

Table of Contents

1.	OVERVIEW	3
2.	REGISTER AS AN ONLINE USER	3
3.	FORGOTTEN PASSWORD	4
4.	REGISTER AN APPLICATION	5
5.	ACCESSING AN APPLICATION FORM	8
6.	THE 13TH CFP APPLICATION FORM	8
7.	ELIGIBILITY CRITERIA TAB	11
8.	INSTITUTIONAL INFO TAB.....	16
9.	INITIATIVE INFORMATION TAB	23
10.	RISK TAB	28
11.	IMPACT CRITERIA TAB.....	30
12.	BUDGET TAB	37
13.	SUMMARY TAB	40
14.	UPLOAD TAB	41
15.	DOWNLOADS.....	42
16.	VALIDATE AND SUBMIT	43
17.	GENERAL	45
18.	ICONS	46

*** 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; Grant Management system - GMS

1. Overview

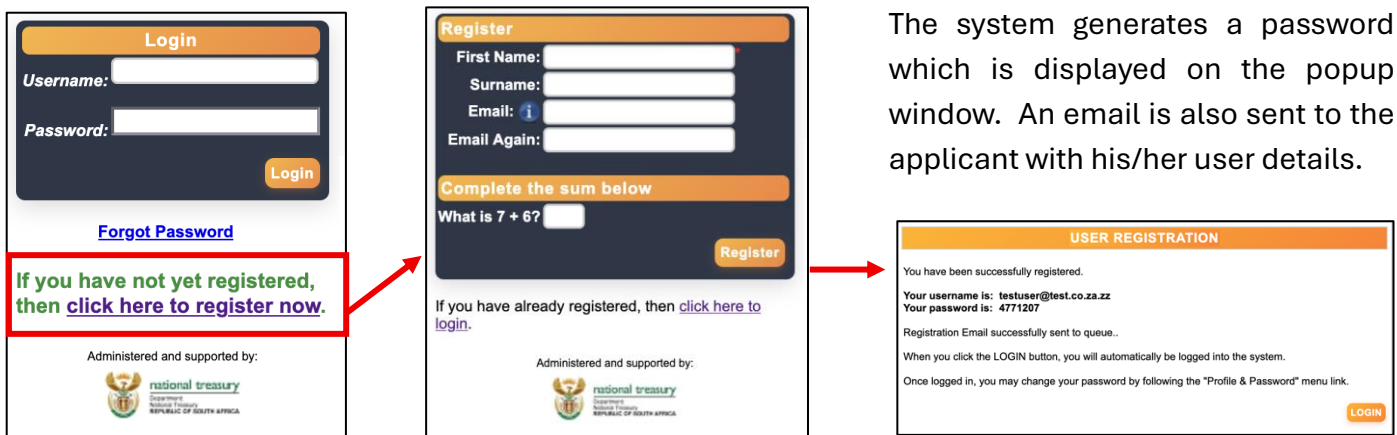
Applicants register themselves as users on the GMS and then complete an application registration form in response to the Jobs Fund Call for proposals. They must register and use their email addresses as usernames when logging in.

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

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

2. Register as an online user

On the GMS site, users who are not yet registered can do so by clicking the “click here to register now” hyperlink on the left-hand side of the page. Users will be required to complete their first name, surname and email address, and then complete the Checksum validation. This email address will subsequently be used as their username when logging on to the GMS.



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.

CHANGE PASSWORD

Change Password

Username:

Temporary Password:

New Password:

New Password Again:

Password Rules

- Only use alpha numeric characters (only alphabet letters and numbers).
- Don't use special characters e.g. (# ; @ _) etc.
- Password requires at least one alpha character.
- Password is cAsE sEnSiTiVe.
- Password requires at least one UPPERCASE alpha character.
- Password requires at least one numeric character.
- Password must be between 8 and 20 characters in length.

You have logged in with your Temporary Password. Please create a new password.

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

national treasury
Department of Finance
REPUBLIC OF SOUTH AFRICA

THE JOBS FUND
SOUTH AFRICA - TRANSFORMING LIVES

Transforming lives. Empowering futures.

Url: oaHomeGeneric/oaHome.aspx Access: FULL User: testuser@test.co.za.zz Timeout: 24 min and 12 sec

Home You have now logged in successfully and are on the home page.

CLICK THE ICON IN THE TOP TABLE TO EDIT YOUR APPLICATION.

The top table (MY APPLICATIONS AND WORK WITH THE JOBS FUND) will show all the applications you are working on or have submitted. To view or edit or complete your application, click the icon on the right of the relevant line in this top table. To edit and submit your quarterly reports, click on the icon.

Profile & Password

Log out

Administered and supported by:
national treasury
Department of Finance
REPUBLIC OF SOUTH AFRICA

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 (21) days [REFRESH](#)

There are no items to display.

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
JF13	Funding Window Thirteen - BC	FW Thirteen BC - Full Application	Business Case App Form - Call 13	05/08/2026 15:00:59

Home You have now logged in successfully

CLICK THE ICON IN THE

Profile & Password **Update Profile**

Log out **Change Password**

Administered and supported by:
national treasury
Department of Finance
REPUBLIC OF SOUTH AFRICA

MY APPLICATIONS AND WORK

Click on to edit or to view.
Click on for your project's

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

UPDATE PROFILE	
Personal Details	
Surname: *	<input type="text" value="User"/>
Firstname: *	<input type="text" value="Test"/>
Title:	<input type="text" value=""/>
Designation:	<input type="text" value=""/>
Contact Details	
Country Dial Code: *	<input type="text" value=""/>
Area Dial Code:	<input type="text" value=""/>
Phone Number: *	<input type="text" value=""/>
Fax Number:	<input type="text" value=""/>
Mobile / Cell Number:	<input type="text" value=""/>
Email Address: *	Your email address is your application login username. If you change your email address, your application login username will change accordingly. <input type="text" value="testuser@test.co.za.zz"/>
Alternate Email Address:	<input type="text" value=""/>
Web Address:	<input type="text" value=""/>

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.

Login

Username:

Password:

Login

[Forgot Password](#)

4. Register an Application

Please refer to the 13th Funding Round - Breaking Barriers: Future Proofing South Africa’s Employment Options “**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.za or the **GMS document library**.)

Home
You have now logged in successfully and are on the home page.

Profile & Password
CLICK THE ICON IN THE TOP TABLE TO EDIT YOUR APPLICATION.

Log out
The top table (MY APPLICATIONS AND WORK WITH THE JOBS FUND) will show all the applications you are working on or have submitted. To view or edit or complete your application, click the icon on the right of the relevant line in this top table. To edit and submit your quarterly reports, click on the icon.

Administered and supported by:
 national treasury
Department of Economic Development
REPUBLIC OF SOUTH AFRICA

[Document Library](#)
The Jobs Fund Privacy policy and PAIA manual can be found in the Document Library (link above).

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
JF13	Funding Window Thirteen - BC	FW Thirteen BC - Full Application	Business Case App Form - Call 13	05/08/2026 15:00:59

The first section of the application registration screen defines the funding windows and economic sectors in which the applicant will be implementing your initiative. **Please read the guidelines before making the applicable selection of these field on the Registration page.**

APPLICATION REGISTRATION PAGE

In applying to 13th Funding Round – Catalysing Demand-Led Growth in the Green and Informal Economy, please refer to the Term Sheet for a detailed description of the Criteria for this Call for Proposals before selecting a funding window for your application. *

Enterprise Development

Enterprise Development: Competitive applications in the Enterprise Development Funding Window include initiatives that develop innovative commercial approaches to sustainable job creation and livelihoods development in ways that combine profitability with high social impact in the green and informal economies amongst others.

The interventions should amongst others be innovative, remove barriers to market access, improve access to new value chains/supply chains, provide access to appropriately structured finance, create enabling light infrastructure i.e. provide holistic support that meets the need of enterprises at their stage of development.

Proposals should also indicate what Business Development Support would be provided to enterprises/emerging farmers/women and youth i.e. those at whom your intervention is targeted.

Initiatives seeking to co-finance light infrastructure investments will be accepted under the Enterprise Development Window, provided the applicant demonstrates how the infrastructure investment will unlock entrepreneurial activity and job creation in a particular economic sector or geographical area.

Such enabling infrastructure may include amongst others:

1. the provision of affordable internet connectivity,
2. the expansion & rollout of technology-enabled platforms that increase productivity or enhance access to markets, and
3. the provision of cost-effective light enabling infrastructure that will assist SMMEs and informal businesses to operate e.g., provision of trading spaces, light manufacturing spaces and related infrastructure.

Support for Work-seekers

Competitive applications in the Support for Work Seekers Funding Window are those linking active work-seekers, especially women and youth to formal and informal jobs in the green and informal economy.

Funding proposals could include demand-led interventions from:

1. Entities that upskill, reskill and match unemployed including women and youth with suitable jobs.
2. Entities that present innovative solutions for pathwaying unemployed persons and connecting them to employment by either solving for skills, certification, and work experience amongst others, while responding to demand in growth sectors.

A competitive application will have a high conversion from learning to earning.

Institutional Capacity Building

SMMEs, including those in the green and informal economies, often cannot absorb a significant government stimulus without the type of well-calibrated support offered by intermediary institutions.

Internationally and nationally, intermediaries such as sector associations, microfinance institutions, and technology companies have succeeded in reaching and providing SMMEs and informal enterprises with more holistic, tailor-made support.

Competitive applications in the Institutional Capacity Building Funding Window are those:

1. That will support interventions aimed at strengthening intermediary organisations’ ability to become more sustainable, deepen their reach in targeted communities and provide support to Workseekers, SMMEs and Livelihood Development Interventions.

Economic Sectors

Please select the economic sector in which you will be implementing your initiative.

- **Agriculture, Forestry and Fishing:** Includes activities related to crop and livestock production, forestry, and fishing.
- **Mining and Quarrying:** Focuses on the extraction of minerals and other geological resources.
- **Manufacturing:** Encompasses the transformation of raw materials into finished goods.
- **Electricity and Water:** Involves the production and distribution of electricity and water.
- **Construction (Contractors):** Concerns the construction of buildings, infrastructure, and other structures.
- **Wholesale and Retail Trade, Catering and Accommodation:** Covers the buying and selling of goods, as well as hospitality services.
- **Transport, Storage and Communication:** Includes transportation of goods and people, storage facilities, and telecommunications.
- **Finance and Insurance, Real Estate and Business Services:** Encompasses financial services, insurance, real estate activities, and various business support services.
- **Community, Social and Personal Services:** Covers a wide range of services like education, healthcare, recreation, and personal care.

Complete the registration section as follows:

1 Application Type

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

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

3 Project Details

Title of the Project *

Maximum 50 characters.

4 In which economic sector does this initiative fall? *
(choose most appropriate)

5 In which economic sub-sector does this initiative fall? *
(choose most appropriate)


6 Institutional Details

Name of institution applying *

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

8 Register my application **9** Cancel







No.	Functionality Details	Comments
1	Application Type	Select the applicable funding window the project would be categorised as (refer to funding round Term Sheet): <ul style="list-style-type: none"> • Enterprise Development; • Institutional Capacity Building; • Work seekers.
2	Indicate your Institution type	Select from the drop-down list: <ul style="list-style-type: none"> • NGO • Public Sector • Private Sector NOTE: Once you have registered your application, you will not be able to change this selection.
3	Project Details	Record the Title of the Project (Please ensure that the title is meaningful) in no more than 50 characters.
4	Sector	Select the applicable sector that the initiative falls within. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> ▼ Agriculture, forestry and fishing Agriculture, hunting and related services Forestry, logging and related services Fishing, operation of fish hatcheries & fish farms Construction and engineering services Electricity, gas and water Finance, real estate and business services Human health and social work Information, communication and technology (ICT) Manufacturing Mining and quarrying Public administration and defence Services Training, Capacity Building & Education Tourism and hospitality Transport and storage Wholesale and retail trade </div>
5	Sub Sector	This dropdown list will be prepopulated based on the Sector selection. Select the applicable sub sector.

6	Institutional Details	<p>Record the Name of the institution applying.</p> <p>NOTE: The Institution name entered here automatically becomes the lead applicant on the Institutional Info page.</p>
7	Head Office	<p>Select from the drop down list the province where your institution is based:</p> <ul style="list-style-type: none"> • Eastern Cape; • Free State; • Gauteng; • KwaZulu Natal; • Limpopo; • Mpumalanga; • Northern Cape; • North West; • Western Cape.
8	Register Application – Button	<p>Before the application form can be registered, the applicant must check the checkbox to indicate that the declaration has been read and understood, and then click the Continue button to register the application.</p> <div data-bbox="753 741 1334 1205" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; background-color: #f4a460; color: white; padding: 2px;">DECLARATION</p> <div style="text-align: center;">  <p>THE JOBS FUND SOUTH AFRICA-SIVASEBENZA</p> </div> <p>The application will only be considered if this form is completed in full, with all the required supporting documents/ information uploaded.</p> <p>The form must be completed electronically. Instructions are given for each section to assist you to complete the form correctly. In addition, please contact the Jobs Fund Help Desk at jobsfund@treasury.gov.za, who will be available to assist with any matters that may arise during the application process.</p> <p>Please note that the Lead Applicant may nominate additional individuals to complete this form, any of whom may submit the application. It is the responsibility of the Lead Applicant to ensure the accuracy of this information, which is considered final once the application has been submitted and the deadline for submission has passed.</p> <p>Applicants must also refer to the Terms and Conditions contained in the online application, which form part of the application requirements.</p> <p style="border: 2px solid red; padding: 2px;">I have read and understood the above <input type="checkbox"/> CONTINUE CANCEL</p> </div> <p>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> <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: JF13/1020-2 = 13th Call, 20th application</p> <div data-bbox="791 1603 1334 1771" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; background-color: #f4a460; color: white; padding: 2px;">YOUR APPLICATION HAS BEEN REGISTERED.</p> <p>Your Jobs Fund Reference Number: JF13/1020-2 Application Name: JF13 Test Project 04 Registration notification Email successfully sent to queue..</p> <p style="text-align: right;">CONTINUE</p> </div>
9	Cancel – Button	<p>Clicking the “Cancel” button will clear the Registration screen and return the user to the initial starting point (“Home” tab).</p>

5. Accessing an Application Form

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.

Please note that if you register more than one application, all details of the application will be displayed in the **My Applications and Work** section. Please ensure that you remember your project number i.e. JF13/9999-2 when contacting the helpdesk with queries.

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 REFRESH										
Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App	QR	
JF13/1016-2	Funding Window Thirteen - BC	JF13 Test Project 03	ICB	Business Case App Form - Call 13	Lead applicant	Incomplete Application	05/08/2026			
JF13/1015-2	Funding Window Thirteen - BC	JF13 Test Project KD	WORKS	Business Case App Form - Call 13	Lead applicant	Ineligible	05/08/2026			
JF13/1014-2	Funding Window Thirteen - BC	JF13 Test Project 02	ICB	Business Case App Form - Call 13	Lead applicant	Incomplete Application	05/08/2026			
JF13/1006-2	Funding Window Thirteen - BC	JF13 Test Project 01	ED	Business Case App Form - Call 13	Lead applicant	Incomplete Application	05/08/2026			

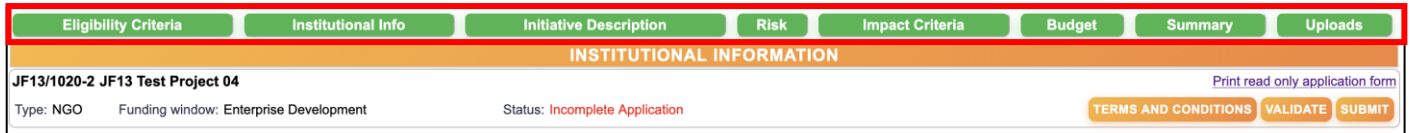
6. The 13th CFP Application Form

All applicants for the 13th Funding Round - Breaking Barriers: Future Proofing South Africa's Employment Options round must complete all mandatory fields of the application form prior to **30 June 2026 @ 3PM**. Once all the mandatory fields have been completed, applicants must accept the Terms and Conditions for the round before submitting the application. The table below describes, in summary, the features/functionality of the 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 application. There is an upload requirement at this point!</p> <p>Only eligible applicants (as per the set minimum eligibility criteria – refer to Term Sheet) will be granted access to the remainder of the online application form.</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>

Tab	Description
Initiative Description Tab	Applicant will have the ability to define the following sections: Problem Statement, Project Logic, Funding Gap, Project Funding Model, Innovation and Confirmation of Programme Indicators.
Risk Tab	This tab will allow for the applicant to add Risk and Mitigation details. For each risk, applicants must assign a High/Medium/Low value for both likelihood of occurrence and potential impact on the project. This section allows applicants to detail the applicable mitigation actions for each risk identified (in light of Project participant most impacted). In addition, risk assessment questions have been asked in light of terminations and notification of breach or default (if a previous Jobs Fund Partner).
Impact Criteria Tab	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 appraisal process). In this section of the application form, you have the opportunity to explain how this application meets each of the impact criteria.
Budget Tab	Page has two sections: 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. 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.
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. Use this tab to edit your project name or re-classify the sector initial selected at the registration step.
Uploads Tab	This tab allows applicants to upload all applicable documents as part of the application form. The following file types can be uploaded: doc, docx, xls,xlsx, pdf. Please note that the maximum file size is 15MB .

See GMS tabs listed in the screenshot below:



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 application. **There is an upload requirement at this point!**

Only eligible applicants (as per the set minimum eligibility criteria – refer to Term Sheet) will be granted access to the remainder of the online application form.

PLEASE NOTE THAT APPLICANTS ARE TO ACCESS THE TEMPLATES IN THE DOWNLOAD SECTION WHICH ARE TO BE COMPLETED / USED FOR THIS APPLICATION. PLEASE SEE SECTION 15.

7. Eligibility Criteria Tab

The Jobs Fund has pre-determined eligibility criteria to ensure that each project 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 are mandatory i.e. at least one radio button selected for each question. PLEASE NOTE THAT AN UPLOAD REQUIREMENT IS MANDATORY AT THIS STAGE AS PER ELIGIBILITY QUESTION 6!**

Definitions and Guidelines

- The **Lead Applicant** is the entity that is applying to the Jobs Fund. The Lead Applicant is the entity that will enter into a contract/Grant Agreement with the Jobs Fund.
- An **Implementing Partner** is the entity charged with the successful execution and completion of the project's activities. Note that it is common for one entity to be both the Lead Applicant and Implementing Partner.
- A **Technical Partner** is defined as a professional or an organization that collaborates with another individual or entity to provide technical expertise, support, and resources in a specific area. They typically possess specialized knowledge and skills in a particular technical domain and can contribute to the development, implementation, or maintenance of technical solutions or projects.
- **Finance intermediary** is defined as an organisation that acts as a middleman between two or more parties in a financial transaction. Finance intermediaries play a crucial role in the efficient allocation of financial resources and the smooth functioning of the overall financial system/ transaction.
- **Finance Ready Pipeline** is defined as a flow or sequence of potential deals or transactions that are at the final stage of the due diligence/Appraisal process.
- **Technical Experience** refers to the knowledge, skills, and expertise acquired through practical involvement and hands-on application in a specific technical field or domain. It is the result of actively working with and using various tools, technologies, methodologies, and systems related to a particular area of specialization. Note individual or combined individual experience should be considered, which differs from Question 1 below which requires that the applying entity should in the minimum be operating for at least 2 years.
- Theory of Change **is the structured approach that outlines how and why a specific intervention or programme is expected to lead to desired outcomes and impacts, it is a roadmap for planning, implementation and evaluation, it is an illustration of how the desired change will happen.**
- **Match Funding** refers to cash contributions made toward project implementation. This may constitute self-funded contributions by the applicant and/or contributions raised from other sources including loan finance.
- In-kind contribution means a contribution of match funding that is not cash. In-Kind contributions are excluded from the match funding ratio calculation.
- N.B. Evidence of match funding where match funding is self-funded must comprise a written undertaking from the Applicant to contribute the required matched funding supported by a sufficiently strong financial position which is evidenced by the Applicant's Annual Financial Statements.
- Evidence of match funding where match funding is from other sources - Example: An application to a funder; an undertaking by a funder to support the applicant with the required matched funding; progress made toward securing the funding e.g. a letter from the funder stating process and timeframe to finalise funding application and unmet conditions that applicant has to satisfy in order to be considered for funding.
- N.B Applicants must provide signed Audited/ Independently Reviewed Annual Financial Statements (AFS) for 2025 and the two prior years (2024 and 2023). If the 2025 financials have not been signed off, then provide the 2024 AFS and two prior years (2023 and 2022). Please ensure you supply standalone audited financial statements for each financial year.
- Draft AFS/ management accounts are to be signed off by the Finance Director or equivalent. Listed entities may submit their latest interim financial statements where management accounts are not available. This may need to be supplemented by additional information from an authorised representative.
- Where supporting evidence is being uploaded, please clearly label the document/s. Use the question number to reference the document to assist in appraisal. Where an uploaded document applies to more than one answer, please clearly reference the upload.

1 Question 1

Has the Lead Applicant been in operation for more than 2 years, i.e. on 05 June 2025 your organisation should have been in operation for two years or more, put another way your organisation has been operating in the minimum since May 2023?

Yes No

2 Question 2

(i) Does the Lead Applicant have signed Audited or Independently Reviewed Financial Statements for each of the last 2 years (2 sets)?

- N.B Applicants must provide signed Audited/ Independently Reviewed Annual Financial Statements (AFS) for 2025 and the two prior years (2024 and 2023). If the 2025 financials are yet to be signed off otherwise provide the 2024 AFS and two prior years (2023 and 2022). Please ensure you supply standalone audited financial statements for each financial year.
- Draft AFS/ management accounts are to be signed off by the Finance Director or equivalent. Listed entities may submit their latest interim financial statements where management accounts are not available. This may need to be supplemented by additional information from an authorised representative.

Yes No

(ii) Does the Lead Applicant have detailed management accounts (covering balance sheet, cash flow, and Income & Expenditure statements) for the period from the last Audited or Independently Reviewed Financial Statements to the end of the last full month before the close of the application i.e. 29 May 2025. Listed entities may submit their latest interim financial statements where management accounts are not available. This may need to be supplemented by additional information from an authorised representative.

Yes No

3 Question 3

Does the Lead Applicant or Implementing Partner have a track record of a minimum of two (2) years of technical experience in the subject area for which the application is being submitted? [See definitions above]

Yes No

4 Question 4

Does the Lead Applicant have a compliant tax status verification report (TCS) that is not older than thirty (45) business days from the date of submission of this application? [Please upload the actual report and not the PIN, as evidence of compliance in the Uploads tab once you have completed Eligibility]

Yes No

No	Functionality Details	Comments
1	Question 1	<ul style="list-style-type: none"> Select the applicable radio button answer “Yes” or “No”.
2	Question 2	<ul style="list-style-type: none"> Select the applicable radio button answer “Yes” or “No”.
3	Question 3	<ul style="list-style-type: none"> Select the applicable radio button answer “Yes” or “No”.
4	Question 4	<ul style="list-style-type: none"> Select the applicable radio button answer “Yes” or “No”.

5 **Question 5**

Is the grant amount being applied for equal to or above the minimum amount of R5,000,000?

Yes No

6 **Question 6**

Can you secure matched funding at a minimum cash matched funding ratio of 1:1 AND please provide evidence of progress made toward securing matched funding. Examples of the required evidence is included in the definitions section above.
Please upload the evidence. (see above for acceptable evidence)

Yes No

7 **Question 7**

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

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

Yes No

8 **Question 8**

Are you applying for grant funding to finance any of the following costs?

i. Exclusively for research and development.

Yes No

ii. For training activities not linked to job placement.

Yes No

iii. Funding an organisation in financial distress or an organisation that is not a going concern?

Yes No

No.	Functionality Details	Comments
5	Question 5	<ul style="list-style-type: none"> Select the applicable radio button answer “Yes” or “No”.
6	Question 6	<ul style="list-style-type: none"> Select the applicable radio button answer “Yes” or “No”. Please note that evidence of matched funding must be uploaded in the uploads section at the bottom of the screen/page.
7	Question 7	<ul style="list-style-type: none"> Select the applicable radio button answer “Yes” or “No”.
8	Question 8	<ul style="list-style-type: none"> Select the applicable radio button answer “Yes” or “No”. Please note that Question 8 iii will display only for applications where Private or Public Sector was selected on the Registration screen.

The Jobs Fund will only consider applications for a minimum Grant amount of **R5 million**. It is important to note that the initiative must be fully implemented within **three years (36 months)**, the grant should **also be fully disbursed within this period**; as should the **target number of jobs/ livelihood opportunities** and other **project-specific outcomes**. Post this **three-year implementation phase**, project performance will be monitored and evaluated for a period of **2 years**.

The Jobs Fund is looking to leverage matched funding from its partners. The amount of matched funding provided will be a key assessment criteria. A minimum cash matched funding ratio of:

- **1:1 is prescribed for private companies and public entities including existing Jobs Fund Partners as applicable, and**
- **1:0.5 is prescribed for NPOs/NGOs including existing Jobs Fund Partners.**

9

Question 9 *

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

Yes No

10

Question 10 *

a. Is the Lead Applicant and/or Implementing Partner an Existing/Previous Jobs Fund Partner/Implementing Partner?

Yes No

SAVE

No.	Functionality Details	Comments
9	Question 9	<ul style="list-style-type: none"> • Select the applicable radio button answer “Yes” or “No”.
10	Question 10	<ul style="list-style-type: none"> • Select the applicable radio button answer “Yes” or “No”. • If “Yes” is selected, question b. (i), (ii), (iii) will appear.

11

14 **SAVE**

The following file types can be uploaded: doc, docx, xls, xlsx, xlsxm, pdf, txt, zip, mpp.
Please note that the maximum file size is 15MB.

Matched Funding

Matched funding
Demonstrating ability to secure matched funding include the following:

a. **Self-funded matched funding:** this should include a written undertaking from the Applicant to contribute matched funding supported by a sufficiently strong financial position as evidenced by the Applicant’s Annual Financial Statements.

b. **Matched funding raised from other sources: this may include, for example::**

- a formal written undertaking from funders that matched funding has been secured and will be made available towards the project.
- an application made to a potential funder.
- an undertaking by a funder to support the Applicant with matched funding in implementing the project.
- progress made toward securing the committed matched funding, e.g., a letter from the funder stating the process and timeframe to finalising the funding application and unmet conditions that the Applicant has to satisfy in order to be considered for funding.

Applications failing to provide the required evidence will be deemed ineligible.

If Matched funding is from public sector - Proof that matched funding is approved & appropriated for the project for the period of its existence in the MTEF Budget of the institution e.g.: allocation in Budget Statement, Estimates of National Expenditure, Appropriation/Division of Revenue Bill. Applications failing to provide the required evidence will be deemed ineligible.

No file selected. **UPLOAD 13**

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

15 **NEXT >>**

12

No.	Functionality Details	Comments
11	Matched Funding Upload Section	<ul style="list-style-type: none"> • Use this section to upload the evidence as requested in Question 6 above.
12	Browse Button	<ul style="list-style-type: none"> • Click the Browse button to navigate to and select the document on your computer/device.


13	Upload Button	<ul style="list-style-type: none"> Click the Upload button to upload the document to the website. Repeat the process to upload multiple documents.
14	Save button	<ul style="list-style-type: none"> Please remember to click the “Save” button to save the information completed on this tab. An informative messaging will be displayed if any mandatory fields are outstanding: <p>Eligibility is incomplete. Please complete ALL required fields before proceeding. Your changes have been successfully saved.</p> <p>Before you can submit your application however the following fields will need to be completed:</p> <ul style="list-style-type: none"> • Yes/No for: Question 1 • Yes/No for: Question 2 • Yes/No for: Question 2 - (i) Does the Lead Applicant have detailed management accounts (covering balance sheet, cash flow, and Income & Expenditure statements) for the period from the last Audited or Independently Reviewed Financial Statements to the end of the last full month before the close of the application i.e. 29 May 2025. Listed entities may submit their latest interim financial statements where management accounts are not available. This may need to be supplemented by additional information from an authorised representative. • Yes/No for: Question 3 • Yes/No for: Question 4 • Yes/No for: Question 5 • Yes/No for: Question 6 • Yes/No for: Question 7 • Yes/No for: Question 8 • Yes/No for: Question 8 - ii. For training activities not linked to job placement. • Yes/No for: Question 9 • Yes/No for: Question 10
15	Next Button	Click the Next button to continue with the application form.

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

ELIGIBILITY SUBMISSION

Your changes have been successfully saved.
Are you sure you want to submit your eligibility answers for eligibility validation and confirm that's answers are true and correct?

YES SUBMIT
CLOSE

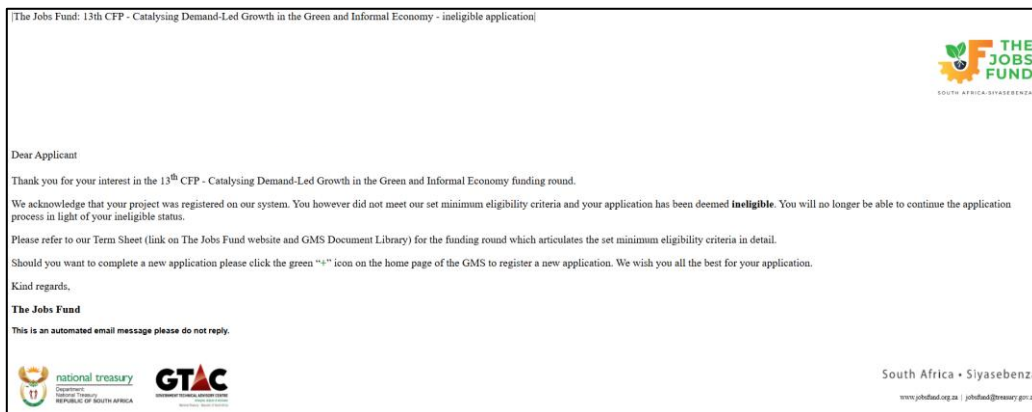
No.	Functionality Details	Comments
12	Yes Submit button	<ul style="list-style-type: none"> Clicking the “Yes Submit” button will save the selections made and executes an eligibility validation check. The results of the validation check are illustrated below: <p>If Eligible: An informative message will be displayed indicating “Your Eligibility has been successfully submitted”. If you passed Eligibility, the remaining tabs of the online application form will be displayed:</p>  <p>If Ineligible: An informative message will be displayed indicating “Your Eligibility has been successfully submitted”. In addition, the remaining tabs of the online application form will NOT be displayed. An email notification will be sent to your registered email address informing you of your status.</p>

		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #f4a460; margin: 0;">ELIGIBILITY CRITERIA</p> <p style="font-size: small; margin: 0;">JF13/1021-2 JF13 Test Project 05 Print read only application form</p> <p style="font-size: x-small; margin: 0;">Type: Private Sector Funding window: Work seekers Status: Incomplete Application TERMS AND CONDITIONS</p> <p style="margin: 5px 0 0 0;">Your Eligibility has been successfully submitted.</p> <p style="font-size: x-small; margin: 0;">Eligibility submission notification Email successfully sent to queue..</p> </div> <p style="margin-top: 10px;">Note if you are deemed ineligible, you will no longer be able to continue the current application 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).</p>
--	--	--

13	Close button	<ul style="list-style-type: none"> Clicking this button will return the applicant to the Eligibility Criteria tab
----	--------------	--

- 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:



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 21 days REFRESH									
Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App	QR
JF13/1021-2	Funding Window Thirteen - BC	JF13 Test Project 05	WORKS	Business Case App Form - Call 13	Lead applicant	Ineligible	05/08/2026		
JF13/1020-2	Funding Window Thirteen - BC	JF13 Test Project 04	ED	Business Case App Form - Call 13	Lead applicant	Incomplete Application	05/08/2026		

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

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

INSTITUTIONAL INFORMATION

JF13/1020-2 JF13 Test Project 04 Print read only application form

Type: NGO Funding window: Enterprise Development Status: Incomplete Application TERMS AND CONDITIONS VALIDATE SUBMIT

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

Question 1

Has the Lead Applicant been in operation for more than 2 years, i.e. on 05 June 2025 your organisation should have been in operation for two years or more, put another way your organisation has been operating in the minimum since May 2023?

Yes No

8. Institutional Info Tab

The Institutional Info Tab requires 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.

1

2

3

4

5

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 JF13 number, the project name, the application type, and the application status.
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 13th CFP Terms and Conditions must be accepted. Note you can download a copy of the Terms and Conditions in the Download section (see section 15).
4	Validate and Submit buttons	<ul style="list-style-type: none"> Validate Before you can submit your 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 application. <ul style="list-style-type: none"> 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. <p>Note: that you can un-submit your application for further amendments but this needs to be done before the closure date (30 June 2025 @ 3PM).</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: *

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"> Name of Institution (lead applicant) <ul style="list-style-type: none"> Populated with the Institution Name recorded at the Registration stage. Indicate your Institution type <ul style="list-style-type: none"> Populated with the Institution Type recorded at the Registration stage (Private / Public); Record the Institutions Registration number; Record the Institutions Income tax number.
7	Institution Contact Details	<p>Applicants need to record the following Institution details:</p> <ul style="list-style-type: none"> Dial Code Phone Number Website address (enter N/A if not applicable)
8	Institution Address Details	<p>Applicants need to record the following Institution details:</p> <ul style="list-style-type: none"> Postal Address; Physical Address. <p>Note: 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

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

10 Address Details

Address Line 1: *

Address Line 2:

Address Line 3:

Town/City* Post Code

11 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 be granted access to this application form. Please note that these individuals will be able to edit and submit this application form.

[Add Colleague](#)

There are no colleagues for this application.

No	Functionality Details	Comments
9	Main Contact	<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 application can be added by clicking on the “Add Colleague” button (11).</p> <p>The system will request an email address for verification purpose:</p> <div data-bbox="443 674 1485 824" style="border: 1px solid black; padding: 5px;"> <p>Colleagues/Contact Person(s) with access to online application form</p> <p>People added to this table will be given a login and password (these details will be emailed) to the online portal and will be granted access to this application form. Please note that these individuals will be able to edit and submit this application form.</p> <p>Add Colleague</p> <p>There are no colleagues for this application.</p> <p>New Colleague email address: <input type="text"/></p> <p style="text-align: right;">CHECK CANCEL</p> </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"> 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) <div data-bbox="443 1106 1485 1256" style="border: 1px solid black; padding: 5px;"> <p>Colleagues/Contact Person(s) with access to online application form</p> <p>People added to this table will be given a login and password (these details will be emailed) to the online portal and will be granted access to this application form. Please note that these individuals will be able to edit and submit this application form.</p> <p>This person is not registered on our system. Please confirm their email address and complete other details.</p> <p>Add Colleague</p> <p>There are no colleagues for this application.</p> <p>New Colleague email address: <input type="text" value="testuser@test.co.za"/> Confirm Email: <input type="text"/></p> <p style="text-align: right;">ADD DETAILS</p> </div> <ul style="list-style-type: none"> 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) <div data-bbox="443 1469 1485 1619" style="border: 1px solid black; padding: 5px;"> <p>Colleagues/Contact Person(s) with access to online application form</p> <p>People added to this table will be given a login and password (these details will be emailed) to the online portal and will be granted access to this application form. Please note that these individuals will be able to edit and submit this application form.</p> <p>A match for this email address has been found. You may edit and add the person to your application.</p> <p>This user is already linked and can not be added again.</p> <p>Add Colleague</p> <p>There are no colleagues for this application.</p> </div> <p>The following pertinent details will need to be entered by the applicant to add the colleague (if not already populated):</p> <ul style="list-style-type: none"> Title; First and Surname; Designation, Project role; Contact details and address information.

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 be granted access to this application form. Please note that these individuals will be able to edit and submit this application form.

Add Colleague

There are no colleagues for this application.

New Colleague email address: Confirm Email:

Colleague Details

Title* First Name* Surname* Designation* Project Role*

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

Colleague Addresses

Address Line 1:*
 Address Line 2
 Address Line 3
 Town/City* Post Code

REGISTER AND ADD COLLEAGUE **CANCEL**

Click the “Add colleague” button to add the new member to the project / application.

Note: The colleague / contact person added will receive a GMS email (sent to the email address entered) detailing the login credentials.

12 1.4 Lead Applicant Details

Please provide a short summary of the core business of your organisation *

75 words only

13 How long has your organisation been in operation? *

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

30 words only

15 Indicate B-BBEE Status of your organisation (indicate Levels 1 – 8). *

16 Is your organisation planning to restructure in the next 6 months or is your organisation currently implementing a restructuring process. *

30 words only

17 Has your organisation ever declared bankruptcy? *

30 words only

18 Has your organisation retrenched employees in the last two years? *

30 words only

19 If you already have a project with the Jobs Fund, then please specify your existing project's Jobs Fund Number. (eg. JF/x/xxx-2 - JF9/9999-2)

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"> 0 Years to 10 Years +
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.
17	Lead Applicant - Has your organisation ever declared bankruptcy?	Record if your organisation has ever declared bankruptcy in no more than 30 words.
18	Lead Applicant - Has your organisation retrenched employees in the last two years?	Record if your organisation has retrenched employees in the last two years in no more than 30 words.
19	Lead Applicant – Existing project’s Jobs Fund Number ONLY APPLICABLE IF YOU HAVE BEEN A PREVIOUS JOBS FUND PARTNER AND ARE ABLE TO RECALL THE JF PROJECT REFERENCE NO.	Record your existing project's Jobs Fund Number. (e.g. JFx/xxxx-2 – JF11/9999-2) If the JF number is incorrect, an error message will be displayed. If correct, the name of the project will be displayed.

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.

20 1.5 Please provide the Implementing Partner Details (only applicable if Implementing Partner is not the Lead Applicant).

Implementing Partner's name

21 Please provide a short summary of the core business of the implementing Partner
75 words only

22 How long has the implementing Partner's organisation been in operation?

23 If the Implementing Partner has an existing project with the Jobs Fund, then please specify the Jobs Fund Number. (eg. JFx/xxxx-2 - JF9/9999-2)

No.	Functionality Details	Comments
20	1.5 Implementing Agent - Name	Record the name of the Implementing Agent (if applicable).
21	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.
22	1.5 Implementing Agent - Length of operation	Select the length of operation from the drop-down list: <ul style="list-style-type: none"> 0 Years to 10 Years +
23	1.5 Implementing Agent - Existing Jobs Fund Number ONLY APPLICABLE IF YOU HAVE BEEN A PREVIOUS JOBS FUND PARTNER AND ARE ABLE TO RECALL THE JF PROJECT REFERENCE NO.	Record the implementing Partner's existing project's Jobs Fund Number. (e.g. JFx/xxxx-2 – JF9/9999-2). If the JF number is incorrect, an error message will be displayed. If correct, the name of the project will be displayed.

24a **1.6 Track record**
 Indicate the level of Technical Experience you have in the sector/value chain or for the activities for which you are applying for funding? *

Organisation	Level of experience
Lead Applicant	<input type="radio"/> Less than 2 years <input type="radio"/> 2 years <input type="radio"/> More than 2 years <input type="radio"/> NA
Implementing Agent	<input type="radio"/> Less than 2 years <input type="radio"/> 2 years <input type="radio"/> More than 2 years <input type="radio"/> NA
Other partner/consortium member	<input type="radio"/> Less than 2 years <input type="radio"/> 2 years <input type="radio"/> More than 2 years <input type="radio"/> NA
Other partner/consortium member	<input type="radio"/> Less than 2 years <input type="radio"/> 2 years <input type="radio"/> More than 2 years <input type="radio"/> NA
Other partner/consortium member	<input type="radio"/> Less than 2 years <input type="radio"/> 2 years <input type="radio"/> More than 2 years <input type="radio"/> NA

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

24b Briefly describe the experience of the Lead Applicant, Implementing Partners and/or consortium members as it relates to this application. *
 75 words only

Please upload examples of projects implemented. words left

No	Functionality Details	Comments
24a	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”. • Note: Only one selection per Organisation row
24b	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.

Note – you will need to upload a template with examples of projects implemented. The template to include Name, Objective, Outcome and Cost.

25 **1.7 Institutional Arrangements and Structure (include details of the Implementing Partner if the Implementing Partner 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? (Indicate the legal relationship and how this is regulated)
- 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)

Note: Please respond to each question separately and refer to the Uploads section for the documents that you are required to upload. Ensure that your upload includes a brief explanatory narrative.

words left

26 **1.8 Memorandum of Agreement/Understanding ***
 Does your organisation intend to enter into partnership agreements with other organisations to implement this project? You are required to note that the Jobs Fund will only contract with the Lead Applicant.

If partnership arrangements are or have been established for the purposes of project implementation, then upload a motivation as well as a diagram that demonstrates the ownership/shareholder arrangements, the relationship between parties as well as their roles and responsibilities.

IMPORTANT NOTES:

- If the partnership agreements are not in place before the end of the contracting period, the Jobs Fund reserves the right to withdraw its offer of grant funding.
- The Jobs Fund may at its sole and absolute discretion withdraw any funds allocated to the project if it deems that a contractual relationship between the Jobs Fund Partner and any other party will put the implementation of the project at risk.

Note: Please refer to the Uploads section for the list of documents you are required to upload. (Maximum 75 words)

words left

No	Functionality Details	Comments
25	1.7 Institutional Structure	Record the planned institutional arrangements for implementing the initiative in no more than 350 words.
26	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

		<p>to be uploaded on the Uploads tab) in no more than 75 words.</p> <p>Note: The Upload tab is the last tab of the online application form.</p>
--	--	--

27 **1.9 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 stakeholders.

Do you have any partners involved in this application? *

Yes No

28 **1.10 Existing relationship with the Jobs Fund**

Please disclose if 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

29 **1.11 Assistance with application**

If you have questions during completion of your application please submit them directly to the Jobs Fund at jobsfund@treasury.gov.za, and insert our email details. Please disclose if you have had assistance with the preparation and submission of your application. If yes, indicate who assisted you. (Please note the Jobs Fund does not employ any accredited technical agents to provide project application and/or preparation assistance. Please note that the costs that you incurred during the preparation and submission of your application are for your own account. These costs will not be reimbursed to you by the Jobs Fund.

words left

No	Functionality Details	Comments
27	1.9 Financial Intermediaries	Record whether your application intends to use financial intermediaries in no more than 100 words.
28	1.10 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.
29	1.11 Assistance with application	This section allows the applicant to disclose if the applicant had assistance with the preparation and submission of the application in no more than 250 words.

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

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

INSTITUTIONAL INFORMATION

JF13/1020-2 JF13 Test Project 04

Type: NGO Funding window: Enterprise Development Status: Incomplete Application

Your changes have been successfully saved.

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

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

INSTITUTIONAL INFORMATION

JF13/1020-2 JF13 Test Project 04

Type: NGO Funding window: Enterprise Development Status: Incomplete Application

Your changes have been successfully saved.

9. Initiative Information Tab

The Initiative Information Tab requires the applicant to complete the comprehensive details of the project.

Applications are expected to clearly demonstrate how the project will use the Jobs Fund grant and other project resources to increase aggregate demand for labour (all successful applicants will be required to register on the SAYouth.mobi platform). The following are a few examples (but not limited to) of the type of interventions that the Jobs Fund would like to support.

Enterprise Development

Enterprise Development: Competitive applications in the Enterprise Development Funding Window include initiatives that develop innovative commercial approaches to sustainable job creation and livelihoods development in ways that combine profitability with high social impact in the green and informal economies amongst others.

The interventions should amongst others be innovative, remove barriers to market access, improve access to new value chains/supply chains, provide access to appropriately structured finance, create enabling light infrastructure i.e. provide holistic support that meets the need of enterprises at their stage of development.

Proposals should also indicate what Business Development Support would be provided to enterprises/emerging farmers /women and youth i.e. those at whom your intervention is targeted.

Initiatives seeking to co-finance light infrastructure investments will be accepted under the Enterprise Development Window, provided the applicant demonstrates how the infrastructure investment will unlock entrepreneurial activity and job creation in a particular economic sector or geographical area.

Such enabling infrastructure may include amongst others:

1. the provision of affordable internet connectivity,
2. the expansion & rollout of technology-enabled platforms that increase productivity or enhance access to markets, and
3. the provision of cost-effective light enabling infrastructure that will assist SMMEs and informal businesses to operate e.g., provision of trading spaces, light manufacturing spaces and related infrastructure.

Support for Work-seekers

Competitive applications in the Support for Work Seekers Funding Window are those linking active work-seekers, especially women and youth to formal and informal jobs in the green and informal economy.

Funding proposals could include demand-led interventions from:

1. Entities that upskill, reskill and match unemployed including women and youth with suitable jobs.
2. Entities that present innovative solutions for pathwaying unemployed persons and connecting them to employment by either solving for skills, certification, and work experience amongst others, while responding to demand in growth sectors.

A competitive application will have a high conversion from learning to earning.

Institutional Capacity Building

SMMEs, including those in the green and informal economies, often cannot absorb a significant government stimulus without the type of well-calibrated support offered by intermediary institutions.

Internationally and nationally, intermediaries such as sector associations, microfinance institutions, and technology companies have succeeded in reaching and providing SMMEs and informal enterprises with more holistic, tailor-made support.

Competitive applications in the Institutional Capacity Building Funding Window are those:

1. That will support interventions aimed at strengthening intermediary organisations' ability to become more sustainable, deepen their reach in targeted communities and provide support to Workseekers, SMMEs and Livelihood Development Interventions.

2.1 Problem Statement, Project Overview, Target Beneficiaries and Priority Sectors

1

Question 2.1a

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

words left

2

Question 2.1b

What are the current **constraints** that are limiting the growth of sustainable employment for your target group/economic sector/industry/value chain/region or firm? (Maximum 75 words)

words left

3

Question 2.1c

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

4

2.1d Project Overview

Please briefly describe your proposed project. Consider this your elevator pitch for your intervention. (Maximum 100 words)

words left

5

2.1e Target Beneficiaries and Priority Sectors

This funding round aims to support innovative solutions to accelerate employment demand in the green and informal economies amongst others i.e. not exclusively. Refer to the Term Sheet for more detail. **Please indicate who your target beneficiaries are, the sectors you intend to focus on and the specific barriers to employment you intend to address with this application.** (Maximum 75 words)

words left

No.	Functionality Details	Comments
2.1 Problem Statement, Project Overview, Target Beneficiaries and Priority Sectors		
1	Question 2.1a	This section requires the applicant to explain the identified problem/gap/barrier that the initiative is trying to address. (Maximum 75 words)
2	Question 2.1b	This section requires the applicant to explain what the current constraints are that are limiting the growth of sustainable employment for your target group/economic sector/industry/value chain/region or firm. (Maximum 75 words)
3	Question 2.1c	This section requires the applicant to how the problem was 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)
4	Question 2.1.d	This section requires the applicant to describe briefly the proposed project. Consider this your elevator pitch for your intervention. (Maximum 100 words)
5	Question 2.1.e	This section requires the applicant to indicate indicate who the target beneficiaries are, the sectors that you intend to focus on and the specific barriers to employment you intend to address with this application. This funding round aims to support innovative solutions to accelerate employment demand in the green and informal economies amongst others i.e. not exclusively. Refer to the Term Sheet for more detail. (Maximum 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.

6 Question 2.2.1

Please provide a description of the **targeted beneficiaries for your intervention**, e.g. the individuals/communities/sectors/value chains. Make reference to the target beneficiaries' demographics; Living Standards Measure (LSM) groups; location (townships, informal settlements, rural areas/ villages, distressed inner-city areas, peri-urban, urban); /location.
 Note:
 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; economic sector (formal/informal); value chain.
- If this is a **Support for Work-seekers** application provide the type and number of beneficiaries being targeted; their education and skills level, demographic, geography, and sector they are being targeted for employment, etc.
- If this is an **Enterprise development with Infrastructure** application provide the type and number of beneficiaries being targeted; their education and skills level, demographic, geography, and sector they are being targeted for employment, etc.
- If this is an **Institutional Capacity Building** application – provide the nature of the organisation being targeted for an intervention; its operating sector, line of business, number of beneficiaries expected to be impacted, the beneficiaries' education and skills level, demographics, geography, etc.

(Maximum 75 words)

words left

7 Question 2.2.2

Project Funding Gap
 What is the funding gap that you are trying to address? How was this number determined and what level of subsidization do you require from the Jobs Fund. What is your rationale for accessing grant funding from the Jobs Fund? How would grant funding contribute to a sustainable intervention?

NB: Funding gap is the amount of money required to fund the initiative that the applicant is unable to raise on their own. Please be as accurate as is possible

Please explain why this is the most catalytic use of the grant funds.
 (Maximum 500 words)

words left

8

Question 2.2.3

Please provide a detailed description 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 your intervention includes demand activation that results in training and placement, summarise your key activities.
- Whether your application focuses on Enterprise Development (ED), Enterprise Development with Infrastructure, Support for Work Seekers (SFWS) or Institutional Capacity Building (ICB) interventions, describe the key activities that will be undertaken to bring about the expected change as a result of the project.
- Indicate who you will partner with to ensure scale/replication/ impact beyond the individual organisation/firm (s), or individuals.

(Maximum 1 500 words)

words left

9

Question 2.2.4

Please provide a description of the change/outcome/results the project will achieve. Include information on the following:

- Number and type of jobs/placements.
- The continued support for demand led skills development.
- If your focus is on **Enterprise Development**, describe the anticipated results/changes, e.g. increased demand for labour through development of new products or productive processes, access to finance/markets/new value chains or supply chains, improved competitiveness or efficiency of beneficiary firms etc.
- If your intervention includes **light Infrastructure**, describe how the provision of enabling infrastructure will result in positive change for the targeted beneficiaries.
- If your focus is on building **institutional capability**, describe what aspects you will be focusing on, what changes and results you anticipate at systems level/local level, the benefits that will result because of these changes, and how these changes will contribute to demand activation, i.e., result in more jobs, better support to Workseekers, SMMEs, and a better functioning labour market.
- Explain why your proposed initiative is the appropriate response to the gap/barrier/opportunity that you have identified.
- Competitive applications are those that do not end, load their deliverables, especially jobs. End loaded deliverables may require higher levels of match funding upfront.

(Maximum 100 words)

words left

No.	Functionality Details	Comments
2.2 Project Logic / Model		
6	2.2.1	This section requires the applicant to provide a description of the targeted beneficiaries in no more than 75 words.
7	2.2.2	This section requires the applicant to describe the project funding gap in no more than 500 words.
8	2.2.3	This section requires the applicant to describe the resources that will go into the proposed initiative in no more than 75 words.
9	2.2.4	This section requires the applicant to provide a description of the change/outcome/results the project will achieve in no more than 100 words.

10

2.2.5 Confirmation of Programme Indicators

Provide an indication of your expected results for the following selected indicators. Please ensure that you have read the **Indicator definitions** in the term sheet before selecting the indicators that apply to your initiative and include your targets for the selected indicators.

Note: All jobs to be created must at a minimum comply with the sector determinations on minimum wages as revised from time to time and adjusted annually.

13

11 Indicator	12 Refer to the Indicators Definitions in the term sheet for the full definitions	13 Upon completion of project (i.e., the number of jobs your project will create during the JF funded period)
01a 01 Number of new permanent full-time jobs	A new* permanent/ seasonal/ fixed term (fixed term of at least 12 months) position/ job that has been created as a result of the project, for which an employment contract/agreement has been signed. The new position/job not directly maintained or paid for using Jobs Fund grant funds.	<input type="text"/> *
01b 1.1 Number of new permanent seasonal jobs	A new position/job that has been created as a result of the project, but it is seasonal (i.e., time spent in the position/job is not full time and the employee only works during specific periods/seasons/holidays). The job is expected to exist for that period each season/year/holiday 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"/> *
01c 1.2 Number of new fixed term positions/jobs (at least a 12-month contract)	A *new fixed term (at least a 12-month contract) position/job that has been created as a result of the project, for which a fixed term employment contract has been signed. The new position/job is not directly maintained or paid for using Jobs Fund grant funds.	<input type="text"/> *
02 02 Number of beneficiaries placed in currently vacant permanent full-time positions beyond project partners	These are the participants/beneficiaries that may 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/ seasonal/ fixed term (fixed term of at least 12 months) position/job.	<input type="text"/> *
02b 2.1 Number of beneficiaries placed in currently vacant seasonal positions/jobs beyond project partners (e.g., these employees work during busy periods, i.e., festive season, school holidays, month-end, long weekends, etc.)	These are the participants/beneficiaries that may 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* seasonal positions/jobs (i.e., time spent in the position/job is not full time and the employee only works during specific periods/seasons/holidays).	<input type="text"/> *
02c 2.2 Number of beneficiaries placed in currently vacant fixed term positions/jobs beyond project partners (at least a 12-month contract)	These are the participants/beneficiaries that may 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* fixed term (at least 12 months) positions/jobs time.	<input type="text"/> *
03 03 Number of beneficiaries placed in currently vacant full-time positions with project partners	These are the participants/beneficiaries that may 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/ seasonal/ fixed term (fixed term of at least 12 months) position/job.	<input type="text"/> *

08a	08a Number of employed informal sector workers below the national minimum wage, but above the upper bound poverty line.	<p>A job that is created in the informal sector and the payment received for the job is below the national minimum hourly wage but equal to or greater than the Upper-bound Poverty line.</p> <p>Informal sector jobs are those jobs that have been created as a result of the Jobs Fund's support for a particular intervention. The job is not directly maintained or paid for by Jobs Fund grant funds.</p> <p>NB: This indicator does not form part of the application's competitiveness. Its sole purpose is to allow projects to support vulnerable workers and to track their pathway to the national minimum wage level.</p>	<input type="text"/> *
-----	---	--	------------------------

SAVE

*New = the position/job did not exist in the project before – it has been created as a result of the efforts of the project. For example: The growth of an incubated SMME necessitates the need to create new positions/jobs within the company to handle the new workload as it expands. New staff are hired to fill these newly created positions/jobs – this speaks to creating demand for labour.

**Currently vacant = the position/job already exists but is currently not filled. For example: A large corporate has 250 vacancies for client liaison officers and they are battling to find suitably qualified employees. A work seekers project trains young unemployed graduates in work readiness, sales and communication and these graduates are then placed in the currently vacant positions/jobs, thereby filling these vacancies – this speaks to the supply of labour.

Please take note a standard set of SMME/SHF indicators are configured on the JF Grant Management System and all Jobs Fund Partners are required to report on the impact they are making on SMMEs and/or farming operations on a quarterly basis.

NB: Project & Grant Cost per Job ratios will be calculated automatically by the GMS. The same applies to the co-funding ratio.

No.	Functionality Details	Comments
10	Confirmation of Programme Indicators Table	Allows the applicant to give an indication of expected initiative results for the listed indicators.
11	Indicator	Indicator number and description (refer to the Indicators Definitions in the term sheet for the full definitions). The above is just a sample screenshot of some of the indicators.

12	Formula/Help text (please refer to the Indicator Definition sheet for the full definitions)	Help text for each indicator (please read this section carefully when adding the targets).
13	The number of jobs upon completion of the project	Record the projected number of jobs the project will create during the JF funded period. Please add a zero where an indicator is not applicable.

14

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).

Question 2.2.6 Innovation

Clearly describe the following:

- What is the innovation that is being proposed, is it a product, service, business model, business process, finance model, market, technology enablement?
- At what stage of development is the proposed innovation, what costs have been incurred to get the innovation to its current stage?
- What further development work is required, and what is the estimated cost of this development? What is the development period for the proposed innovation?
- What are the key milestones to be achieved in the development process?

(Maximum 500 words)

words left

15

Question 2.2.7 Project Funding Model

In this section, break down how the project will be funded.

- Summarise the amounts and sources of your matched funding (cash & in-kind) to be injected into the project alongside the grant? (E.g. R20m will come from our own balance sheet, R30m will be borrowed funds from XYZ bank, R5m will be in-kind in the form of laptops donated to the project, note your in-kind contribution is not recognized as matched funding)
- Summarise the terms and conditions of the matched funding to be injected into the project? (e.g. Loan funding of R30m will be raised from XYZ bank at an anticipated cost of Prime+2, secured by xxxx over a period of 3 years).
- Indicate the status and availability of the matched funding (i.e has it been partially secured, or is it fully secured or must you still secure? E.g. of the total matched funding of R35m required, 20m has been secured and the agreements are in place, R15m is still to be secured and xyz process is underway to finalise this).
- Summarise the nature and Rand value of any project income anticipated in this model (e.g. loan repayments, interest, sales, fee income).

(Maximum 1000 words)

words left

N.B. The descriptions above must be supported with a diagram that details this flow of funds.

No.	Functionality Details	Comments
14	2.2.6 Innovation	This section requires the applicant to provide a detailed description of the project's innovation in no more than 500 words.
15	2.2.7 Project Funding Model	This section requires the applicant to break down how the project will be funded in no more than 1000 words.

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

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

INITIATIVE DESCRIPTION

JF13/1020-2 JF13 Test Project 04

Type: NGO Funding window: Enterprise Development Status: Incomplete Application

Your changes have been successfully saved.

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

2.1 Problem Statement, Project Overview, Target Beneficiaries and Priority Sectors

- Question 2.1a
- Question 2.1b
- Question 2.1c
- 2.1d Project Overview
- 2.1e Target Beneficiaries and Priority Sectors

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

INITIATIVE DESCRIPTION

JF13/1020-2 JF13 Test Project 04

Type: NGO Funding window: Enterprise Development Status: Incomplete Application

Your changes have been successfully saved.

10. Risk Tab

The Risk Tab requires the applicant to add risk and mitigation details of the project.

RISK AND MITIGATION

JF13/1020-2 JF13 Test Project 04 [Print read only application form](#)

Type: NGO Funding window: Enterprise Development Status: Incomplete Application

TERMS AND CONDITIONS
VALIDATE
SUBMIT

SAVE

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?

Step 6: 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	1.2	1.3	1.4	1.5	1.6	1.7	1.8
2		▼	▼	▼	▼		▼	▼
3		▼	▼	▼	▼		▼	▼

No	Functionality Details	Comments
1	Before completing this section, see the recommended steps.	
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
1.8	Timeline for mitigation action(s)	Select the applicable timeline for the mitigation action.

Question 1 *

Please indicate whether the Jobs Fund or the Applicant or the Implementing Partner has ever terminated a Grant Agreement with the Jobs Fund. Please provide reasons. (Maximum 500 words)

words left

Question 2 *

If you are an existing/previous Jobs Fund Partner /Implementing Partner, were you ever issued with a notification of breach/default of the Jobs Fund Grant Agreement during the implementation of your project? If yes, please provide the reason for this action.

If you were issued with a notification of breach or default, was your proposed remedy accepted by the Jobs Fund? (Maximum 500 words)

words left

No	Functionality Details	Comments
2	Question 1	Please indicate whether the Jobs Fund or the Applicant or the Implementing Partner has ever terminated a Grant Agreement with the Jobs Fund. Please provide reasons.

3	Question 2	<p>If you are an existing/previous Jobs Fund Partner /Implementing Partner, were you ever issued with a notification of breach/default of the Jobs Fund Grant Agreement during the implementation of your project? If yes, please provide the reason for this action.</p> <p>If you were issued with a notification of breach or default was your proposed remedy accepted by the Jobs Fund?</p>
---	------------	--

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

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

RISK AND MITIGATION

JF13/1020-2 JF13 Test Project 04

Type: NGO Funding window: Enterprise Development Status: Incomplete Application

Your changes have been successfully saved.

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.
- Question 1
- Question 2

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

RISK AND MITIGATION

JF13/1020-2 JF13 Test Project 04

Type: NGO Funding window: Enterprise Development Status: Incomplete Application

Your changes have been successfully saved.

***REMEMBER TO CLICK THE VALIDATE BUTTON TO VIEW ANY OUTSTANDING MANDATORY FIELDS ACROSS THE 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

Tabs Completed

Complete

 Incomplete

Your application form is incomplete. Please see below for details

Risk

- At least one row (from Prioritised Risks 1 - 8) must have all the fields completed.
- Text for Question 1
- Text for Question 2

Page 29 of 46

Transforming lives. Empowering futures through job creation.

11. Impact Criteria Tab

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 appraisal process). In this section of the application form, you have the opportunity to explain how this application meets each of the impact criteria.

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 application form, you can explain how this application meets each of the impact criteria.

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

1. SOCIAL IMPACT

Initiatives should demonstrate the social impact of the project with emphasis on beneficiaries in economically marginalised areas. This includes social impact such as the ability of the intervention to create new jobs, support businesses, provide self-employment to informal sector businesses and beneficiaries, retain existing jobs, etc. Initiatives should be informed by a theory of change that clearly links the proposed intervention to the intended social impact. This link should be plausible, demonstrable, and measurable, and should not rest on unrealistic assumptions. Social impact measures need to be recognised and measured as per the Jobs Fund indicator protocols as articulated in the Terms of Reference, as well as included under the initiative's project-specific indicators (i.e., measures established by the applicant for their specific project, refer to the Indicators Example document in the downloads section).

1 QUESTION 1.1

Explain how the initiative will address a particular market failure, barrier, stimulate new demand for jobs, improve supply of labour for jobs (skills development and job placement), support businesses, increase the level of self-employment, create systems of support to the targeted beneficiaries, sectors including informal sector businesses and beneficiaries, retain existing jobs, etc.

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

words left

2 QUESTION 1.2

What evidence exists to demonstrate that demand for your product/service exists? Is this supported by off-take contracts, letters of commitments, etc.

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

words left

3 QUESTION 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., increased aggregate demand in the labour market.

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

words left

No	Functionality Details	Comments
1	Social Impact – Question 1.1	<ul style="list-style-type: none"> This section requires the applicant to explain how the initiative will address a particular market failure, barrier, stimulate new demand for jobs, improve supply of labour for jobs (skills development and job placement), support businesses, increase the level of self-employment, create systems of support to the targeted beneficiaries, sectors including informal sector businesses and beneficiaries, retain existing jobs, etc. in no more than 200 words.
2	Social Impact – Question 1.2	<ul style="list-style-type: none"> This section requires the applicant to demonstrate demand for the product or service and how jobs will be created in no more than 200 words.
3	Social Impact – Question 1.3	<ul style="list-style-type: none"> This section requires the applicant to explain if the initiative will result in displacement of jobs or job redundancies in no more than 200 words.

4

2 ADDITIONALITY

QUESTION 2

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 ongoing 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. For NPOs, the Jobs Fund will consider funding project administration costs and other expenditure that increases the capacity of these organisations to deliver on their mandates, but this should not exceed 20% of the total funding requirement for Enterprise Development and Support for Work-seekers and 30% for Institutional Capacity Building Window. The Jobs Fund will also be open to co-finance costs that enhance collection, collation, and access to information on informal enterprises, and or the informal sector in general. For existing Jobs Fund applicants, funding requests must specifically finance activities not already covered by previous Jobs Fund grant allocations. All applicants will be requested to provide details on their previous and current applications for public sector funds.

Summarise how your application/ initiative satisfies the additionality criteria. Also see Term Sheet for Jobs Fund definition of additionality.

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

words left

No	Functionality Details	Comments
4	Additionality – Question 2	<ul style="list-style-type: none"> 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 in no more than 200 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.

5

3 SUSTAINABILITY

Initiatives should be able to convincingly demonstrate a path to commercial sustainability (for the initiative and enterprise development projects, the sustainability of beneficiaries is also critical) 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 lay out a realistic path to sustainability that is rooted in the experience of implementation, and not reliant on unrealistic assumptions. NPOs and other entities reliant on donor funding may not necessarily be sustainable beyond the JF project period but should present a strong case for JF support based on the anticipated impact of the project and potential for sustainability in the long run. Applications should identify key measurable milestones over the project period to trigger funding.

QUESTION 3.1

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?
 Enterprise Development Applications that include the development of Light Infrastructure should comment on the following - 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.

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 beyond the grant period.

Institutional Capacity Building Applications- the capacity building focus areas of the intervention secured during the period of Jobs Fund support, 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

6

QUESTION 3.2

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 break even, and if the project provides loans, the applicant needs to clearly outline what interest rate will be charged and why. For Enterprise Development with 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.

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

Institutional Capacity Building Applications- Please illustrate what monetary benefit the organisation/beneficiaries of the project will earn and show how it compares to before the intervention.

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

words left

7

QUESTION 3.3

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 out (example Development Finance Institutions (DFIs), private corporations, donors, foundations etc.)

In the case of enterprise development projects with light infrastructure, 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.

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

8

QUESTION 3.4

For Enterprise Development Initiatives, explain how the SMEs/Emerging Farmers will be sustained beyond the period of Jobs Fund support. Detailed cash flow projections are required to substantiate claims.

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

words left

9

QUESTION 3.5

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

10

QUESTION 3.6

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

No	Functionality Details	Comments
5	Sustainability – Question 3.1	<ul style="list-style-type: none"> Applicants are to explain how the initiative will secure suitable outcomes in no more than 200 words. Please note the specific guiding text in light of the window (Enterprise Development, Support for Work-seekers or Infrastructure)
6	Sustainability – Question 3.2	<ul style="list-style-type: none"> Applicants are to explain how the initiative will secure suitable outcomes in no more than 200 words. Please note the specific guiding text in light of the window (Enterprise Development, Support for Work-seekers or Infrastructure)
7	Sustainability – Question 3.3	<ul style="list-style-type: none"> This section requires 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.
8	Sustainability – Question 3.4	<ul style="list-style-type: none"> 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
9	Sustainability – Question 3.5	<ul style="list-style-type: none"> This section allows the applicant to confirm ownership of assets in no more than 200 words.
10	Sustainability – Question 3.6	<ul style="list-style-type: none"> This section allows the applicant to explain how project-related fixed and moveable assets (if relevant) will be funded and maintained going forward in no more than 200 words.

4 MATCHED FUNDING, VALUE FOR MONEY AND RISK APPORTIONMENT

The Jobs Fund defines value for money in terms of risk-sharing, economy, efficiency, effectiveness and equity. The Jobs Fund aims to leverage existing resources available within the economy. The amount of matched funding provided within the proposed intervention will be a key assessment criterion. Applicants must demonstrate value for money in converting Jobs Fund resources into impact and learning relevant to enhanced job creation. The Jobs Fund looks for the best ratio of outcomes achieved to total costs incurred, i.e., the higher matched funding leveraged, the more competitive the project will be. While the JF will require direct cash matched funding contributions at a minimum level of 1:1 for private companies and public sector organisations and 1:0.5 for NPOs/NGOs, In-kind contributions will also increase the competitiveness of the project but will not count towards the cash match funding requirement; Applicants will need to demonstrate the risk carried by all parties compared to income derived from the project and what value the initiative will create for beneficiaries.

11 QUESTION 4.1

A minimum cash co-funding ratio of 1:1 for private companies and public entities is required and 1:0.5 for NPOs. Only cash (i.e., in kind contributions will not 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 ratios. Initiatives proposing a co-funding ratio exceeding the stated minimum will receive preference. Please indicate your intended co-funding ratio. [Must align to Section 2.3.1]

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

words left

12 QUESTION 4.2

Please explain how you would use the grant to crowd in other funding sources after project implementation.

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

words left

13 QUESTION 4.3

Please explain how the project risks and benefits are shared by the various project participants in the project (i.e., beneficiaries, funders, implementing partners, applicant)

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

words left



No	Functionality Details	Comments
11	Matched Funding, Value For Money And Risk Apportionment – Question 4.1	<ul style="list-style-type: none"> This section allows the applicant to explain their intended co-funding ratio as well as the sources of this co-funding (200 words).
12	Matched Funding, Value For Money And Risk Apportionment – Question 4.2	<ul style="list-style-type: none"> This section allows the applicant to explain how they would use the grant to crowd in other funding sources (500 words).
13	Matched Funding, Value For Money And Risk Apportionment – Question 4.3	<ul style="list-style-type: none"> This section allows the applicant to explain how the project risks and benefits are shared by the various project participants in the project (500 words).
14	Click the Save button	<ul style="list-style-type: none"> Remember to save your work periodically!

5 INNOVATION

Initiatives must describe what is new or innovative in the proposed initiative and whether this is replicable. Applications should thus not be simple extensions of existing programmes for which funding has ended. The proposed innovation should entail at least notional innovation e.g., it represents a new, innovative, and pioneering approach that departs from other similar initiatives that have tried to address similar problems or overcome similar barriers. Furthermore, innovation must be contextual and relevant to the current economic context and must demonstrate how the challenges presented and/or exacerbated by the pandemic and lockdown will be innovatively solved/ addressed.

15 QUESTION 5

Please describe the innovation you intend to implement and how it will result in sustainable job creation, placement of critical skills in sectors, job retention, increase in aggregate demand for employment; supportive ecosystems for sector development, value chain development and enterprise development etc.

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

words left

No	Functionality Details	Comments
15	Innovation – Question 5	<ul style="list-style-type: none"> This section allows the applicant to describe the innovation the initiative intends to implement (200 words).

6 SCALE/REPLICATION

The initiative must show how partners will be leveraged to multiply the outcomes; how costs will be kept low while increasing outputs; how and the extent to which the intervention/job creation model is replicable. Applications must demonstrate how the initiative will achieve scale/replication in terms of operations/product distribution/access to new markets/increased employment etc. Initiatives must outline the key activities that will be undertaken to achieve this outcome.

16 QUESTION 6.1

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

17 QUESTION 6.2

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

18 QUESTION 6.3

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
16	Scale / Replication – Question 6.1	<ul style="list-style-type: none"> 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).
17	Scale / Replication – Question 6.2	<ul style="list-style-type: none"> 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 (200 words).
18	Scale / Replication – Question 6.3	<ul style="list-style-type: none"> 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 or firms (200 words).

19

7 CONTRIBUTION TO SYSTEMIC CHANGE

QUESTION 7

Applications that contribute to a broader impact in the sector/industry/value chains or economically marginalised area as well as learning beyond the confines of their specific initiative are preferred. Applications 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.

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

words left

No	Functionality Details	Comments
19	Contribution to Systemic Change – Question 7	<ul style="list-style-type: none"> This section allows the applicant to 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. (200 words).

20

8 CAPACITY TO IMPLEMENT

Applicants must demonstrate relevant experience, organisational capacity, key capabilities, and the existence of a potential pipeline of beneficiaries to be supported. 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, local specific context, and the determinants of success. Applicants must have appropriate systems to collect, consolidate, and report on financial and progress performance. As part of the application process, applicants will be requested to provide supporting documents that show their track record within their industry and/ or in the economically marginalised areas in which they will implement the project.

QUESTION 8.1

Please demonstrate the capacity of the implementer (i.e., Lead Applicant/consortium member(s)/ Implementing Partner). In the minimum, your answer must include the following:

- demonstrable experience and success achieved in those parts of the sector/industry/value chain/region that are relevant to this initiative.
- whether consortium members have previously worked together.
- the extent to which you have identified key suppliers/ service providers/technical partners, and on what basis you have selected them.
- 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 "onboarding" them; and
- 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

21

QUESTION 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]

words left

SAVE

No.	Functionality Details	Comments
20	Contribution to Systemic Change – Question 8.1	This section allows the applicant to demonstrate the capacity of the implementer (i.e., lead applicant/consortium member(s)/ implementing partner) in no more than 200 words.
21	Contribution to Systemic Change – Question 8.2	This section allows the applicant to explain what existing systems they have and what additional measures will be taken to fulfil these requirements in no more than 200 words.

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.

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

IMPACT CRITERIA		
JF13/1020-2 JF13 Test Project 04		
Type: NGO	Funding window: Enterprise Development	Status: Incomplete Application
Your changes have been successfully saved.		
Before you can submit your application however the following fields will need to be completed:		
<ul style="list-style-type: none">• QUESTION 1.1• QUESTION 1.2• QUESTION 1.3		

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

IMPACT CRITERIA		
JF13/1020-2 JF13 Test Project 04		
Type: NGO	Funding window: Enterprise Development	Status: Incomplete Application
Your changes have been successfully saved.		

*** 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 APPLICATION. ENSURE THAT YOUR POP-UP BLOCKER IS TURN OFF.**

12. Budget Tab

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

The page has two sections:

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.

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.

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 *
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>
Total cost of project (VAT inclusive)			8 R 0			
Total Match Funding contribution			R 0 9			

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

9	Total Match Funding contribution (Cash matched funding)	<ul style="list-style-type: none"> This is a calculated field that will be populated once you click the 'Save' button. Total Match Funding contribution = Total cash contribution by the applicant + Total cash contribution from other sources + Total Loan Financing
---	---	--

The Jobs Fund will only consider applications for a minimum Grant amount of **R5 million**. It is important to note that the initiative must be fully implemented within **three years (36 months)**, **the grant should also be fully disbursed within this period; as should the target number of jobs/ livelihood opportunities** and other **project-specific outcomes**. Post this **three-year implementation phase**, project performance will be monitored and evaluated for a period of **2 years**.

The Jobs Fund is looking to leverage matched funding from its partners. The amount of matched funding provided will be a key assessment criteria. A minimum cash matched funding ratio of:

- 1:1 is prescribed for private companies and public entities including existing Jobs Fund Partners as applicable, and**
- 1:0.5 is prescribed for NPOs/NGOs including existing Jobs Fund Partners.**

Budget Line Items			
Please complete the table below, which breaks down your total project budget by major cost items. [Ensure alignment with section 2.3.2 of the Application Form]			
10	11	12	13
Num	Line-item description	Jobs Fund Contribution	Matched Funding
01	Loans advanced	0	0
02	Compensation	0	0
03	Stipends	0	0
04	Project Administration Costs	0	0
05	Training costs	0	0
06	Other costs	0	0
07	Assets	0	0
08	Capital / Infrastructure	0	0
09	Consultancy	0	0
10	Audit, Fees and other	0	0
09	<input type="text"/>	0	0
10	<input type="text"/>	0	0
11	<input type="text"/>	0	0
Total		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
10	Line item Description	<ul style="list-style-type: none"> 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).
11	Jobs Fund Contribution	<ul style="list-style-type: none"> Applicants to record what portion of the Total Amount Requested from the Jobs Fund will be associated to the major cost item.

13. Summary Tab

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

1 **Summary**

Project Name *

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

<input type="checkbox"/> Eastern Cape	<input type="checkbox"/> Free State	<input type="checkbox"/> Gauteng
<input type="checkbox"/> KwaZulu-Natal	<input type="checkbox"/> Limpopo	<input type="checkbox"/> Mpumalanga
<input type="checkbox"/> Northern Cape	<input type="checkbox"/> North West	<input type="checkbox"/> Western Cape

3 In which economic sector does this initiative fall? *
 (choose most appropriate)

4 In which economic sub-sector does this initiative fall? *
 (choose most appropriate)

No	Functionality Details	Comments
1	Project Name	<ul style="list-style-type: none"> This field is prepopulated from the Registration page. Applicants do have the ability to amend the Project name at this stage.
2	Geographic Area	<ul style="list-style-type: none"> Applicants are to indicate which the Geographic areas of the initiatives implementation. This feature allows for multiple areas to be selected.
3	Sector	<ul style="list-style-type: none"> The Sector will be prepopulated based on the selection made on the Registration page. Applicants may make changes and select a different sector.
4	Sub Sector	<ul style="list-style-type: none"> The Sub Sector will be prepopulated based on the selection made on the Registration page. Applicants may make changes and select a different sub sector.

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

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	
1.2 Number of new fixed term positions/jobs (at least a 12-month contract)	
02 Number of beneficiaries placed in currently vacant permanent full-time positions beyond project partners	
2.1 Number of beneficiaries placed in currently vacant seasonal positions/jobs beyond project partners (e.g., these employees work during busy periods, i.e., festive season, school holidays, month-end, long weekends, etc.)	
2.2 Number of beneficiaries placed in currently vacant fixed term positions/jobs beyond project partners (at least a 12-month contract)	
03 Number of beneficiaries placed in currently vacant full-time positions with project partners	
3.1 Number of beneficiaries placed in currently vacant seasonal positions/jobs with project partners	
3.2 Number of beneficiaries placed in currently vacant fixed term positions/jobs with project partners (at least a 12-month contract)	
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)	
7.1 Self-employed informal sector entrepreneurs/business owners who meet the Upper-Bound Poverty Line	
7.2 Self-employed informal sector entrepreneurs/business owners who meet the National Minimum Wage	
08 Number of employed informal sector workers	
08a Number of employed informal sector workers below the national minimum wage, but above the upper bound poverty line.	

SAVE

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

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

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

SUMMARY

JF13/1020-2 JF13 Test Project 04

Type: NGO Funding window: Enterprise Development Status: Incomplete Application

Your changes have been successfully saved.

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

- **Geographic areas of implementation**

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

SUMMARY

JF13/1020-2 JF13 Test Project 04

Type: NGO Funding window: Enterprise Development Status: Incomplete Application

Your changes have been successfully saved.

14. 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, xlsx, pdf, txt, zip, mpp**. Please note that the maximum file size is **15MB** per uploaded document.

1. 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 on your application. Please ensure that the documents you upload are clearly legible (if scanned).
2. The following file types can be uploaded: doc, docx, xls, xlsx, xlsx, pdf, txt, zip, mpp.
3. Please note that the maximum file size is 15MB per document.
4. IT IS MANDATORY TO PROVIDE ALL UPLOADS
5. If an upload does not apply to you, upload a signed and dated letter stating that it does not apply, providing a reason.
6. APPLICATIONS FAILING TO PROVIDE ACCEPTABLE UPLOADS WILL BE DEEMED INELIGIBLE AND WILL NOT BE CONSIDERED
7. Applications failing to comply with the provision of critical information and or uploads within specified timelines will be deemed ineligible and will not be considered.

KEY NOTES TO FINANCIAL STATEMENTS/MANAGEMENT ACCOUNTS

- Applicants must provide signed Audited/ Independently Reviewed Annual Financial Statements (AFS) for 2025 and the two prior years (2024 and 2023). If the 2025 financials have not been signed off, then provide the 2024 AFS and two prior years (2023 and 2022). Please ensure you supply standalone audited financial statements for each financial year.
- Draft AFS/ management accounts are to be signed off by the Finance Director or equivalent.
- All AFS are to be accompanied with management accounts - comprised of a detailed balance sheet, income statement and cash flow statement, for periods not covered by the AFS (31 December 2025 is the acceptable cut-off). Listed entities may submit their latest interim financial statements where management accounts are not available. This may need to be supplemented by additional information from an authorised representative.

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

Finance and Budget

Audited/Reviewed financial statements and audit report of the Implementing Partner for the past two years *

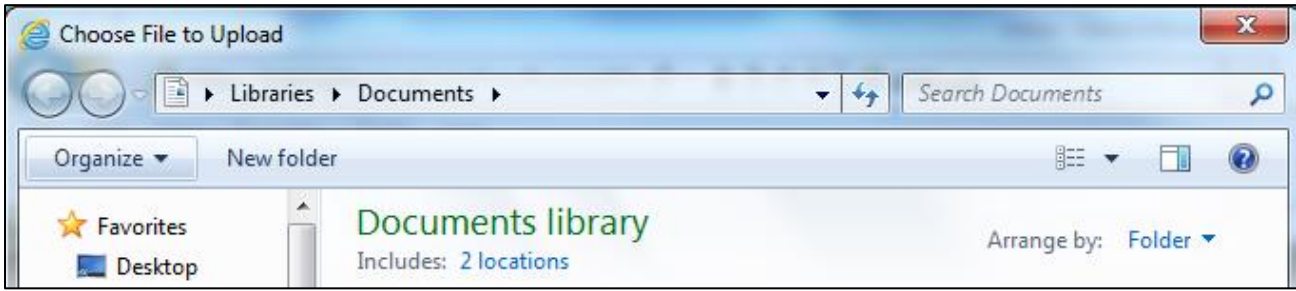
Provide Completed Audited/Independently Reviewed Annual Financial Statements (AFS) and the latest Management Accounts per guidance above.

Listed entities may submit their latest interim financial statements where management accounts are not available. This may need to be supplemented by additional information from an authorised representative.

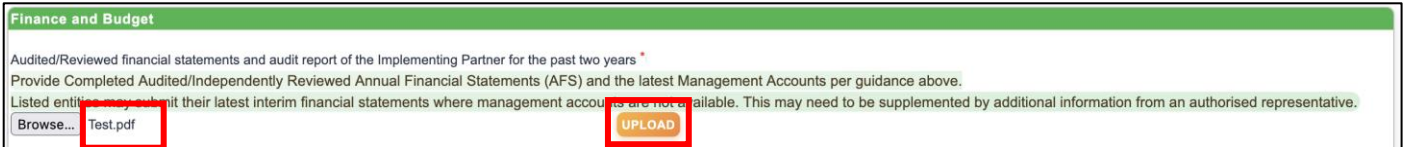
Browse...

No file selected.

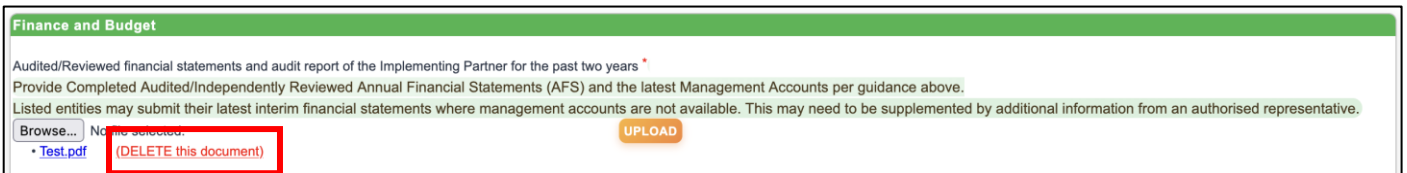
UPLOAD



- Select the document and then click the Upload button.



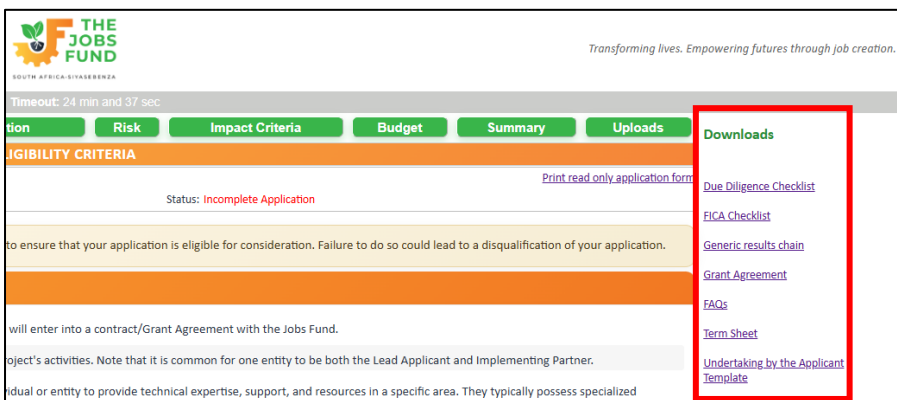
Once uploaded, the document will reflect as depicted in the following screen shot. By **DELETE this document** you can remove the document and re-perform the upload process.



15. Downloads

Please note that on the right-hand side of the application form (once you have completed registration) you can access templates that have been developed for this funding round.

Applicants will need to download the templates, and these have been referenced in the application form.



Please note that when you download the templates, you will need to save it to your device.

16. Validate and Submit

Before you can submit your 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 to run the validation check. The validation will indicate all missing data on the application e.g. the image below shows that the sub sector and geographic areas questions on the Summary tab has not been filled in.



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

Tabs Completed

■ Complete

■ Incomplete

Your application form is incomplete. Please see below for details

Summary

- Geographic areas of implementation

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.


APPLICATION VALIDATION

Application is complete. You may submit the application

SUBMIT

After clicking the submit button, the system will request you to Accept the Terms and Conditions.

JOBS FUND TERMS AND CONDITIONS



THE JOBS FUND
SOUTH AFRICA · SIYASEBENZA

Terms and Conditions for the 13th Funding Round – Catalysing Demand-Led Growth in the Green and Informal Economy (13th Call for Proposals)

The Jobs Fund (hereinafter referred to as “the Fund”) is a government initiative owned and funded by the National Treasury. The Government of the Republic of South Africa acting through the National Treasury has mandated the Government Technical Advisory Centre (hereinafter referred to as “the GTAC”) to execute, operationalize and manage the Fund on its behalf.

The Fund invites organisations to complete an online application form (“Application”) to apply for Grant Funding (“Grant”) for projects which are linked to sustainable job creation.

These generic terms and conditions (“Terms and Conditions”) apply to all Applications in this Call for proposals and define the responsibilities of the applicant and its project partners.

Applications and Timeline for the Grant Process

This Call for Proposals involves a two stage (Concept Application followed by submission of full Business Case) application process.


Organisations interested in applying for a Grant are invited to complete the Application.

Applicants must submit the Application online, **in English**, before or on the closing date. If an application cannot be submitted using the online application process, the Fund should be contacted at Jobsfund@treasury.gov.za for assistance as no other form of submission will be accepted.

I accept the above terms and conditions ACCEPT

Please ensure that you read the entire Terms and Conditions section before accepting. Click the check box and then click the “Accept” button. The final “Submit Application” button will appear. Once clicked you will then receive a “Your application has been submitted to the Jobs Fund” confirmation message. **Note that an email confirmation will be sent to your email address once the application has been submitted.**

APPLICATION VALIDATION



Your application has been submitted to The Jobs Fund.

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

Your application will continue to appear on your ‘home’ page after you log in and it’s status will reflect the progress. You will still be able to view your application.

You will receive an email confirmation of submission. If you do not receive this email it means the application was not submitted. Application submission notification Email successfully sent to queue..

Note: that you can un-submit your application for further amendments and then re-submit your application. This needs to be done before the **closure date (30 June 2025 @ 3PM)**.







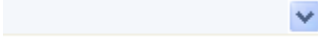
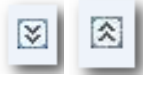

Eligibility Criteria	Institutional Info	Initiative Description	Risk	Impact Criteria	Budget	Summary	Uploads	
SUMMARY								
JF13/1007-2 New JF13 Project 1 Print read only application form								
Type: NGO	Funding window: Enterprise Development	Status: Submitted						UNSUBMIT

17. 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**" automatically saves your information. Please click "**Save**" before moving onto the next tab as an extra precaution.
- 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 30 June 2026**.
- If you require any **technical assistance**, please send an email to the Helpdesk:
 - Email: Jobsfund@treasury.gov.za
 - Subject: JF13/9999-2 Application Technical Support
 - Body: Please include your name and contact details and project reference number e.g. JF13/9999-2

18. Icons

Icon	Name	Description
	Zoom	Clicking this takes you into the detail of a record
	Edit	Clicking the pencil will open a set of fields for you 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