



**Western Cape
Government**
FOR YOU

Economic Development
and Tourism

Economic Development and Tourism

Sharief Davids

Enterprise Development

Sharief.Davids@westerncape.gov.za | Tel: 021 483 9112

Department of Economic Development and Tourism

SMME Booster Fund 2024

APPLICATION GUIDELINE FOR THE FOLLOWING CATEGORY

Category 4: Infrastructure support for entrepreneurial centres

(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 develops and grows 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	- 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

LIST OF REQUIREMENTS

List the planned activities that takes place **or** will take place at the entrepreneurship centre

What benefit will accrue to the businesses being supported through the project?

Provide a list of items that will be acquired. Indicate the estimated cost (the cost of the items will determine the funding request):

The **example** below is for illustrative purposes only.

Item	Quantity	Description and use	Estimated total price
Laptop	3	To be placed in shared space	R24 000, 00
55-inch TV screen	3	To be placed in boardroom and used for video conferencing	R45 000, 00
Receptionist desk	2	To be placed in the reception area	R20 000, 00
3-D printer	3	To be placed in the design lab and used for proto typing	R120 000, 00
Table saw	10	To be placed in the workshop	R300 000, 00
Total			R509 000, 00

PROJECT IMPACT – FOR AN EXISTING ENTREPRENEURIAL CENTRE

This section requires information on the project (entrepreneurial centre) for which support is being applied for.

- How many businesses have been supported since the centre has been operationalised?
- How many jobs have been created since the centre has been operationalised?
- 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 entrepreneurial centre that you are seeking assistance for. The information for each of the five success stories must as a minimum, include the following:
 - name of the business
 - contact details of the business (contact person, address, email, landline, and cellular number)
 - description of the 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.

Upload the following documents:

- Signed letter from the accounting officer / principal / dean of the TVET College / University confirming support for the application

- Signed letter from an executive of the organisation confirming support for the application

PROJECT IMPACT – FOR A NEW ENTREPRENEURIAL CENTRE

This section requires information on the project (entrepreneurial centre) for which support is being applied for.

- How many businesses can be supported through the centre?
- What type of support can businesses receive through the centre?
- What are the operating hours of the centre?
- What is the projected completion date (when will construction/renovation be complete)?

Upload the following documents:

- Signed letter from the accounting officer / principal / dean of the TVET College / University confirming support for the application
- Signed letter from an executive of the organisation confirming support for the application

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
Laptops	- laptops X 5 for working stations allocated to entrepreneurs	- External (from an external supplier)	R24 000,00	R0,00	R0,00	R24 000, 00
55-inch TV screens	- 3 X TV screens - Boardroom x 2 and reception area	- External (from an external supplier)	R45 000, 00	R0, 00	R0,00	R45 000, 00
Refurbishments / reception desks	- New desks X 2 for the reception area	- External and internal (material to be bought from external service provider, labour from internal workshop)	R20 000, 00	R0, 00	R0, 00	R20 000, 00
Design equipment	- 3D printer x 3 for the design and innovation lab	- External (from an external supplier)	R120 000, 00	R0, 00	R0, 00	R120 000, 00
Manufacturing equipment	- Table saw X 10 for wood processing workshop	- External (from an external supplier)	R300 000, 00	R0, 00	R0, 00	R300 00, 00
Training	- Weekly sessions for quarter 3 and 4 of 2024 (24 training sessions in total)	- Training will be facilitated by inhouse staff	R0, 00	R120 000, 00	R0, 00	R120 000, 00
			R509 000,00	R120 000,00	R0,00	R629 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	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Total
Laptops	R0	R0	R0	R24 000	R0	R0	R0	R0	R24 000,00
55-inch TV screens	R0	R0	R45 000	R0	R0	R0	R0	R0	R45 000, 00
Refurbishments	R0	R20 000	R0	R0	R0	R0	R0	R0	R20 000, 00
Design equipment	R0	R0	R120 000	R0	R0	R0	R0	R0	R120 000, 00
Manufacturing equipment	R0	R0	R300 000	R0	R0	R0	R0	R0	R300 000, 00
Total	R0	R20 000	R465 000	R24 000	R0	R0	R0	R0	R509 000, 00

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

IMPLEMENTATION TIMELINES

Capture 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 an example.

Activity	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
<i>Obtain quotations laptops, machinery, equipment, desks and software</i>							
<i>Buy and fit desks</i>							
<i>Procure drills</i>							
<i>Buy and install software</i>							
<i>Buy laptops</i>							
<i>Buy 3D printer</i>							

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