



## APPLICATION FOR A DISCRETIONARY GRANT

### ARTISAN DEVELOPMENT CENTRE OF SPECIALISATION

Applications are to be submitted to PSETA,

Hand delivery address:

353 Festival Street  
Hatfield  
Pretoria  
0028

<b>APPLICANT</b>		
<b>Training Provider</b>	<b>Employer</b>	<b>Lead Employer</b>
<b>Please mark with the cross (X)</b>		

**SUBMIT ONE FORM FOR EACH QUALIFICATION  
APPLICATION MUST BE ACCOMPANIED BY THE DETAILED PROPOSAL**

SECTION 1: DETAILS OF THE APPLICANT							
<b>Name of Applicant</b>							
<b>Application in respect of</b>		<b>Artisan Development (Centre of Specialisation)</b>					
		<b>List the trades applying for:</b>					
<b>Applicant's Skills Development Levy Number</b>		<b>Levy No.</b>		<b>SETA:</b>			
<b>Sector</b>							
<b>Company/Organisation Size</b>		<b>Small (0-49)</b>		<b>Medium (50-149)</b>		<b>Large (150 or larger)</b>	
<b>Are you a?</b> <small>(please tick relevant box)</small>		<b>National Department</b>		<b>Provincial Department</b>		<b>Legislature</b>	<b>Public Entity</b>
<b>Address</b>		<b>Physical Address:</b>			<b>Postal Address:</b>		
<b>Name of Local Municipality</b>							
<b>Province</b>							
<b>Contact Person</b>							
<b>Mobile Number</b>							
<b>Telephone Number</b>							
<b>Fax Number</b>							
<b>Email</b>							
LEARNER AND GRANT INFORMATION							
<b>Number of learners</b>							
<b>Total Cost Per Learner</b>		R					
<b>Total Grant Requested</b>		R					
PREVIOUS PSETA GRANTS AWARDED							
<b>Previous PSETA Grants</b>		<b>Date</b>			<b>Amount</b>		

## SECTION 2: DETAILS OF THE APPROVED TRAINING PROVIDER

<b>Name of training provider</b>				
<b>Accreditation Number</b>				
<b>Approval Number</b>	<b>COS no:</b>			
	<b>List the trades that the centre can provide as per approval:</b>			
<b>Are you a?</b> <small>(please tick relevant box)</small>	Public TVET College	University of Technology	Private TVET College	Trade Test Centre
<b>Address</b>	<b>Physical Address:</b>		<b>Postal Address:</b>	
<b>Province</b>				
<b>Contact Person</b>				
<b>Mobile Number</b>				
<b>Telephone Number</b>				
<b>Fax Number</b>				
<b>Email</b>				

## SECTION 3: DECLARATION BY THE APPLICANT

I, the undersigned, taking responsibility for the applicant's organisation certify that:

- a) The information contained in this application is correct; and
- b) The necessary supporting documentation listed below is attached:

Supporting Documentation	Not Applicable	Attached
a) Company registration documents with certified copies of IDs of members, shareholders and directors		
b) Certified copy of Accreditation certificate for the relevant unit standards		
c) Original and valid BBBEE verification certificate		
d) Written confirmation of tax compliance or validity		
e) Documentation providing evidence of the organization's capacity to deliver on the project		
f) Project proposal		

Declaration of Interest		
	Yes	No
Are you or any person connected with the application employed by the SETA? If so, state particulars:.....		
Do you or any person connected with the application have any relationship (family, friend, other) with a person employed by the SETA, or a member of the PSETA Board? If so, state particulars: .....		
Are you or any person connected with the application aware of any relationship (family, friend, other) between the applicant and any person who may be involved in the evaluation or approval of this application? If so, state particulars: .....		

Equity	Black South Africans	Women
What is the percentage of the organization owned by (If private company)?		
What percentage is owned by people with disabilities (If private company)??		
How many executive management positions in your organization are filled by?		
How many executive management positions in your organization are filled by people with disabilities?		

Name		Designation	
Signature (Authorised person)		Date & Place	
Name		Designation	

## SECTION 4: THE FORMAT OF THE PROPOSAL

Prospective applicant must submit a proposal which include the following information:

- a) Introduction and executive summary
- b) A detailed project proposal including key activities, milestones, roll out plan, deliverables and detailed timeframes:
 

**The Detailed proposal must address the following**

  - Plan for recruitment of qualifying learners for the Apprenticeship programme which should also address transformational imperatives (black, woman, youth, people with disability and rural development)
  - How the placement of Learners in conducive and approved workplaces will be managed
  - How the applicant will administer timely the payment of stipend to learners
  - Reporting to PSETA on a regular basis regarding the implementation of the project
  - Monitoring plan to ensure that workplace learning is in line with the qualification curriculum including management of learner log books
  - The plan regarding the learner guidance and support
- c) Information on similar training projects undertaken, with contactable references, nature of the project, duration, value, and number of beneficiaries serviced. Reference letters must be included.
- d) Details of the key personnel that will be involved in the project, with a clear indication of the roles that will be played by each person.