

Strategic Projects Application Summary Form

Reference SP2026/27-03

Use this form to summarise the information required for evaluation. Submit it with the full proposal, prescribed Project Implementation Template, Budget Template and mandatory supporting documents. Evaluators will score this form and the prescribed templates. They may use the full proposal for additional understanding or verification, but it does not replace a required response. Information supplied may be verified during evaluation and due diligence.

How to complete the form: Give specific facts, quantities, dates and sources. The examples are illustrations only and do not prescribe a project design. Do not leave an applicable field blank. Write "Not applicable" and explain where necessary.

A Application Identification

Field	Applicant response
Application reference	For Services SETA use
Project title	
Primary approved focus area	
Secondary focus area if applicable	
Province or provinces	
District and municipality	
Project duration in months	
Total project cost	R
Amount requested from Services SETA	R
Other funding secured or requested (where applicable)	R

B Applicant information

Field	Applicant response
Registered organisation name	
Trading name if different	
Entity type	☐ NGO ☐ NPO ☐ NPC ☐ CBO ☐ Community Trust
Registration number (where applicable)	
Physical address	
Authorised representative	
Position	
Email and telephone	

C Focus Area Selection

Select the primary focus area and explain the proposal's direct alignment. Selecting multiple areas does not strengthen the application unless credible and measurable alignment with each selected area is demonstrated.

- ☐ Rural and township development and revitalisation
- ☐ Youth and women empowerment
- ☐ Inclusion of persons with disabilities
- ☐ Support to military veterans and their dependants
- ☐ Enterprise development and self-employment
- ☐ Job creation and local economic development

Required narrative	Applicant response
Why does the proposal align with the selected focus area?	
What evidence demonstrates the identified need or opportunity?	
Why is the intervention appropriate for the target community?	

D Target beneficiaries and location

Example: "120 unemployed young people aged 18–34 in [municipality] will receive the intervention directly." Explain how they will be selected and how identity, location and participation will be verified. Indirect beneficiaries are people who may benefit without receiving the intervention directly.

Beneficiary or location information	Applicant response
Direct beneficiaries	
Indirect beneficiaries	
Age profile	
Gender profile	
Persons with disabilities	
Military veterans and dependants where relevant	
Rural, township or other target location	
Selection and verification method	
Existing baseline or starting position	

E Problem or opportunity statement

Requirement	Applicant response
Define the problem or opportunity	
Provide supporting evidence and sources	
Explain the consequences if it is not addressed	

Requirement	Applicant response
Describe existing initiatives and the gap this proposal fills	

F Transformational impact and outcomes

State the material change expected. Do not list activities as outcomes. The detailed results framework must be completed in the Project Implementation Template.

Example: "Deliver ten workshops" is an activity. "Within six months, 60 of 80 participants are employed, self-employed or earning income, verified through contracts, payroll records or trading evidence" is a measurable outcome. The baseline is the position before the project starts.

Outcome or change	Baseline	Indicator	Target	Evidence source	Why this is transformational
Outcome question			Applicant response		
How will beneficiaries be materially better off after the project?					
What employment, enterprise, income, inclusion, service-access or community outcomes will be achieved?					
How will the change continue after Services SETA funding ends?					

G Project design and implementation

Example: Link each activity to a responsible person, delivery date, output and evidence. Evidence may include signed attendance records, completed products, assessment results, placement records, photographs or system reports, as applicable.

Requirement	Applicant response
Summary of the proposed solution	
Main activities and delivery method	
Key milestones and implementation period	
Required resources and facilities	
Monitoring, reporting and evidence arrangements	
Material risks and mitigation	

H Organisational and governance capacity

Example of equivalent capability: relevant experience of the proposed team or an implementation partner, supported by CVs, reference letters, completed-project records or similar evidence. New applicants are not required to have previous Services SETA funding.

Requirement	Applicant response
Governance structure and oversight	

Requirement	Applicant response
Relevant organisational experience or equivalent capability evidence	
Relevant experience of key personnel	
Financial-management and internal-control systems	
Current funded projects, commitments and available capacity	
Operational readiness for this project	

I Budget value for money and sustainability

Example: Calculate cost per direct beneficiary as the amount requested divided by the number of direct beneficiaries. Show each major cost driver as quantity × unit rate and identify whether co-funding is confirmed, proposed, cash or in kind.

Required information	Applicant response
Total project cost	R
Amount requested from Services SETA	R
Confirmed or proposed co-funding (where applicable)	R
Estimated cost per direct beneficiary or principal output	R
Explain why the cost is proportionate to the expected outcomes	
Identify the three largest cost drivers and their calculation basis	

J Partners subcontractors and related parties

Example: A partner shares responsibility for delivery; a subcontractor is paid for specified work; a related party has a common director, controller, owner or beneficial interest. Name the entity, role, relationship and proposed amount. Write "None" where there is nothing to disclose.

Disclosure	Applicant response
Implementation partners and roles	
Subcontractors and proposed amounts	
Related parties or common directors or controllers	
Beneficial interests in delivery entities	
Other funders supporting the same activities	
Potential conflicts of interest	

K Mandatory document checklist

Document	Applicant confirmation
Completed Application Summary Form	☐ Attached
Full proposal	☐ Attached
Completed Project Implementation Template	☐ Attached
Completed Budget Template	☐ Attached
Proof of legal registration	☐ Attached
Identification documents of authorised representatives, certified not more than three months before submission	☐ Attached Certification date(s): _____

L Declaration and consent

- ☐ The information supplied is complete, accurate and capable of verification.
- ☐ The applicant has disclosed all partners, subcontractors, related parties, beneficial interests and other funding relevant to this proposal.
- ☐ No activity included in this application is knowingly duplicated or funded twice.
- ☐ The applicant authorises Services SETA to verify submitted information and conduct due diligence.
- ☐ The authorised representative consents to the processing of personal information for the administration, evaluation, due diligence, contracting, monitoring, audit and reporting of this application, subject to applicable law.
- ☐ The applicant understands that submission does not guarantee funding and that false or misleading information may result in rejection or withdrawal of an award.

Authorised representative	Signature	Date