Grant Management System (GMS)

12th Call For Proposal (CFP) Application Process –
User Guide

April 2025

Contents

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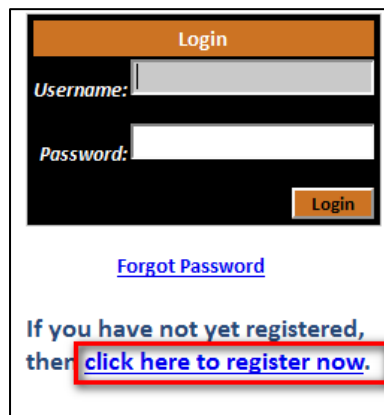
1   Overview

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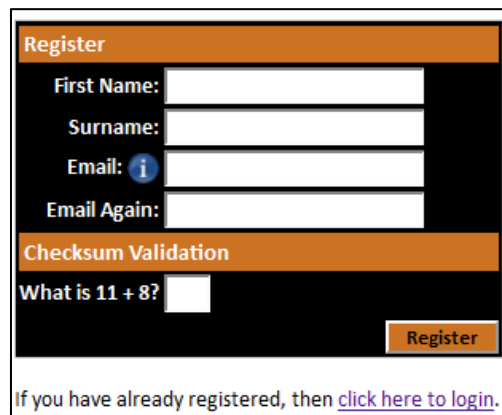
When the applicant/partner logs in, they are directed to the GMS Home page. This page lists all the applicant's/partner's applications, existing projects, and any open calls. From here, the applicant/partner can view or edit their applications, quarterly reports, or create a new application (provided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

2   Register as an online user

On the GMS site a user who is not registered can register by clicking the "click here to register now" hyperlink on the left of the page. The user will need to fill in their first name, surname and email address and complete a Checksum validation. This email address will then be used as their username when logging onto the GMS.

The system generates a temporary password which is displayed on the popup window. An email is also sent to the applicant with his/her user details. The system will request the user to change their password when logging in for the first time.

Once the user logs in, he/she can change their password using the Left Menu.
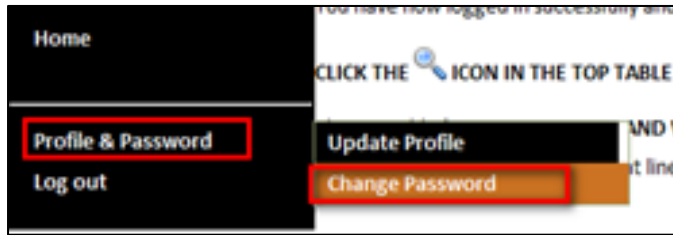
Users can also update their profile using the Update Profile menu item shown above.

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

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

3   Forgotten password

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

4   Register an Application

Please refer to the 12th Funding Round - Breaking Barriers to Employment in the Green and Informal Economies **"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.)

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.

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

APPLICATION REGISTRATION PAGE

In applying to **12th Funding Round – Breaking Barriers to Employment in the Green and Informal Economies** , 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, 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.*

Application Type

1 [▾]

2 Are you a Private, Public or Non-governmental organisation? *
NOTE: Once you have registered your application, you will not be able to change this selection.

[▾]

Project Details

3 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)

[▾]

Institutional Details

6 Name of institution applying *

[   ]

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

7 [▾]

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**): • Enterprise Development; • Institutional Capacity Building; • Work seekers.
2	Indicate your Institution type	Select from the drop-down list: • **Public Sector** • **Private Sector** • **NGO** **NOTE:** Once you have registered your application, you will not be able to change this selection.
3	Project Details	Record the Title of the Project (**Please ensure that the title is meaningful**) in no more than 50 characters.
4	Economic Sector	Select the applicable economic sector that the initiative falls within. ✓ 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
5	Economic Sub Sector	This dropdown list will be prepopulated based on the Economic Sector selection. Select the applicable sub sector.
6	Institutional Details	Record the Name of the institution applying. **NOTE:** The Institution name entered here automatically becomes the lead applicant on the Institutional Info page.
7	Head Office	Select from the drop down list the province where your institution is based: • Eastern Cape; • Free State; • Gauteng; • KwaZulu Natal; • Limpopo; • Mpumalanga; • Northern Cape; • North West; • Western Cape.

8	Register Application – Button	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.
		A "registration" email is sent to the user logged on (this user automatically becomes the main contact person) once the project is registered/created.
		Each project that is created has a unique GMS and JF number. The GMS number is a sequential one (internal number), while the JF number (external number) is specific to the call.
		JF number: JF12/1011-2 = 12th Call, eleventh application
9	Cancel – Button	Clicking the "Cancel" button will clear the Registration screen and return the user to the initial starting point ("Home" tab).

5   Accessing an Application 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. JF12/9999-2 when contacting the helpdesk with queries.

6 The 12th CFP Application Form

All applicants for the 12th Funding Round - Breaking Barriers to Employment in the Green and Informal Economies round must complete all mandatory fields of the application form prior to **5 June 2025 @ 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/functionalities of the application form:

Tab	Description
Eligibility Criteria Tab	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. Note that this is the starting point of the application. **Only eligible applicants (as per the set minimum eligibility criteria – refer to Term Sheet) will be granted access to the remainder of the online application form.**
Institutional Tab	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).
Initiative Description Tab	Applicant will have the ability to define the following sections: Problem Statement, Project Logic and Business Model, Project Funding Model, Implementation issues and summary of the theory of change for the project.
Risk & Mitigation Tab	This tab will allow for the applicant to add Risk and Mitigation details. For each risk, applicants must assign a High/Medium/Low value for both likelihood of occurrence and potential impact on the project. This section allows applicants to 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.

Tab	Description
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 economic 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 **10mb.**

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. **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 6.9.

6.1 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 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. This is 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 2024 and the two prior years (2023 and 2022). If the 2024 financials have not been signed off, then provide the 2023 AFS and two prior years (2022 and 2021). 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 would 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 2024 and the two prior years (2023 and 2022). If the 2024 financials are yet to be signed off otherwise provide the 2023 AFS and two prior years (2022 and 2021). 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	• Select the applicable radio button answer "Yes" or "No".
2	Question 2	• Select the applicable radio button answer "Yes" or "No".
3	Question 3	• Select the applicable radio button answer "Yes" or "No".
4	Question 4	• Select the applicable radio button answer "Yes" or "No".

Question 5 *

Is the grant amount being applied for, the minimum amount of R5,000,000?

○ Yes ○ No

Question 6 *

Can you secure matched funding at a minimum cash matched funding ratio of 1:0.5 AND please provide evidence of progress made toward securing matched funding. Examples of the required evidence is included in the definitions section above.

○ Yes ○ No

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

Question 8 *

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

i. Exclusively for research and development.

○ Yes ○ No

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

○ Yes ○ No

iii. For training activities not linked to job placement.

○ Yes ○ No

No.	Functionality Details	Comments
5	Question 5	• Select the applicable radio button answer "Yes" or "No". •
6	Question 6	• Select the applicable radio button answer "Yes" or "No". • **Please note that Question 7 will display the applicable content based on the Institution type selected (see narrative below)**
7	Question 7	• Select the applicable radio button answer "Yes" or "No".
8	Question 8	• Select the applicable radio button answer "Yes" or "No".

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

b. Existing and/or Previous Jobs Fund Partners and/or Implementing Partners will only be eligible to apply if as of 31 March 2025 they meet ALL the following additional criteria:

(i) The project has completed 50% of its contracted implementation period as of 31 March 2025.

○ Yes   ○ No

(ii) The project has as of 31 March 2025 achieved more than 50% of its combined job and placement targets?

○ Yes   ○ No

(iii) As of 31 March, 2025, the project has achieved 50% of its contracted expenditure target.

○ Yes   ○ No

No.	Functionality Details	Comments
9	Question 9	• Select the applicable radio button answer "Yes" or "No".
10	Question 10	• Select the applicable radio button answer "Yes" or "No". • If "Yes" is selected, question b. (i), (ii), (iii) will appear.

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

11

SAVE

NEXT >>

No.	Functionality Details	Comments
11	Save button	• **Please remember to click the "Save" button to save the information completed on this tab.** **An informative messaging will be displayed if any mandatory fields are outstanding:** Before you can submit your application however the following fields will need to be completed: • Selection for - Question 3.1 • Selection for - Question 3.2 • Selection for - Question 3.3 • Selection for - Question 3.4 • Selection for - Question 3.5 • Selection for - Question 3.6 • Selection for - Question 3.7 • Selection for - Question 3.8 • Selection for - Question 3.9

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?

12   **13**

YES SUBMIT   CLOSE

No.	Functionality Details	Comments
12	Yes Submit button	• 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:

If **Eligible**: An informative message will be displayed indicating that your Eligibility section is saved. In addition, the remaining tabs of the online application form will be displayed:

If **Ineligible**: An informative message will be displayed indicating that your Eligibility section is saved. 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.

Note if you are deemed ineligible, you will no longer be able to continue the application process in light of your ineligible status. Should you want to complete a new application please click the green "+" icon on the home page of the GMS to register a new application (Section 4 of this User Guide).

13	Close button	• 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:

Dear Applicant

Thank you for your interest in the 12th Funding Round – Breaking Barriers to Employment in the Green and Informal funding round.

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

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

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

Kind regards,

The Jobs Fund

This is an automated email message please do not reply.

| JF12/1005-2 | Funding Window Twelve - BC | KD Test Project 02 WS PS | WORKS | Business Case App Form - Call 12 | Lead applicant | Ineligible | | 28/09/2025 | 🔍 |

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

NOTE THAT THE ELIGIBILITY CRITERIA TAB WILL BE LOCKED AND WILL NO LONGER BE EDITABLE AFTER THE ELIGIBILITY VALIDATION HAS SUCCESSFULLY EXECUTED!
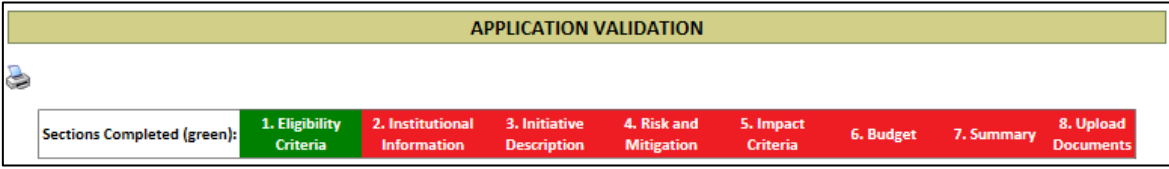
Question 1 *
Has the Lead Applicant been in operation for more than 2 years i.e. on 05 June 2025 your organisation would have been in operation for two years or more, put another way your organisation has been operating in the minimum since May 2023?

◉ Yes ○ No

6.2 Institutional Info Tab

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

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

INSTITUTIONAL INFORMATION

JF12/1011-2 Test Project 01 **1**   **2** Print read only application form

Type: NGO   Funding window: Institutional Capacity Building   Status: Incomplete Application   TERMS AND CONDITIONS   VALIDATE   SUBMIT

3   **4**

SAVE

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 JF12 number and the project name
2	Print read only application form	By clicking on the blue highlighted link, the user will be able to retrieve a read only view of the completed / partially populated application form. This feature will allow for the form to be printed.
3	Terms and Conditions	Before submitting your application (once all mandatory fields on all Tabs of the application form are complete), the Jobs Fund 12th CFP Terms and Conditions must be accepted.
4	Validate and Submit buttons	• 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. **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 • Submit When all the mandatory fields have been completed, you will get a submission instruction on the validation sheet. Click the submit button to lock down your application. Note: that you can un-submit your application for further amendments but this needs to be done before the **closure date (05 June 2025 @ 3PM).**
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): *   KD Institution

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: *   [   ]

*   [   ]   Copy left to right   *   [   ]

[   ]   **>>**   [   ]

Post code: *   [   ]   Copy right to left   Post code: *   [   ]

<<

Town/City: *   [   ]   Town/City: *   [   ]

No.	Functionality Details	Comments

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

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

Main Contact Person

9

Title*	First Name *	Surname *	Designation *	Email Address

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

Address Details

Address Line 1: *

Address Line 2

Address Line 3

Town/City*   Post Code

10

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

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

Add Colleague   11

There are no colleagues for this application.

No.	Functionality Details	Comments
9	Main Contact	This section will be populated with the information of the user that Registered the application. At this stage you will have the ability to amend the main contact details. Take note that the main contact person will receive the majority of correspondence sent by the Jobs Fund via the GMS system.
10	Colleagues/Contact Person(s) with access to online application form	Any other project member who needs access to the system to complete part of the application can be added by clicking on the "Add Colleague" button (11). The system will request an email address for verification purpose: There are no colleagues for this application. New Colleague email address: CHECK CANCEL

Once the email address is recorded, click the Check button (cancel button will clear the fields):

- 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)

This person is not registered on our system. Please confirm their email address and complete other details.

- 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)

A match for this email address has been found. You may edit and add the person to your application.
Click the ADD button to add the person to the table below. Please note that the system will send email(s) to ramsvuyo@gmail.com1.com to inform him/her that you have added them to the application. Spam filters (at the ISP, your network or your PC) may block the email. Please let them know independently. They can request a password email on the login page using their email address.

The following pertinent details will need to be entered by the applicant to add the colleague (if not already populated):

- o Title;
- o First and Surname;
- o Designation, Project role;
- o Contact details and address information.

Colleague Details

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

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

UPDATE   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.

1.4 Lead Applicant Details

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

75 words only

[text box]

words left

13 How long has your organisation been in operation? *

[dropdown]

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

30 words only

[text box]

words left

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

[dropdown]

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

30 words only

[text box]

words left

17 Has your organisation ever declared bankruptcy? *

30 words only

[text box]

words left

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

30 words only

[text box]

words left

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

19 [text box]

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: • 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	Record your **existing project's Jobs Fund Number**. (e.g. JF*x*/*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.

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

20 Implementing Partner's name

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

words left

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. JF*x*/*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: • 0 Years to 10 Years +
23	1.5 Implementing Agent - Existing Jobs Fund Number	Record the implementing Partner's **existing project's Jobs Fund Number**. (e.g. JF*x*/*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.**

1.6 Track record

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

Organisation	Level of experience			
Lead Applicant	○ Less than 3 years	● 3 years	○ More than 3 years	○ NA
Implementing Agent	○ Less than 3 years	○ 3 years	● More than 3 years	○ NA
Other partner/consortium member	○ Less than 3 years	○ 3 years	○ More than 3 years	● NA
Other partner/consortium member	○ Less than 3 years	○ 3 years	○ More than 3 years	● NA
Other partner/consortium member	○ Less than 3 years	○ 3 years	○ More than 3 years	● 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

```



```
words left

Please upload examples of projects implemented

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:

1. 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.)
2. What is the relationship between this legal entity and the Lead Applicant? (Indicate the legal relationship and how this is regulated)
3. Describe the nature of the relationship between the implementing entity and other project partners (if any)?
4. 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

1.8 Memorandum of Agreement/Understanding *

26 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

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 to be uploaded on the Uploads tab) in no more than 75 words.
		Upload tab is the last tab of the online application form:
		Eligibility Criteria Institutional Info Initiative Description Risk & Mitigation Impact Criteria Budget Summary Uploads

1.9 Financial Intermediaries (where applicable) *

a) Does your application intend to use financial intermediaries? If yes, please comment on the following:

1. Describe the proposed operational and governance structure of the funding mechanism/Fund Manager (include details on the investment process, due diligence, post-investment monitoring, reporting, performance incentives, and oversight processes).
2. Provide details on the funding process, and mechanism/Fund Manager's Investment Charter and describe the expected outcomes, target investment returns, types and size of investments, portfolio limits, etc.).

Note: Please respond to each question separately and refer to the Uploads section for a list of documents that you must upload.
(Maximum 100 words)

words left

1.10 On-lending applications (where applicable) *

This only applies to proposals where the primary objective of your application is to utilise grant funding to lend to other organisations such as SMMEs etc.

Your organisation is required to demonstrate that you have a finance-ready pipeline of projects to support. Please note that preference will be given to applicants who offer a value proposition that is greater than simple on-lending i.e. your on-lending to SMMEs must include a suite of business development support services that is designed to comprehensively support the growth and sustainability of the SMME, this would include favourable lending terms, technical support, access to market amongst others. Applications that have a singular focus on increasing the applicant's loan book will not be deemed competitive.

Indicate what is the frequency that your organisation schedules board meetings, investment committee meetings, or credit committee meetings to consider applications for on-lending and when these meetings are scheduled. Is there an intention to change the current frequency of these meetings? If so, indicate the proposed frequency and motivation for the change. If you do not intend to change the frequency of the meetings, indicate why your current arrangements are adequate. Also, indicate in brief the process and related timelines to obtain emergency meetings as applicable.

The Jobs Fund reserves the right to withdraw funding if your organisation fails to implement within the timeframes that will be captured in the Grant Agreement.

Note: Please refer to the Uploads section for a list of documents that must be uploaded.

(Maximum 500 words)

words left

27	1.9 Financial Intermediaries	Record whether your application intends to use financial intermediaries in no more than 100 words.
28	1.10 On-lending applications	Record a brief narrative to demonstrate that you have a finance ready pipeline for applications that are for on-lending of grant funding to other organisations such as SMES etc., in no more than 500 words.

29

1.11 Key Project Staff

Please provide details on the key project staff who will be dedicated to this project and responsible for the implementation of this initiative, their qualifications, their role & responsibilities, the Project structure, and a brief description of their experience.

Please note, you must provide information for at least:

1. *the Project Manager position, i.e. the lead resource that will be responsible for implementing your initiative.*
2. *the Finance resource responsible for financial management and the reporting; and*
3. *the Monitoring & Evaluation person (M&E) who will be responsible for monitoring the project indicators and consequent reporting.*

Please Note:
Respond to each question separately
Factor in the above-mentioned resources / expertise into the high-level project budget (see Budget tab), noting that this is subject to Jobs Fund approval.
Indicate whether the individuals will be full-time or part-time on the project.
On the Uploads tab you will need to upload a CV for each of the project staff you have specified.

Add staff member

First name*	Surname*	Role/Post*	Responsibility*	Full-time/Part-Time*	Organisation*

Qualifications*

Description of Experience*

ADD

29	1.11 Key project Staff	Applicants must add the key project staff who will be involved in the implementation of this initiative: • Record First name and surname • Record the staff role (from the drop-down list) • Record the Responsibility • Select drop-down list – Full-time or Part-Time • Select the Organisation (either the current institution or other) • Record their qualifications and a brief description of their experience, and main responsibilities. To edit / remove the newly added Key Staff, select either the Green Pencil (edit) or Red Cross (delete).

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

When removing a record from this table feature a confirmation message will be displayed:
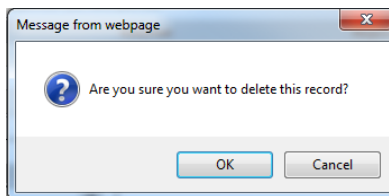
Note: Applicants must provide this information for at least the **Project Manager position**, who is the person that will be responsible for implementing your initiative, the **Finance person** responsible for financial management and the reporting and **Monitoring person (M&E)** who will be responsible for monitoring the project indicators and consequent reporting

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

30

1.12 Financial and/or Technical Partners

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

Do you have any partners involved in this application? *

○ Yes ⦿ No

No.	Functionality Details	Comments
30	1.12 Financial and/or Technical Partners	This section allows the applicant to complete information about partners who will assist in the implementation of the proposed initiative – either financially or as a technical partner. By default, the option is "No". Clicking the "Yes" radio button will enable the applicant to add the pertinent details of the partner/s. **Note: Any partners added in this section will automatically appear in the Budget tab (See Budget section 6.6).**

31

| 31 | Add Partners | To add a partner, complete the following mandatory fields:

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

To edit / remove the newly added Key Staff, select either the Green Pencil (edit) or Red Cross (delete).
When removing a record from this table feature a confirmation message will be displayed:

 |

32
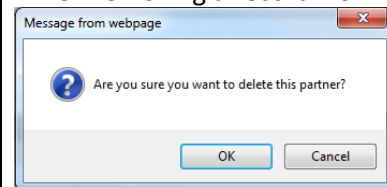
1.13 Existing relationship with the Jobs Fund *

Please indicate 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

33

1.14 Government funding *

Please disclose if you have submitted any applications for government funding or received government funds in the past 5 years for the initiative that you are currently applying for. Please disclose if any of your project partners have applied for/received government funding in the last five years for the initiative that you are applying for.

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

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

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

(Maximum 250 words)

words left

34

1.15 Assistance with application *

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/preparation assistance)**.

(Maximum 250 words)

words left

SAVE

NEXT >>

32	1.13 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.
33	1.14 Government funding	Please disclose if any government funding of any kind has been applied for or received in the past 5 years by the initiative being applied for and/or any of the project partners in no more than 250 words.
34	1.15 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:

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

1.1 Institutional Information
* Indicate your Institution type
* Registration number
* Income tax number

1.2 Institution Contact Details
* Dial code
* Phone number
* Website address

1.3 Institution Address Details
* Postal address
* Post code
* Town/City
* Physical address
* Post code
* Town/City
* Partners linked to your application

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

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

INSTITUTIONAL INFORMATION

JF12/1011-2 Test Project 01   Print read only application form

Type: NGO   Funding window: Institutional Capacity Building   Status: Incomplete Application   TERMS AND CONDITIONS VALIDATE SUBMIT

Your changes have been successfully saved.

6.3   Initiative Information Tab

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

Note: 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 of the type of interventions that the Jobs Fund would like to support. The following are a few examples 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, 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.

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 of the type of interventions that the Jobs Fund would like to support.

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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.

1a

2.0.a Project Overview *

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

[ ]

words left

2.0b Target Beneficiaries and Priority Sectors *

1b

This funding round aims to support innovative solutions to accelerate employment demand in the green and informal economies amongst others. 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

2.1 Problem Statement

2

Question 2.1.1 *

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

[ ]

words left

3

Question 2.1.2 *

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

4

Question 2.1.3 *

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

No.	Functionality Details	Comments
1a	Project Overview	This section allows the applicant to describe the proposed project in no more than 100 words. **Consider this your elevator pitch for your intervention**
1b	Confirmation of Target Groups	This section allows the applicant to explain what the area/s of focus will be for the proposed intervention in no more than 75 words.
2	Problem Statement – Question 2.1.1	This section allows the applicant to explain the identified problem/gap/barrier to entry that the initiative is trying to address in no more than 75 words.
3	Problem Statement – Question 2.1.2	This section allows the applicant to explain the current constraints that are limiting employment in this particular sector/industry/value chain/region in no more than 75 words.
4	Problem Statement – Question 2.1.3	This section allows the applicant to explain how the problem was diagnosed and what research and evidence support the hypothesis upon which this initiative is based in no more than 75 words.

2.2 Project Logic / Model

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

5 **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

6 **Question 2.2.2** *

Please provide a description of the non-financial resources (e.g. human resources, infrastructure, technology, in-kind contributions) that will be utilised in this proposed initiative?
(Maximum 75 words)

[ ]

words left

7

Question 2.2.3 *

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 2.2.4 *

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 2.2.5 *

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
5	2.2.1 Project Logic / Model	This section allows the applicant to provide a description of the targeted beneficiaries in no more than 75 words.
6	2.2.2 Project Logic / Model	This section allows the applicant to describe the resources that will go into the proposed initiative in no more than 75 words.
7	2.2.3 Project Logic / Model	This section allows the applicant to describe the resources that will go into the proposed initiative in no more than 75 words.
8	2.2.4 Project Logic / Model	This section allows the applicant to provide a summary of how the resources mentioned in the sections above will be used and what activities the project will undertake to solve the above-mentioned problem in no more than 1500 words.
9	2.2.5 Project Logic / Model	This section allows the applicant to provide a description of the change/outcome/results the project will achieve by carrying out the activities outlined above in no more than 100 words.

10 **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.

	11 Indicator	**12** Formula/Help text (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.	*
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.	*
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.	*
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.	*

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). **Note that the targets placed here must match that of the ABC PIMP – MS Excel tool (please see section 6.9 of the user guide).**
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

Explain how the targets set for each programme indicator will be achieved.

Programme Indicator 1 (New permanent full-time jobs) *

What are the assumptions that underpin these targets? These assumptions could become risks to the project, how will these be mitigated?
(Maximum 500 words)

words left

Programme Indicator 1.1 (New permanent seasonal jobs) *

What are the assumptions that underpin these targets? These assumptions could become risks to the project, how will these be mitigated?
(Maximum 500 words)

words left

No.	Functionality Details	Comments
14	Programme Indicator Targets	For each Programme Indicator (1 to 8) explain assumptions / risk mitigation that underpin these targets in no more than 500 words. **Note that should an indicator not be applicable, please record "N/A".**

15 Type of Jobs per Programme Indicator

All jobs identified should be direct jobs created because of the supported initiative. The Jobs Fund does not contract on indirect jobs.

Step 1: Explain the type of jobs to be created (each type of job should be included in a new row). E.g. for Indicator 1 (10 bricklayers, 4 painters, 3 electricians)

Step 2: Input the number of jobs to be created.

Step 3: Select the Means of Verification.

Note: For the indicator selected, targeted data must be included.

Please refer to the document titled 'Types of Jobs' which is available from the download section of the application form.

There are no job types to display.

Add Type of Jobs per Programme Indicator

Programme Indicator *	Explain the type of jobs to be created *	No. of jobs to be created *	Means of Verification *
16	**17**	**18**	**19** ☐ Contract of Employment ☐ Other

20 ADD

No.	Functionality Details	Comments
15	Type of Jobs per Programme Indicator Table	All jobs identified should be direct jobs created as a result of the supported initiative. The Jobs Fund does not contract on indirect jobs. Step 1: Explain the type of jobs to be created (each type of job should be included in a new row) Step 2: Input the number of jobs to be created. Step 3: Select the Means of Verification Note: For the indicator selected, targeted data must be included Please refer the document titled **'Types of Jobs'** which is available from the **download** section of the application form (see below screenshot).
16	Programme Indicator	Select a programme indicator from the dropdown list.

17	Type of Job	Explain the type of jobs to be created (each type of job should be included in a new row).
18	No. of jobs to be created	Input the number of jobs to be created.
19	Means of Verification	Check the valid options i.e. Contract of Employment and/or Other
20	Add button	Click Add to add the type of job for the programme indicator to this table.

Completing the *Types of Jobs* Section in the Application Form

V1

Sustainability Indicators

Indicators (at least 1 required)

How will the anticipated benefits of the initiative be sustained beyond the Jobs Fund's period of funding?
For example:

- *For Support for Work Seeker projects: how will demand-led skilling, demand for jobs and on-going linkages to the labour market be sustained?*
- *For Enterprise Development projects: how will continued demand for the initiatives' products or services be sustained and grown? For Enterprise Development projects with infrastructure components: what is required to ensure the continued use and upkeep of installed infrastructure?*
- *For Enterprise Development projects with infrastructure components: what is required to ensure the continued use and upkeep of installed infrastructure?*

Please refer to the document titled 'Examples of Indicators for Applicants to Consider for their Proposed Interventions' which is available from the download document section of the application form.

There are no indicators to display.

Add Sustainability Indicator

Indicator *	Yr 1 *	Yr 2 *	Yr 3 *	MoV (100 words) *	Comments (100 words) *
22	23	24	25	26	27
				words left	words left

28 **ADD**

No.	Functionality Details	Comments
21	Sustainability Indicators Table	Explain how the anticipated benefits of the initiative will be sustained beyond the Jobs Fund's period of funding? For example: • For Support for Work Seeker projects: how will demand led skilling, demand for jobs and on-going linkages to the labour market be sustained? • For Enterprise Development projects: how will continued demand for the initiative's products or services be sustained and grown? • For Enterprise Development projects with infrastructure components: what is required to ensure the continued use and upkeep of installed infrastructure? • For Institutional Capacity Building projects: what linkages to the labour market will be sustained beyond the grant, what barriers to labour market entry have been resolved, what activities will be undertaken to support enterprise growth? What new employment opportunities will be unlocked?
22	Indicator	Record the indicator description.

23	Yr 1	Input the number expected during Year 1 of project implementation.
24	Yr 2	Input the number expected during Year 2 of project implementation.
25	Yr 3	Input the number expected during Year 3 of project implementation.
26	MoV	Record the means of verification in no more than 100 words.
27	Comments	Record additional comments in no more than 100 words.
28	Add button	Click Add to add the type of job for the programme indicator to this table.

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).

29 **Question 2.2.6 ***

Describe how each result/outcome (listed and described above) will be measured (e.g. the project will look at no. of …… or % increase in …..) and the type of evidence that will be provided to support those measures.
 (Maximum 100 words)

words left

30 **Question 2.2.7 ***

What impact (if any) will the intervention have beyond the individual firms (s), or beneficiaries supported by the initiative?
In this question provide information of whether there is potential for broader impact by answering will it result in improving access to economic opportunity or will it result in change at systems level etc.
(Maximum 100 words)

words left

31 **Innovation ***

Clearly describe the following:

- What is the **innovation** 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

No.	Functionality Details	Comments
29	2.2.6 Project Logic / Model	This section allows the applicant to describe how each result/outcome will be measured and the type of evidence that will be provided in no more than 100 words.
30	2.2.7 Project Logic / Model	This section allows the applicant to describe what impact if any will the intervention have beyond the individual firm(s) or beneficiaries supported by the initiative in no more than 100 words.
31	Project Logic / Model - Innovation	This section allows the applicant to describe what are the assumptions upon which the initiative is built in no more than 500 words.

2.3 Project Funding Model

Question 2.3.1 Project Funding Model *

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

a. 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)

b. 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).

c. 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).

d. 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

Question 2.3.2 Detailed Project Funding Model *

a. **Summarise for each funding source including the requested grant, the high-level breakdown of the key expenditure items that will be funded by those key funding sources?** (E.g. of the Total Grant Request of R50m, Matched funding of R60m and other project income of R10m, R10m grant and R15m matched funding will finance training, R38m grant and R20m matched funding will fund loans to SMEs at prime – 2% as 6-month revolving loans, R2m grant, R15m matched funding and R5m project income will finance operating costs of the project such as salaries, travel etc. R5m project income will be reserved as project surplus)- [This should be aligned to the Budget Section].

b. **Summarise how the money will flow between the key entities in the project and outline key triggers for the flow of funding (Lead applicant, Implementing Partner(s), technical partners, key service providers).**
[For on-lending projects, indicate how much grant amount, loan amount, etc. will be re-used in the project, the timeframe that will apply, and the Terms and conditions that will apply]
(E.g.- of the Total Grant Request of R50m, Matched funding request of R60m and other project income of R10m, R38m Grant and R20m of the Loan Matched funding will be transferred to the implementing partner (IP) to finance the capitalisation of the loan book with R18m being transferred by the IP to 100 SMEs and R2m will cover the IP fees. To trigger the transfer of funding to the IP…. They must furnish [minimum requirements] to our Finance & Investment team. The IP's credit committee in turn undertakes the following high-level process xxxxx prior to transferring loans to SMEs. Loan repayments will be paid into the IP's loan account and recycled as new loans to an additional [number] SMEs……. R10m grant and R15m will be paid to XYZ as the Training partner in quarterly tranches in arrears based on achieved milestones of xxxxx. This will cover the 4-month Accredited training of the 100 SMMEs and the balance of the funds will be managed by the Lead Applicant to meet project operational commitments. The expenditure process for project costs will be triggered by xxxxxxxxx.)

(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
32	2.3.1 Project Funding Model	This section allows the applicant to describe what is/are the source/s of funding for the project in no more than 1000 words.
33	2.3.2 Detailed Project Funding Model	This section allows the applicant to explain the initiative's funding model in no more than 1000 words.

2.4 Implementation issues

34   **Question 2.4.1 ***

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

If YES, please provide a brief explanation of the outstanding issue and how it may affect the implementation of the proposed initiative/project if it were to be supported by the Jobs Fund. And how far you are in the process of resolving the issue, please be clear on what is still outstanding before the issue can be resolved and the estimated timeframe for resolution. (If n/a - provide a brief explanation). Please note the implementation of your intervention must be completed within two years contracting with the Jobs Fund.
(Maximum 75 words)

words left

35   **Question 2.4.2 ***

Will the initiative require further research and development funding?

If YES please provide a brief explanation of the research required, the timeframe for completion and an estimate of the cost thereof.
(Maximum 75 words)

words left

No.	Functionality Details	Comments
34	2.4.1 Implementation issues	This section allows the applicant to describe if the initiative is dependent on an outstanding government or legal decision in no more than 75 words.
35	2.4.2 Implementation issues	This section allows the applicant to indicate if the initiative will require further research and development funding in no more than 75 words.

36

Question 2.5 *

Please summarise your theory of change.
Use the following format as an example:

IF 2,000 unemployed youth in townships are recruited and trained in ICT skills for 6 months AND IF they are supported with a monthly stipend AND placed with host organisations for internships THEN they increase their employability AND IF organisations where vacant positions or new positions have already been identified then this can lead to job creation of 1,800 youth in the ICT sector.

Ensure your write-up clearly explains the major elements in your project and how these will lead to achieving the overall objective.
(Maximum 400 words)

words left

Question 2.6 Internal Financial Controls *

37

Please describe the internal controls and governance structures of the Lead Applicant and the Implementing Partner if these are two different entities. Include: MOUS or other agreements, financial management controls (e.g. policies and agreements, particularly where the project will be sharing resources such as staff or infrastructure with other projects), budget controls, data management systems and management controls. This information is required to assess your organisation's ability to manage the grant funding and the implementation of this initiative.
(Maximum 250 words)

words left

Question 2.7 Monitoring and results measurement *

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

38

1. Detail the monitoring and reporting system (data collection, data quality, verification procedures, analysis, data storage and reporting processes) that will be used to track the anticipated project results as well as the learnings that will be drawn during the implementation of the proposed intervention.

2. How will the data be used to continuously improve on the delivery of the proposed project?

3. List at least three project specific indicators that will be used to track the progressive realisation of anticipated market system changes during implementation.

4. How will the monitoring and reporting function of the proposed project be resourced?

5. Is the organisation compliant with the Protection of Personal Information Act (POPIA)?

 Note: Please respond to each question separately
(Maximum 250 words)

words left

SAVE

<< PREVIOUS   NEXT >>

No.	Functionality Details	Comments
36	2.5 Implementation issues	This section allows the applicant to summarise the theory of change in no more than 400 words.
37	2.6 Internal Financial Controls	This section allows the applicant to provide a summary of the projects proposed Theory of Change in no more than 250 words.
38	2.7 Monitoring and results measurement	This section allows the applicant to detail the monitoring and reporting system that will be used to track the anticipated project results and learnings 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:

Before you can submit your application however the following fields will need to be completed:
2.1 Problem Statement
• Question 2.1.1
• Question 2.1.2
• Question 2.1.3

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

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

INSTITUTIONAL INFORMATION

JF12/1011-2 Test Project 01   Print read only application form

Type: NGO   Funding window: Institutional Capacity Building   Status: Incomplete Application   TERMS AND CONDITIONS   VALIDATE   SUBMIT

Your changes have been successfully saved.

6.4   Risk and Mitigation Tab

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

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

RISK AND MITIGATION

1

JF12/1011-2 Test Project 01   Print read only application form

Type: NGO   Funding window: Institutional Capacity Building   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 (from the Key Project Staff identified).

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 (words left)	1.7	1.8
2						(words left)		
3						(words left)		

Before completing this section, see recommended steps below:

Step 1: What are the possible risks associated with your initiative, categorise, prioritise and register the top five risks.

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

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

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

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

Step 6: Provide the timeline for mitigation actions.

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

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. (Maximum 500 words)

words left

3 **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)

2		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		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?

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:

Before you can submit your application however the following fields will need to be completed:
• At least one row (from Prioritised Risks 1 - 8) must have all the fields completed.

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

Your changes have been successfully saved.

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

6.5   Impact Criteria Tab

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

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

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

6.5.1   Social Impact

Initiatives should demonstrate clearly 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 permanent jobs, retain existing jobs, support businesses, provide self-employment to informal sector businesses and beneficiaries. 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 Jobs Fund indicator protocols.

---

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).

QUESTION 1.1 *

1 | **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	• This section allows 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 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
2	Social Impact – Question 1.2	• This section allows the applicant to demonstrate demand for the product or service and how jobs will be created in no more than 200 words.
3	Social Impact – Question 1.3	• This section allows the applicant to explain if the initiative will result in displacement of jobs or job redundancies in no more than 200 words.

6.5.2 Additionality

2 ADDITIONALITY

4

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	• 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.

6.5.3 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.

6

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

7

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 breakeven 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]

No.	Functionality Details	Comments
7	Sustainability – Question 3.1	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)**
8	Sustainability – Question 3.2	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)**

9

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 in (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

10

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	Sustainability – Question 3.3	• This section allows the applicants must explain how the proposed intervention/project will be sustained beyond the period of Jobs Fund support in no more than 200 words.
10	Sustainability – Question 3.4	• 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

11 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

12 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

13 SAVE

11	Sustainability – Question 3.5	• This section allows the applicant to confirm ownership of assets in no more than 200 words.
12	Sustainability – Question 3.6	• 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.
13	Click the Save button	• **Remember to save your work periodically!**

6.5.4 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 contributions of In-kind matched funding 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.

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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.

QUESTION 4.1 *

14 *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

QUESTION 4.2 *

15 *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

16

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

17

SAVE

No.	Functionality Details	Comments
14	Matched Funding, Value For Money And Risk Apportionment – Question 4.1	• This section allows the applicant to explain their intended co-funding ratio as well as the sources of this co-funding (200 words).
15	Matched Funding, Value For Money And Risk Apportionment – Question 4.2	• This section allows the applicant to explain how they would use the grant to crowd in other funding sources (500 words).
16	Matched Funding, Value For Money And Risk Apportionment – Question 4.3	• 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).
17	Click the Save button	• **Remember to save your work periodically!**

6.5.5 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 for/addressed.

18

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
18	Innovation – Question 5	• This section allows the applicant to describe the innovation the initiative intends to implement (200 words).

6.5.6 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.

19 QUESTION 6.1 *

Briefly explain/demonstrate how large numbers of unemployed people 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

20 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

21 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
19	Scale / Replication – Question 6.1	• 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).

20	Scale / Replication – Question 6.2	• 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).
21	Scale / Replication – Question 6.3	• 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).

6.5.7 Contribution to Systemic Change

22

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
22	Contribution to Systemic Change – Question 7	• 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).

6.5.8 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.

23 | **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:

1. demonstrable experience and success achieved in those parts of the sector/industry/value chain/region that are relevant to this initiative.

2. whether consortium members have previously worked together.

3. the extent to which you have identified key suppliers/ service providers/technical partners and on what basis you have selected them.

4. where key suppliers/ service providers / technical partners are yet to be identified, what criteria will you use to select them and what is the anticipated lead time between identifying and "on boarding" them; and

5. an explanation of how you will assure supplier/service provider capability, quality, reliability, and inclusivity/inclusiveness.

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

words left

24 | **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]

No.	Functionality Details	Comments
23	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.
24	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 PERIDOCIALLY. THE SYSTEM HAS A 25 MINUTE TIMEOUT PERIOD WHICH ENFORCES THE USER TO CONTINOUSLY SAVE THEIR WORK. A MESSAGE WILL BE DISPLAYED INFORMING YOU OF THE LAPSE OF THE SESSION PERIOD AND ENCOURAGE YOU TO SAVE YOUR WORK.

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

6.6 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. **Please note that you need to download the ABC PIMP template from the downloads section**.

No.	Functionality Details	Comments
1	Total Amount requested from the Jobs Fund	• Please enter the amount requested by the Jobs Fund (refer to term sheet for minimum grant amount).
2	Total Cash contribution by the applicant	• 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	• Please add the Total Loan Financing raised by applicant Amount (if not applicable enter "0")
4	Total Loan Financing - partners	• Please add the Total Loan Financing raised by project partners Amount (if not applicable enter "0")
5	Total Cash contribution from other sources	• Please add the Total Cash contribution from other sources Amount (if not applicable enter "0")
6	Total In-kind contribution	• Please add the Total In Kind Contribution Amount (if not applicable enter "0")
7	Total Other Income	• Please add the Total Other Income Amount (if not applicable enter "0")
8	Total cost of project	• 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)	• 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

Status of Matched Funding

10 **Indicate the status of the matched funding ***

For each of the Matched Funding Partners identified indicate the status of the matched funding (i.e., if a loan is to be obtained from a funder, indicate at what stage of the approval process the application is at). Please note the evidence that you must provide to demonstrate match funding.

- Evidence of match funding where match funding is self-funded should 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 should comprise of: 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 funder stating process and timeframe to finalise funding application and unmet conditions that applicant has to satisfy in order to be considered for funding.

Applications failing to provide the required evidence will be deemed ineligible and will not be considered.
(Maximum 400 words)

words left

11 **Outstanding issues and conditions ***

For each of the Matched Funding Partners identified indicate any outstanding issues and conditions and when these are expected to be met by you the applicant.
(Maximum 100 words)

words left

No.	Functionality Details	Comments
10	Indicate the status of matched funding	• For each of the Match Funding partner identified indicate the status of the matched funding (i.e. if a loan is to be obtained from a funder indicate at what stage of the approval process the application is). (100 words) **Note: Applications failing to provide the required evidence will be deemed ineligible and will not be considered.**
11	Outstanding issues and conditions	• For each of the Match Funding partners identified indicate any outstanding issues and conditions and when these are expected to be mitigated. (100 words)

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 **two years (24 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 **two-year implementation phase**, project performance will be monitored and evaluated for a period of **2 year**.

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]

Num	**12** Line item description	**13** Jobs Fund Contribution	**14** Matched Funding	**15** Total cost
01	Loans advanced	0	0	0
02	Compensation	0	0	0
03	Stipends	0	0	0
04	Project Administration Costs	0	0	0
05	Training costs	0	0	0
06	Other costs	0	0	0
07	Assets	0	0	0
08	Capital / Infrastructure	0	0	0
09	Consultancy	0	0	0
10	Audit, Fees and other	0	0	0
09		0	0	0
10		0	0	0
11		0	0	0
Total	words left	0	0	0

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

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

No.	Functionality Details	Comments
12	Line item Description	• 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).
13	Jobs Fund Contribution	• Applicants to record what portion of the Total Amount Requested from the Jobs Fund will be associated to the major cost item.
14	Matched Funding	• Applicants to record what portion of the Matched Funding will be associated to the major cost item.
15	Total Cost	• This is a calculated field: Total Cost = Jobs Fund Contribution + Matched Funding

Clearly Indicate

16 What are the key project cost drivers. *

words left

17 How these costs will be managed. *

words left

18 How and when the project and a typical beneficiary (as applicable) are expected to become profitable / self-sustainable. *

words left

19 How will profits be utilised during and after completion of the project. *

words left

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

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

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

Before you can submit your application however the following fields will need to be completed
• Total amount requested from the Jobs Fund
• Total cash contribution by applicant
• Contribution from other sources/partners
• Total Loan financing
• Total In-kind contributions

PLEASE REMEMBER TO DONWLOAD THE ABC PIMP TEMPLATE:

6.7 Summary Tab

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

Summary

1 Project Name *

Test Project 01

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

☐ Eastern Cape   ☐ Free State   ☐ Gauteng

☐ KwaZulu-Natal   ☐ Limpopo   ☐ Mpumalanga

☐ Northern Cape   ☐ North West   ☐ Western Cape

In which economic sector does this initiative fall? *

3 *(choose most appropriate)*

[⌄]

In which economic sub-sector does this initiative fall? *

4 *(choose most appropriate)*

[⌄]

No.	Functionality Details	Comments
1	Project Name	• This field is prepopulated from the Registration page. • Applicants do have the ability to amend the name at this stage.
2	Geographic Area	• Applicants are to indicate which the Geographic areas of the initiatives implementation. • This feature allows for multiple areas to be selected.
3	Economic Sector	• The Economic 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	• 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 are 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)	
07 Number of self-employed informal sector entrepreneurs/business owners	
08 Number of employed informal sector workers	

5	Project Finances Summary	• These details are prepopulated on completion of the Budget Tab
6	Programme Outcome Indicators	• 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:

Your changes have been successfully saved.

Before you can submit your application however the following fields will need to be completed:
• Geographic areas of initiatives implementation
• In which sector does this initative fall?

6.8 Upload Tab

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

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, xlsm, pdf, txt, zip, mpp.*

3. *Please note that the maximum file size is 10MB 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 2024 and the two prior years (2023 and 2022). If the 2024 financials have not been signed off, then provide the 2023 AFS and two prior years (2022 and 2021). 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 2024 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:

- Select the document and then click the Upload button.

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

6.8.1   List of All Document Uploads Required

If an upload does not apply to you, upload a signed and dated letter stating that it does not apply, providing a reason.

Finance and Budget
Activity Based Costing Project Implementation Monitoring Plan (ABC PIMP) *
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.*
Audited/Reviewed financial statements and audit report of the Lead Applicant 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.*
Audited/Reviewed financial statements of the financial partners 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.*
Flow of funds diagram * *Diagram must clearly show number of project bank accounts and their use, amounts flowing in from different parties, use of pooled funds, inflow and use of any project income generated, flow of any repayments and their use.)* *Applicants are to note that the JF will not contract with applicants that wish to transact with suppliers or for other costs outside the approved ring-fenced project account(s)*

For applications under the enterprise development funding window, provide a Sample Financial Statement (FS) or FS of the previous beneficiary *
(Balance Sheet, Cashflow statement, Income Statement)

Fund Management Agreement *
(where applicable)

Fund Manager's Investment Charter *
(where applicable)

Loan book, write offs, bad debts *
Summary of current loan book in terms of Value of loan book (as at 31 March 2025), Value of write offs (as at 31 March 2025), bad debts % (as at 31 March 2025), Current and Non-current debt (as at 31 March 2025)

Matched funding *
Demonstrating ability to secure matched funding includes 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.

Pipeline of finance ready projects (applicable to applications with on-lending component) *
(The pipeline must indicate the name of on-lending beneficiary, date of their application, amount applied for, proposed Jobs Fund grant and Matched Funding portion amounts respectively, stage of application post initial review (e.g., Due diligence Stage, Appraisal documents for recommendation stage), Approval committee/s dates, contracting timelines, anticipated first and subsequent disbursement dates, job creation delivery timelines – please add any other information deemed to be relevant)

Project financial model linked to milestones *
Where the applicant has an Excel-based financial model for the project's financial information (ensure it contains the following – assumptions, rollout plan, funding flows, sensitivities, cost, revenue, and sustainability drivers).

Project loan management mechanisms where applicable *
(i.e. selection criteria, composition and terms of reference for the investment committee, debt management policy e.tc.)

Provisional Project Asset Register *

Institutional and Initiative information	

Agreements regulating business relationships and internal governance *

CV uploads for the key staff identified (up to 7) *

Diagram illustrating the project management structure *

Market research, where applicable *

Operation Guidelines specifying key controls *
(Governance, on-lending policies and management controls, training or business development procedures and accreditations)

Organisation and partnership structure diagram *

Partnership agreements *
(with Implementing Partners, key service providers)

Process diagram for production/manufacturing/service delivery etc. *

Project Business Plan (Max 50 pages, include sales forecasts, marketing plan, breakeven analysis) *

Results of similar/precursor initiatives that the applicant or its project partners have implemented before *
(where applicable)

The Protection of Personal Information Act (POPIA) reporting procedure inclusive of compliant data collection, verification, and storage *

Legal and Tax	

If the Lead Applicant is a municipality, please upload a scanned, certified copy of the Council Resolution, indicating authority to conduct business on behalf of the Municipality *

Mandate for making application *
The appropriate authority within the lead institution (CEO/board/exec committee) must provide a signed mandate to confirm that the lead applicant has a mandate to submit this application on the organisation's behalf.

Proof of application for licenses/permits *
(i.e. permit or licence required in terms of legislation as affects the execution of this project. Fund Managers must include proof of registration with the Financial Sector Conduct Authority (FSCA) and other related compliance documents.

Proof of registration as a legal entity of the Lead Applicant (Certificate of Incorporation/ Registration Certificate etc) *

Valid Tax Compliance Status or tax exemption certificate (as applicable) *
Please do not just submit the PIN, rather download the certificate, and attach the actual certificate.

On a company letterhead of the applicant confirms that:

i. *The organisation is compliant with all laws and regulations applicable to the organisation and the industry that they operate in,*

ii. *The organisation and individual directors/senior manager/key staff are not blacklisted on National Treasury supplier database,*

iii. *There is no current litigation or judgment against the organisation,*

iv. *no credit records to any of the directors or key staff,*

v. *that the organisation indemnifies the Jobs Fund, against any action whatsoever arising out of the provision of incorrect or inaccurate information provided by the applicant,*

vi. *The organisation consents to the processing of my personal information contemplated in the Protection of Personal Information Act No 4 of 2013.*

Monitoring & Evaluation	
Results/Value Chain (refer generic results chain) *	

Supporting documentation	
B-BBEE certificate *	
FICA documents *	
Letter from the applicant confirming that the applicant will contract with the Jobs Fund based on the Jobs Fund Grant Agreement. *	
Off-take agreements (if applicable) * *(Agreement must be signed and at a minimum specify: contracted period of the off take, quantity, market related selling prices and conditions of breach).*	
Placement agreements (if applicable) * *(Agreement must at a minimum specify: contracted period of the placement agreement, number of placements, placement fees payable to the applicant/project and conditions of breach) (Ensure that these numbers in the agreements are aligned to the targeted Performance Indicators as specified in the ABC PIMP)*	
Project beneficiary pipeline *	
Other supporting documents, i.e. all agreements signed in respect of the project (other than those already uploaded above) *(other than those already uploaded above)*	

6.9 Downloads

Please note that on the right-hand side of the application from (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.

Downloads

ABC PIMP

Consent Form

Due Diligence Checklist

Due Diligence Confirmation

Example Indicators

FICA Checklist

Generic results chain

GMS   CFP User Guide

Term Sheet

Types of Jobs
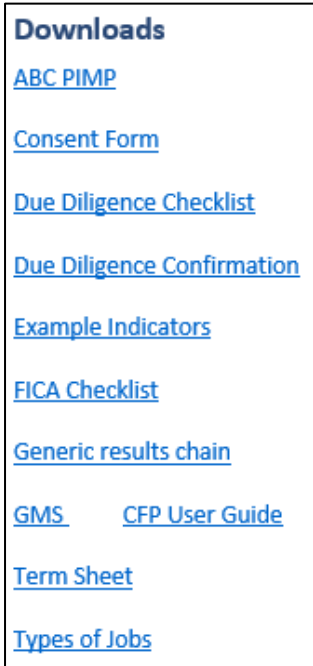
Please note that when you download the templates, you will need to save it to your device:

→ Open
The file won't be saved automatically.

→ Save

→ Save as
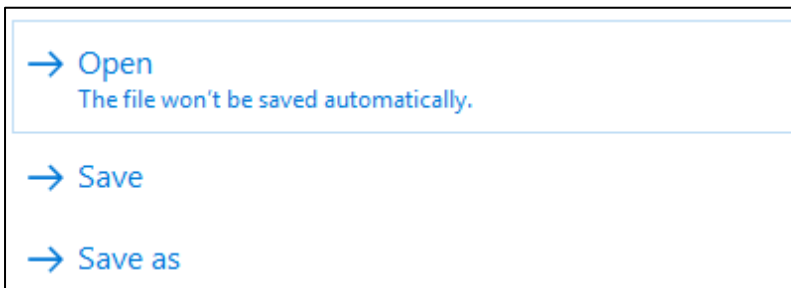
6.10 Validate and Submit

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.

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.

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

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.**

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 (05 June 2025 @ 3PM).**
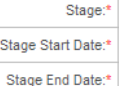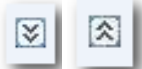
6.11 General

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 05 June 2025**.

- If you require any **technical assistance,** please send an email to the Helpdesk:
    - Email: Jobsfund@treasury.gov.za
    - Subject: Application Technical Support
    - Body: Please include your name and contact details and project reference number e.g. JF12/9999-2

7   Icons

Icon	Name	Description
	Zoom	Clicking this takes you into the detail of a record
	Edit	Clicking the pencil will open a set of 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
Stage:* Stage Start Date:* Stage End Date:*	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