



**Western Cape
Government**
FOR YOU

Economic Development
and Tourism

Economic Development and Tourism

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Department of Economic Development and Tourism

SMME Booster Fund 2024

APPLICATION GUIDELINE FOR THE FOLLOWING CATEGORIES:

Category 1: Developing SMMEs for the export market

Category 2: Business Incubation and Acceleration Support

Category 3: Support to township-based businesses

(NB! This document is not for completion and is merely a guideline to assist in the completion of the online application. Only online applications will be accepted)

Dear Sir / Madam

Thank you for your interest in the SMME Booster Fund 2024 (the Fund). Please note that application to the Fund is a two-step process:

- i. Complete the application detail online; and
- ii. Upload the required supporting documents and annexures.

To apply to the Fund, please complete the online application form which can be accessed through the Department's website and select the relevant category for your application.

Please be reminded that the supporting documents as listed in **section C** below **are all compulsory**.

Failure to upload any of the required documents will result in your application **not being considered**. The onus is on the organisation applying to the Fund to ensure that all the required documents are correct, legible, and timeously submitted.

The uploading of the incorrect documents, illegible documents or corrupt (documents that cannot be opened) documents will result in your application not being considered.

It is advisable that all documents submitted are in pdf (or similar) format.

Should you be unsuccessful in your application, you may re-apply. Applications will remain open until the allocated budget for the SMME Booster Fund 2024 has been exhausted.

All successful applicants will be expected to sign a formal agreement prior to the disbursement of the funds.

Application form for the SMME Booster Fund 2024

A. Purpose of the Fund

The SMME Booster Fund 2024 (the Fund) seeks to enhance and/or expand existing projects and programmes that develop and grow Small, Medium and Macro Enterprises (SMMEs) based in the Western Cape.

The Fund will support existing projects that **has commenced** implementation.

B. Information

Contact information of the Executive Authority that will be signing the agreement with the Department	
Title	
Name (s)	
Surname	
Designation	
Cellular number	
Email	
Documents to be uploaded	- The identity document (or similar) of the signatory to the agreement
Contact information of the Project Manager	
Title	
Name (s)	
Surname	
Designation	
Cellular number	
Email	

Applicant information	
Registered name	
Registration number	
Trading name	
Physical business address	Code <input type="text"/>
Postal address	Code <input type="text"/>
Telephone number	
BBBEE level	
Documents to be uploaded	<ul style="list-style-type: none"> - Valid BBBEE certificate - Signed annual financial statements for the two most recent financial years - Company registration documents (with Director(s) details or similar) - Tax Compliance Status letter (with a valid pin)
Application information	
Full project budget (R)	
Funding required from DEDAT (R)	
Value of own and other contribution (R)	
Please indicate how you heard about the Fund	Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Radio <input type="checkbox"/> Word of mouth <input type="checkbox"/>
	Newspaper <input type="checkbox"/> Email communication <input type="checkbox"/>
	Other – please specify <input type="text"/>
Documents to be uploaded	<ul style="list-style-type: none"> - Signed budget (own contribution) letter confirming commitment of funding to the project

C. Compulsory supporting documents

Application documentation checklist		*CFP Reference
1	Company registration documents or similar with the list of Director/s	4.1
2	Signed annual financial statements for the two most recent financial years	4.2
3	Tax compliance status letter (TCS) with a valid pin	4.3
4	Valid BBBEE certificate or affidavit (whichever is applicable)	4.4
5	Signed letter from CEO/CFO confirming the value of own funding that will be contributed to the project	4.5
6	Identity document (or similar) of the person signing the agreement with the Department	4.6

*CFP Reference – the referenced paragraph in the advertised Call for Proposals

D. PROPOSAL INFORMATION

Please complete **all** the sections and fields on the online application form (compulsory).

The information requested below will be used during the evaluation of your proposal. Failure to fully complete **all** the sections below will result in your application **not being considered**.

COMPANY / ORGANISATIONAL PROFILE

The company profile must as a minimum, contain the following information:

- Background and information of your organisation
- Date when the organisation commenced its SMME development operations
- Core activities and mandate of the organisation
- List the notable achievements of your organisation in terms of SMME development
- Provide other / additional information that you may consider useful
- Provide the name/s and high-level role(s) of each project member within the project

This information must be captured in the relevant fields provided in the online application form

DESCRIPTION OF THE PROJECT

Provide a description of the project (is it advisory services, mentorship, investment into SMMEs, provision of business funding etc.) and highlight the key elements thereof.

As a minimum, the project description will need to provide information relating to the questions below.

- How long has the project/programme, for which support is being applied for, been in existence?
- How will the funding applied for from the SMME Booster Fund improve and enhance the project?
- How many businesses will be supported through the project?
- How many jobs are expected to be created/sustained through this intervention?
- Provide an indication as to how these jobs will be created / sustained.
- What benefit will accrue to the businesses being supported through the project?
- What type of support will be given to the businesses?
- What selection criteria was used in the identification of businesses being supported?

Provide a list of the SMMEs that **will** be supported through the project. SMMEs that previously received support through the SMME Booster Fund between 2019 and 2023 are not eligible for support. Please note that the following minimum numbers apply:

- Export category – a minimum of **5** businesses to be supported
- Incubation and acceleration category – a minimum of **10** businesses to be supported
- Township category – a minimum of **10** businesses to be supported

The following information will be required for each SMME:

- Name of business owner
- Business name
- Business address
- Contact number
- Contact email
- Date (MM: YYYY) when business commenced operations / activity
- Business registration number (CIPC) (if applicable)
- Number of employees (including owners / directors)
- Designation in terms of ownership (in percent) i.e., women, youth, persons living with disability
- Provide signed contracts demonstrating the commitment of all the businesses that will be participating in your programme (**to be uploaded**)
- Provide (**upload**) the CIPC or similar documents (including the names of directors / owners) of the SMMEs that will be supported. If the SMME is not registered, a document listing the name/s and ID number/s of the owner/s must be **uploaded**.

Additional requirements for export category

For the export category, upload a business profile, that **contains** the information below, for each SMME that will be supported:

- Name and date of exporter development programme (or similar) completed
- Certificate of completion relating to the exporter development programme (or similar)
- Name/s and date/s of trade show/trade mission/inward buying mission attended
- List the product/s or service/s that will be exported
- Provide communication from the foreign buyer (letter/email) demonstrating an interest in the product/service

PROJECT IMPACT

This section requires information on the project for which support is being applied for.

- How many businesses have been supported since the inception of the project?
- How many jobs have been created since the inception of the project?
- What impact is expected to be achieved at the end of the project (e.g., number of jobs created)?

- Provide **five** success stories of businesses you have assisted over the past two to three years linked to the project you are seeking assistance for, or similar initiatives implemented by your organisation. The information for each of the **five** success stories must include the following:
 - name of the business
 - contact details of the business (contact person, address, email, landline, and cellular number)
 - description of the intervention executed (assistance provided to the business)
 - growth statistics of the business supported such as
 - increase in employment
 - % Business turnover improvement
 - improved competitiveness
 - commercialisation of products
 - increase in number of new customers / market segments
 - improved operational efficiencies
 - other success metrics

This information must be captured in the relevant fields provided in the online application form.

MONITORING AND EVALUATION

- How is the project monitored by your organisation?

Considerations to be noted are:

- Do you use a software programme (name the programme)?
- Do you compile regular (monthly, quarterly) reports?
- Are there financial reports compiled?
- What is measured when monitoring the project?

- How are the beneficiaries of the project monitored?

Considerations to be noted are

- Do you use a software programme (name the programme)?
- Do you compile regular (monthly, quarterly) reports?
- Do you conduct site visits?
- Do you conduct surveys?
- Do businesses submit financials / management accounts to track turnover performance

- How often are the beneficiaries monitored?

Considerations to be noted are

- Periods of engagement i.e., are there regular (weekly, monthly) meetings / engagements with SMMEs

- What measurement metrics will be used to measure the performance of the project beneficiaries?

Considerations to be noted are

- What is measured when monitoring the SMME (jobs created, new clients, turnover performance, assets / machinery acquired, etc.

Upload evidence of the monitoring and evaluation system used by your organisation. If your organisation does not have a monitoring and evaluation system, upload a signed letter committing that a monitoring and evaluation system will be in place within six months after commencing the collaboration with the Department.

BUDGET

Capture the project budget which clearly shows how:

- (i) the budget items were costed
- (ii) the funding required from the **Department** will be utilised.

The illustration below is an **example**. Insufficient information will delay the evaluation of your application.

FUNDING SOURCE AND UTILISATION						
Budget item / intervention	Budget item (description, details and cost drivers)	Will funding be used internally or externally	DEDAT funding	Own funding	Other funding	Total project funding
Equipment and machinery	<ul style="list-style-type: none"> - equipment to the value of R30 000, 00 per SMME will be procured - 20 SMMEs will be supported 	<ul style="list-style-type: none"> - Externally from various suppliers / service providers 	R600 000,00	R0,00	R0,00	R600 000,00
Software	<ul style="list-style-type: none"> - Accounting software will be acquired for 10 SMMEs - The estimated cost of the software is R10 000, 00 per license 	<ul style="list-style-type: none"> - Externally - Will be acquired from Pastel 	R100 000,00	R0,00	R0,00	R100 000,00
Training	<ul style="list-style-type: none"> - How many workshops? - Is it online / in person? - What are the cost drivers (catering/ venue / materials)? - Facilitators (inhouse or external)? 	<ul style="list-style-type: none"> - Externally and internally - Venue and catering to be sourced externally - Facilitation to be done internally 	R100 000, 00	R150 000, 00	R0, 00	R250 000, 00
Mentorship	<ul style="list-style-type: none"> - How many sessions - How many hours per session? - Internal or external mentors? - Online or in-person? - Travelling costs (accommodation)? 	<ul style="list-style-type: none"> - Externally - Mentors are external to the organisation and will be remunerated 	R250 000, 00	R250 000, 00	R0, 00	R500 000, 00
M & E	<ul style="list-style-type: none"> - What does this entail? - Site visits? - Online / in person? 	<ul style="list-style-type: none"> - Internal - Project manager and administrators will conduct monitoring 	R0, 00	R250 000, 00	R0, 00	R250 000, 00
			R1 050 000,00	R650 000,00	R0,00	R1 700 000,00

This information must be captured in the table provided in the online application from.

CASHFLOW

Provide an activity-based cash flow detailing all activities (items) that will be **funded by the Department**. Cash flow projections not to extend beyond **February 2025**. Should funding be required after February 2025, this will form part of the agreement between the department and successful applicants. The illustration below is an example.

Project item	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Total
Equipment and machinery	R0	R0	R300 000	R0	R300 000	R0	R0	R0	R0	R600 000
Software	R0	R0	R0	R0	R0	R100 000	R0	R0	R0	R100 000
Training	R0	R0	R0	R50 000	R0	R0	R50 000	R0	R0	R100 000
Mentorship	R0	R50 000	R50 000	R50 000	R50 000	R50 000	R0	R0	R0	R250 000
Total	R0	R50 000	R350 000	R100 000	R350 000	R150 000	R50 000	R0	R0	R1 050 000

This information must be captured in the table provided in the online application from.

IMPLEMENTATION TIMELINES

Provide a project implementation plan (see example below) which details all the activities to be undertaken in relation to how the funding received by the Department will be spent. Please note that should your application be successful; the agreed implementation plan will become part of the agreement / contract. The illustration below is

Activity	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
<i>Obtain quotations for the machinery and equipment</i>							
<i>Procure machinery and equipment</i>							
<i>Obtain quotations for the accounting software</i>							
<i>Procure accounting software</i>							
<i>Training</i>							
<i>Mentoring</i>							

This information must be captured in the table provided in the online application form.