Structure - Company structure or partnership diagram' with a 'Browse...' button and an 'UPLOAD' button. Below it, a document named 'Testing Uploads.docx' is listed with a red 'X' icon. The second field is 'Key Project Staff - CV uploads for the 5 key staff identified' with a 'Browse...' button and an 'UPLOAD' button. Below it, a document named 'Testing Uploads.docx' is listed with a red 'X' icon.

## 6.9 General

See below for some general remarks / helpful hints:

- There are **eight 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 automatically save your information. Please 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 Fund should be contacted for assistance as no other form of submission will be accepted.
- **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 green 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 GMS textbox / input field.
- 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 information provided by an applicant on the Application; and must be comprehensively detailed and accurate. Applications which do not comply with this requirement or 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 24 May 2018**.
- If you require any **technical assistance** please send an email to the Helpdesk:
  - Email: [Jobsfund@treasury.gov.za](mailto:Jobsfund@treasury.gov.za)
  - Subject: CN Application Technical Support
  - 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