



**Western Cape
Government**

Export Competitiveness Enhancement Programme (ECEP) Fund 2024

Project proposal

Section B

Template for the Preparation of Project Proposals

Please use the below structure when preparing your submission. Where documents are attached (e.g., timelines, budgets, cash flows) please clearly indicate this and number these. Failure to comply with the proposal template may result in your application not being considered.

Please note that the project proposal and all supporting documents must be uploaded through the upload link in the application form when making the online submission.

Document uploads must be completed by the time of the submission of the application form (business or intermediary).

i. DESCRIPTION OF THE PROJECT

1. Name of the project

2. Summary description of the project and what does it seek to achieve?

3. When will the project commence?

4. When will the project be completed?

5. Describe the level of planning conducted to date e.g., market research, feasibility studies, business plans, impact assessments, etc.

6. Describe any market trends that the initiative responds?

7. Which of the following has been to date as part of the planning process e.g., market research, feasibility studies, business plan and impact assessment?

8. If research has been conducted, please summarize the key findings and conclusions.

1. Describe the nature of the co-funding in place?

9. How will the funds be used?

10. What key activities will be undertaken to ensure the success of the project?

ii. FUNDING

1. Funding required from the Department (R)

2. Funding required from the Department (R) in words.

3. Value of own budget contribution (R)

4. Value of own budget contribution (R) in words.

5. Value of third-party budget contribution (R) in words.

iii. PROJECT IMPACT

1. Describe the envisaged project impact for exports.

2. As an estimate, how many new jobs will this project create?

3. Please specify whether these new jobs will be permanent, seasonal, or temporary.

4. Indicate how these jobs will be created/sustained.

5. Please explain whether this initiative will benefit any of the following groups: women, youth, and individuals with disabilities.

6. Who are the partners involved and what role will they play in the project?

iv. MONITORING AND EVALUATION PLAN

1. Describe how the project will be managed and what project management resources are, or will be, in place.

2. How will the project be monitored (meetings, site visits, financials etc.)?

3. How will you determine that the project is on track? Key milestones should be noted.

4. Describe your experience implementing similar projects.

v. IMPLEMENTATION PLAN WITH TIMELINES

Provide a project implementation plan (see example below) details all project activities. Please note that should your application be successful the agreed implementation plan will become part of the agreement / contract. The illustration below is an example:

Activity	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	June

This information must be captured in the table provided.

vi. CASH FLOW

Provide an activity -based cash flow detailing all activities (items) that will be funded by the Department. Preferably cash flow projections not to extend beyond financial year 2024/ 25.

Project item	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Total
			R20						R20	R40
			R20		R15	R20				R55
		R10					R15	R10		R35
		R0	R0	R0	R0	R0	R0	R0	R0	R0
Total	R0	R10	R40		R15	R20	R15	R10	R20	R120

vii. TOTAL BUDGET BREAKDOWN

Provide a project budget which clearly shows how the funding required from the Department, your own funding contribution, as well as funding from other organisations (where applicable) will be utilised. The illustration below is an example.

Budget item / intervention	Budget item description	Funding source			Total project funding
		DEDAT funding	Own funding	Other funding	