



As per Services SETA Discretionary Grants Policy, the purpose of special projects and strategic partnerships is to provide training in the priorities of government and/or the AA as well as the recommendations from the Chamber Committees as the advisory bodies to the Accounting Authority. These types of projects originate primarily from analyses of the Services SETA's responsiveness to, amongst others, performance against its own objectives, industry needs, and government pronouncements. Strategic projects shall be addressed through strategic initiatives in line with the Services SETA's development requirements as approved by the AA and can be embarked upon at any point during the financial year. Approval for strategic projects rests with the Services SETA Accounting Authority or a delegated official.

PRINCIPLES OF GUIDELINE

1. **Transparency:** The Services SETA conducts grant funding processes in a manner that is honest, and open, ensuring access to information. This is guided by the laws of the Republic of South Africa.
2. **Accountability:** The Services SETA conducts grant funding processes in a manner that demonstrates its obligation in response to the needs of its stakeholders and beneficiaries.
3. **Inclusivity:** The Services SETA supports structural economic transformation that promotes an inclusive growth agenda; transformation in terms of control and ownership; and demographic transformation of the labour market with respect to issues such as race, gender, people with disability, youth, and township and rural communities.
4. **Ethics:** The Services SETA conducts grant funding processes in a manner that is professional, unbiased, fair, and equitable and recognises the diversity and dignity of its stakeholders and beneficiaries.
5. **Conflict of Interest:** The Services SETA conducts grant funding processes in a manner that promotes the interests and needs of its stakeholders and beneficiaries through best practice governance oversight and monitoring.
6. **Due Diligence:** The Services SETA is accountable for the efficient, effective, and responsible allocation and utilisation of levy grants which are public funds. The Services SETA therefore may apply due diligence principle in the management of levy grants and the way they are allocated and used for the needs and services of its grant policy beneficiaries.



DISCRETIONARY APPLICATION AND AWARD

Application for Services SETA Special Project and Strategic Partnership

1. The Services SETA accept proposals throughout the financial year as communicated on the website <https://servicesseta.org.za/resources/special-projects/>
2. The grant applications, without exception, will be subjected to an evaluation, verification and an approval process.
3. The applicants are encouraged to align the applications to the priority actions of the Services SETA Sector Skills Plan (SSP) and performance indicators as outlined in the Services SETA Annual Performance Plan (APP) obtainable on the Services SETA website www.servicesseta.org.za as well as any other strategic priority initiatives including Government priorities and pronouncements.

PRIORITY LEARNING PROGRAMMES

1. The Services SETA's grants funding targets pertaining to PIVOTAL, and NON-PIVOTAL interventions (initiatives) aligned to the Services SETA strategic priorities, as identified in the Sector Skill Plan (SSP), Strategic Plan (SP), Annual Performance Plan (APP), National Skills Development Plan (NSDP) 2030 outcomes and any government priorities and pronouncements.
2. The PIVOTAL programmes include: learnerships, apprenticeships, bursaries, skills programmes, skills set, individual modules (Occupational Certificates), part qualification - Quality Council for Trades and Occupations (QCTO) modularized qualification, graduate internships - Technical and Vocational Education and Training (TVET) Colleges, Universities of Technology and Universities and student internships
3. The Non-PIVOTAL programmes include: Programmes aimed at developing the Services SETA in accordance with priorities outlined in Sector Skills Plans and Annual Performance Plans. Non-PIVOTAL programmes may include career guidance, sector conferences, sector research, TVET Capacity Building and Public Service Training, development of skills centres and other such non-credit bearing interventions that impact the sector skills agenda.

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ELIGIBILITY CRITERIA

1. SPECIAL PROJECTS

The entities that are eligible to apply for special projects discretionary grant funding to undertake PIVOTAL and Non-PIVOTAL programmes include but are not limited to Non-Governmental Organisations (NGOs), Non-Governmental Organisations (NPOs), Community-Based Organisations (CBOs), Non-Profit Companies (NPCs), Public Education and Training Institutions, Government partnership and public entities.

2. STRATERGIC PARTNERSHIP

Strategic partnership may be forged between Service SETA and any other entity. The objective of the partnership must be clearly defined in the proposal or concept document, which amongst others may include sector/industry transformation imperatives, Economic Reconstruction and Recovery Programmes, Township Revitalisation Programme and/or Rural Development Programme with the aim of rigid skills development.

Discretionary Grants Allocation

1. The discretionary grants are allocated at the sole discretion of the Services SETA.
2. The discretionary grants allocation will be allocated in line with the grant policy and availability of funds.
3. The applicants are encouraged to align applications to the priority indicators as outlined in the Services SETA Annual Performance Plan (APP) as well as any other strategic priority initiatives including Government priorities and pronouncements.
4. Strategic partnership will be assessed individually as per the concept document and the allocation of such is at the sole discretion of the Accounting Authority or delegated official.
5. Evaluation team/committee shall be established as per Services SETA processes for evaluation of applications. All Special Projects applications shall be subjected to the below evaluation criteria.



Evaluation Criteria For Special Projects

Scale	Rating	Definitions (Choose and/or Modify as Appropriate)
3 points	Good. Acceptable. Comprehensive.	<p>Applicant addresses all aspects of the criteria and demonstrates an ability to successfully meet SERVICES SETA requirements to ensure effective performance. All criteria were met; no deficiencies exist in the areas assessed.</p> <p>Evidence provided demonstrate the likelihood of successfully meeting the SERVICES SETA requirements to ensure effective performance</p>
2 points	Average Less than Acceptable	<p>The applicant has not met some of the criteria. Some deficiencies exist in the areas assessed and are of major concern.</p> <p>The evidence presented partially demonstrate the likelihood of successfully meeting the SERVICES SETA requirements to ensure effective performance.</p>
1 point	Weak. Poor. Inadequate information	<p>Applicant does not adequately address the criteria. The evidence presented does not demonstrate the likelihood of successfully meeting the SERVICES SETA requirements to ensure effective performance. Not all the criteria were met; deficiencies exist in the areas assessed and are of major concern.</p>

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Evaluation Scoring Criteria for Special Projects Applications

DESCRIPTION	WEIGHTING/POINTS	MEASUREMENT	EVALUATION	
		Indicate what pages/ section in proposal?	Score	Comments
<p>1. Purpose of the Proposal - What will the proposal aiming to achieve?</p>	<p>3 = Aim of the proposal is clearly articulated and comprehensive</p> <p>2 = Aim of the proposal is articulated and is average or less than acceptable</p> <p>1 = Aim of the Proposal is weak and has gaps or inadequate information</p>			
<p>2. Strategic Intent of the Proposal – How does the Proposal link to the following:</p> <p>2.1 SERVICES SETA Strategic Focus Areas</p> <p>2.2 SERVICES SETA Response to Economic Reconstructive and Recovery Plan</p> <p>2.3 SERVICES SETA Scarce and Critical Skills List</p> <p>2.4 SERVICES SETA Discretionary Grant Strategic Priority Areas</p> <p>2.5 District Development Model and Municipal Key Service Areas</p> <p>2.6 Government Priorities and pronouncements</p> <p>2.7 Services sector/industry</p>	<p>3 = Proposal links with SERVICES SETA Strategic Focus Areas and Discretionary Grant Priority Areas as per 2 in Column A and is detailed and comprehensive</p> <p>2 = Proposal shows some links with SERVICES SETA Strategic Focus Areas and Discretionary Grant Priority Areas as per 2 in Column A and is considered average or less than acceptable</p> <p>1 = Proposal is not well articulated and is weak in terms of linkage with SERVICES SETA Strategic Focus Areas and Discretionary Grant Priority Areas as per 2 in Column A</p>			



linked strategic interventions				
3. Target Group or Beneficiaries 3.1 Include Learner status (employed or unemployed) 3.2 Include Equity details of the learners or beneficiaries 3.3 Include Geographical location of learners (Rural or Urban)	3 = Proposal clearly indicates the Target or beneficiaries and is well detailed/comprehensive as per items in 3 in column A 2 = Proposal indicates the Target or beneficiaries and is not detailed as per items in 3 in column A			
3.4 Indicate % of learner with disability status and nature of disability 3.5 Indicate how the learners will be recruited	1 = Proposal shows gaps in the Target or beneficiaries and is considered weak or inadequate			



<p>4. Details of the programme – Learning Interventions applied</p> <p>4.1 Indicate full programme name and ID.</p> <p>4.2 Is the programme credit-bearing or non- credit-bearing?</p> <p>4.3 Indicate duration of the Project</p> <p>4.4 Indicate the training provider</p> <p>4.5 Indicate accreditation details of training provider (attach proof)</p> <p>4.6 Indicate if successful completion will recognition in a specific occupation and lead to registration with a professional body</p> <p>4.7 Indicate location (where project is going to take place: Province/Metro/District/Local)</p> <p>4.8 Indicate the amount of time that learners will be in workplaces and the classroom</p> <p>4.9 Indicate Mentors availability in workplace</p> <p>4.10 Indicate whether workplace approval was done by the SERVICES SETA or by other SETA</p> <p>4.11 Indicate the appointment letter of SDP/SLA and MoU</p>	<p>3 = Clear and comprehensive details of the programme/Learning interventions applied for as per requirements indicated by items in 4 in column A provided fully</p> <p>2 = Details of the programme/Learning interventions applied for are considered adequate or less than acceptable as per items in indicated under 4 in column A</p> <p>1 = Details of the programme/Learning interventions applied for are weak or gaps areas/inadequate as per items under 4 in column A</p>			
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signed between SDP and Employer				
5. Project Implementation 5.1 If Levy-Paying institutions - Indicate if WSP/ATR provides list of relevant programmes 5.2 Detail Project Plan to be attached in the proposal 5.3 Method of delivery of training (blended/face to face/e-learning) 5.4 Indicate Covid19 protocol	<p>3 = Applicant has provided a comprehensive and detailed information on roll-out/implementation plan as per the items under 5 in Column A.</p> <p>2 = Applicant has provided average or less than acceptable information on a roll-out/implementation plan as per the items under 5 in Column A.</p> <p>1 = Applicant has provided weak or partial information on roll-out/implementation plan as per the items under 5 in Column A.</p>			
6. Opportunities Upon Completion – Exit Strategy 6.1 Indicate how the project will impact on the learner's life 6.2 Indicate if there will be any employment opportunities upon completion/ absorption /placements/self-employment (Will the organisation employ them, negotiate employment with other employers, etc)	<p>3 = Applicant indicated opportunities upon completion or exit strategy and is clearly articulated and detailed</p> <p>2 = Applicant indicated opportunities upon completion or exit strategy but is considered average or less than acceptable</p> <p>1 = Applicant indicated gaps in the opportunities upon completion or exit strategy but is considered weak or inadequate</p>			
7. Capacity to manage the project 7.1 Indicate the organisation's experience in project management 7.2 Stipend disbursement management (if applicable)	<p>3 = Applicant submitted outline of capacity of management of the project and is well articulated and comprehensive</p> <p>2 = Applicant submitted outline of capacity of management of the project but is considered average or less than acceptable</p>			



	1 = Applicant submitted outline of capacity of management of the project but is considered weak or inadequate			
8. Previous Experience in Managing Similar Project 8.1 Indication of any SETA funding (or other sponsor) received previously and performance by organisation in this regard (attach proof)	3 = Applicant submitted detailed/comprehensive information on previous experience managing similar projects 2 = Applicant submitted information but is considered average or less than acceptable in the information 1 = Applicant submitted limited or weak information and is considered inadequate in terms of managing similar projects			
9. Financial Implication 9.1 Budget based on actual costs and cost per beneficiary analysis 9.2 Budget and actual costs to be in line with SERVICES SETA Grants Policy	3 = Applicant submitted comprehensive and detailed budget 2 = Applicant submitted budget but is less than acceptable or considered average in the information 1 = Applicant submitted budget but is considered weak or inadequate			
10. Risk and mitigating factors 10.1 Indicate the risks and provide mitigating factors for managing these risks	3 = Applicant submitted comprehensive/detailed information on risk 2 = Applicant submitted information on risk but information provided is average or less than acceptable 1 = Applicant submitted information relating to risk is weak or inadequate			



Final Recommendation and Score		Score	Comments
11.Total Score			
11.1 Recommendation for Due Diligence	<p>Submission meets the necessary requirements including appropriate intervention</p> <ul style="list-style-type: none"> • Project implementation plan • Beneficiaries (Rural/Youth/Disability/Race/Women) • Duration of learning interventions in line with qualification prescripts • Budget/project costs aligned to the project plan • Exit strategy (absorption or placements or self-employment of unemployed learners in a workplace) in place 		



Section C: Declaration

Description	Yes/No	Confirmation of Information
Section C1: Declaration 1. Validate the following in the application: 1.1 Full name of person responsible for the application 1.2 Position in the organization 1.3 Confirm if application has been signed		
2. Evaluator 2.1 Full name of person responsible for the Evaluation: _____ 2.2 Position in the organization: _____ 2.3 Signature: _____ 2.4 Date: _____		

SECTION D: SCORE THRESHOLD

The minimum threshold of 21 points (70%) will proceed to due diligence phase.

Evaluation Scale	Scoring	Evaluation Outcome
0 - 69%	0 - 20	Not Proceeding to Due DiligencePhase
70% -100%	21 - 30	Proceeding to Due DiligencePhase

Required documents for Desktop due diligence.

Document Name
Valid tax clearance
Company Registration Document
Certified Copies of Directors IDs
Org Structure
3 Months bank statement
Annual financial statement
PAYE Registration
Evidence of largest projects and values
Accreditation Documents
Declaration of interest
Letters from Host Employer