

FOREST INDUSTRIES EDUCATION & TRAINING AUTHORITY



DISCRETIONARY GRANT APPLICATION GUIDELINES and APPLICATION PROCEDURE

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DISCRETIONARY GRANT APPLICATION GUIDELINES

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INTRODUCTION

The Forest Industries Education and Training Authority is diverse and widely dispersed and is composed of 4 sub-Sectors based on the Standard Industrial Classification Codes. The uniqueness of each of FIETA's sub-sectors training requirements, therefore requires great diversity of provision, which this SETA will have to manage. Many of the employers in the sector, however, have vertically integrated operations are represented in more than one sub-sector. Differences are most evident in size, in infrastructure for Skills Development and the capacity to manage Skills Development Activities.

The Forest Industries Education and Training Authority have the responsibility of improving the skills of their sectors employees through quality demand-led training in order to enhance organizational productivity and performance through skills Development. Due to the diversity in the sector this can be only achieved through the recognition of the unique needs of the respective sub-sectors and the initiation of programmes that support them. Inherent in that responsibility is the function of providing direction and leadership to the four sub-sectors paying levies to the Authority. The four sub-sectors are;

SUB-SECTOR	DESCRIPTION
Forestry	This sub-sector is made up of employers who grow trees on a commercial basis. There are 4 activities that dominate this sub-sector, Transport, nurseries, harvesting and maintenance. The distributions of these employers are found mostly in KZN, Gauteng and the Western Cape. Majority of companies who fall into this sub-sector employs less than 50 workers. Between 5 & 6 % of these companies employ 200 and more workers.
Furniture	This sub-sector is made up of employers in the upholstery, bedding and curtaining ie, textiles in addition to timber. Companies that manufacture wood furniture dominate this sub-sector. Most of these organisations are distributed in Gauteng, KZN and the Western Cape. Majority of companies who fall into this sub-sector employs less than 50 workers. Between 5 & 6 % of these companies employ 200 and more workers.
Pulp and Paper	This sub-sector is made up employers in the manufacturing of pulp, paper and paper board. Most of these organisations are distributed in Gauteng, KZN and the Western Cape.
Wood	The wood products sub-sector provides for 9 industries, which all process timber in form or another. These organisations are distributed mostly in Gauteng, KZN and the Western Cape. About three quarters of these companies employs less than 50 workers and about 9 % employ 200 or more workers.

The FIETA's approach to the Discretionary Grants Funding Programme is guided and directed by the Scarce and Critical Guide for the Forest Industries. The aim of the Grants Programme is to work in defined areas of priority to enhance organizational capacity and accelerate the training of employees in the sector.

PURPOSE OF THE FUNDING GUIDELINES

The purpose of the Application Guidelines is to provide member organizations with a comprehensive overview of the requirements for Grants. In order to ensure that applications for grants are properly focused some information is provided to assist organizations to conceptualise their applications.

The Seta may use any residual levy income, including any money that is not claimed by employers in respect of levy-based grants. It is necessary to highlight the framework for the legitimate use of these financial resources. The Guidelines is divided into separate sections, each seeking to clarify and provide guidance on a separate aspect of the programme:

- Purpose of Funding Guidelines
- Funding Strategy
- Areas of Priority
- Criteria for Funding
- Funding Programmes
- Application Guidelines and Processes
- Implementation Monitoring
- Terms and Conditions of Payment
- Guidelines governing the use of External Providers
- Terms and Conditions governing Procurement
- Communication Guidelines and Processes
- Financial Management
- Impact Assessment and Evaluation
- Forms and Instructions
- Application Forms

FIETA FUNDING STRATEGY

The approach to funding is to use the available funds to achieve maximum impact on strengthening Skills Development in the sector. The funding strategy, therefore, seeks to distribute resources within the sector so that as many organisations as possible can benefit. The core elements of the funding strategy are described below.

1. Geographic Design

It is intended that a wide base of organisations should participate in the programme. Efforts will be made to ensure a reasonable geographic distribution of participating organisations – rural and urban; township and suburban; privileged and disadvantaged communities.

2. Chamber Allocation

While most funding categories are open to all member organisations in the sector, the funding category on learning programmes for enterprises and organisations allocates funds according to sub-sectors. This is to ensure that all constituencies benefit from the programme according to their need and in response to the circumstances of the sub-sector.

3. Avoiding Duplication

All funding programmes are co-ordinated in an integrated manner so that the best use is made of the funds that are available. In order to avoid duplication between programmes, effort will be made to ensure that similar programmes are well co-ordinated and properly integrated. Inter chamber cooperation is encouraged

4. Beneficiary Framework

In all funding provided by FIETA, preference will be given to applications prioritizing the previously disadvantaged beneficiaries using the percentages below;

- 85% - Black
- 54% - Women
- 4% - People with Disabilities

5. Impact on performance and productivity

Skills development is not the end, but the means through which the performance and productivity of the organisations is enhanced. Efforts must be made to ensure that training is planned and followed up in a manner that will enhance job performance and increase organizational productivity.

A. Learning Programs

Please Note

(Applying for Learnerships and Skills Programs Discretionary grant is now the only route to access Learnership incentives – this procedure has been introduced to promote fairness, transparency and equity in the granting of learnership incentives awards)

- (a) Any employer may seek a grant from a SETA to support the implementation of learnerships and Learning Programmes.
- (b) There are two possible types of grants to support learnerships. The first is a grant to offset the costs of implementing a learnership, (e.g. off-the-job education and training provider fees). The second is a grant that may be paid to subsidise the learner's allowance if the learner was unemployed immediately before starting the learnership. (a section 18(2) learner). The learner allowance must be in terms of the Learnership Determination published by the Minister of Labour on 15 June 2001.
- (c) It is a matter for each SETA to decide how many and which applications it will support. Each SETA will need to make its decisions in the light of the priorities of its sector skills plan and the amounts of money it has available to support learnerships.
- (d) A SETA must inform an employer whether or not it will make a grant before the learnership starts. The SETA will agree with the employer when the grant will be paid, e.g. if this will be in staged payments or only once the learnership is successfully concluded.
- (e) Each SETA will establish and publicise its criteria for approving the learnership grants.

1.1 LEARNERSHIPS

FIETA has registered (55) Learnerships across all chambers

LEARNERSHIP TITLE	QUALIFICATION TITLE	LEARNERSHIP REGISTRATION NUMBER	QUALIFICATION ID NUMBER
FORESTRY			
National Certificate: Forestry: Silviculture Level 3	National Certificate: Forestry: Silviculture	10Q100078321233	50266
General Education and Training Certificate (GETC): General Forestry Level 1	General Education and Training Certificate (GETC): General Forestry	10Q100080451201	50225
National Certificate: Forestry: Timber Harvesting: Tractor Level 3	National Certificate: Forestry: Timber Harvesting	10Q100068341323	48988
National Certificate: Forestry: Timber Harvesting: Skidder Level 3	National Certificate: Forestry: Timber Harvesting	10Q100067331273	48988
National Certificate: Forestry: Timber Harvesting: Harvester Level 3	National Certificate: Forestry: Timber Harvesting	10Q100066341743	48988
National Certificate: Forestry: Timber Harvesting: Forwarder Level 3	National Certificate: Forestry: Timber Harvesting	10Q100065311323	48988
National Certificate: Forestry: Timber Harvesting: Feller Buncher Level 3	National Certificate: Forestry: Timber Harvesting	10Q100064341303	48988
National Certificate: Forestry: Timber Harvesting: Cable Yarding Level 3	National Certificate: Forestry: Timber Harvesting	10Q100063341283	48988
FURNITURE			
National Certificate (GETC): Manufacturing, engineering and Related Activities (Furniture Production)	National Certificate (GETC): Manufacturing, Engineering and Related Activities	10Q100053421431	23253
National Certificate: Furniture Making: Wood: Upholstery NQF Level 2	National Certificate: Furniture Making: Wood	10Q100052161272	49091
National Certificate: Furniture Making: Wood: Wood Finishing NQF Level 2	National Certificate: Furniture Making: Wood	10Q100051161252	49091
National Certificate: Furniture Making: Wood: Wood Machining and Cabinet Making NQF Level 2	National Certificate: Furniture Making: Wood	10Q100050191392	49091
National Certificate: Furniture Making: Wood: Upholstery NQF Level 3	National Certificate: Furniture Making: Wood	10Q100049151223	49105
National Certificate: Furniture Making: Wood: Wood Finishing NQF Level 3	National Certificate: Furniture Making: Wood	10Q100048141223	49105
National Certificate: Furniture Making: Wood: Wood Machining NQF Level 3	National Certificate: Furniture Making: Wood	10Q100046171223	49105
National Certificate: Furniture Making: Wood: Cabinet Making NQF Level 3	National Certificate: Furniture Making: Wood	10Q100047171243	49105
Further Education and Training Certificate: Furniture Making NQF Level 4	Further Education and Training Certificate: Furniture Making	10Q100079281554	49092

PULP AND PAPER			
National Diploma: Pulp and Paper Technology	National Diploma: Pulp and Paper Technology	10Q100070003636	49690
National Certificate: Pulp and Paper Technology	National Certificate: Pulp and Paper Technology	10Q100069001455	49079
Further Education and Training Certificate: Pulp and Paper Chemical Recovery: Convert Magnesium Sulphite Organic and Inorganic Pulping By-products NQF Level 4	Further Education and Training Certificate: Pulp and Paper Chemical Recovery	10Q100044261584	48645
Further Education and Training Certificate: Pulp and Paper Chemical Recovery: Convert Kraft Organic and Inorganic Pulping By-products NQF Level 4	Further Education and Training Certificate: Pulp and Paper Chemical Recovery	10Q100045271674	48645
Further Education and Training Certificate: Pulp and Paper Chemical Recovery: Convert Spent Organic and Inorganic Pulping By-products NQF Level 4	Further Education and Training Certificate: Pulp and Paper Chemical Recovery	10Q100043261584	48645
Further Education and Training Certificate: Chemical Pulp Manufacturing: Batch Digester NQF Level 4	Further Education and Training Certificate: Chemical Pulp Manufacturing	10Q100042331764	48643
Further Education and Training Certificate: Chemical Pulp Manufacturing: Horizontal Continuous Digester NQF Level 4	Further Education and Training Certificate: Chemical Pulp Manufacturing	10Q100040341684	48643
Further Education and Training Certificate: Chemical Pulp Manufacturing: Vertical Continuous Digester NQF Level 4	Further Education and Training Certificate: Chemical Pulp Manufacturing	10Q100041341734	48643
Further Education and Training Certificate: Paper, Board or Tissue Manufacturing NQF Level 4	Further Education and Training Certificate: Paper, Board or Tissue Manufacturing	10Q100009371764	48644
Nat. Cert.: Pulp and Paper Woodyard Operations NQF Level 3	National Certificate: Pulp and Paper Woodyard Operations	10Q100039301203	35939
Nat. Cert.: Pulp and Paper Manufacturing NQF Level 2	National Certificate: Pulp and Paper Manufacturing	10Q100004451412	35941
WOOD PRODUCTS			
General Education and Training Certificate: Wood Products Processing: Bulk Bin Manufacturing NQF Level 1	General Education and Training Certificate: Wood Products Processing	10Q100062261381	49082
General Education and Training Certificate: Wood Products Processing: Charcoal Manufacturing NQF Level 1	General Education and Training Certificate: Wood Products Processing	10Q100061291381	49082
General Education and Training Certificate: Wood Products Processing: Fibreboard and Chipboard Manufacturing NQF Level 1	General Education and Training Certificate: Wood Products Processing	10Q100060301381	49082

General Education and Training Certificate: Wood Products Processing: Match Manufacturing (Board Processing and Packaging) NQF Level 1	General Education and Training Certificate: Wood Products Processing	10Q100059341381	49082
General Education and Training Certificate: Wood Products Processing: Match Manufacturing (Timber Processing) NQF Level 1	General Education and Training Certificate: Wood Products Processing	10Q100058271381	49082
General Education and Training Certificate: Wood Products Processing: Tannin Extraction NQF Level 1	General Education and Training Certificate: Wood Products Processing	10Q100056241381	49082
General Education and Training Certificate: Wood Products Processing: Truss Manufacturing NQF Level 1	General Education and Training Certificate: Wood Products Processing	10Q100057251381	49082
General Education and Training Certificate: Wood Products Processing: Veneer and Plywood Manufacturing NQF Level 1	General Education and Training Certificate: Wood Products Processing	10Q100055251381	49082
General Education and Training Certificate: Wood Products Processing: Wood Preservation NQF Level 1	General Education and Training Certificate: Wood Products Processing	10Q100054241431	49082
National Certificate: Wood Products Processing: Charcoal Manufacturing Level 3	National Certificate: Wood Products Processing	10Q100077211303	49083
National Certificate: Wood Products Processing: Fibreboard and Chipboard Manufacturing Level 3	National Certificate: Wood Products Processing	10Q100076261303	49083
National Certificate: Wood Products Processing: Match Manufacturing (Board Processing and Packaging) Level 3	National Certificate: Wood Products Processing	10Q100075251303	49083
National Certificate: Wood Products Processing: Tannin Extraction Level 3	National Certificate: Wood Products Processing	10Q100073201303	49083
National Certificate: Wood Products Processing: Truss Manufacturing Level 3	National Certificate: Wood Products Processing	10Q100074211303	49083
National Certificate: Wood Products Processing: Veneer and Plywood Manufacturing Level 3	National Certificate: Wood Products Processing	10Q100072301303	49083
National Certificate: Wood Products Processing: Wood Preservation Level 3	National Certificate: Wood Products Processing	10Q100071271303	49083
Nat. Cert. in Wood Technology: Lumber Milling (Dry Lumber Processing) NQF Level 1	National Certificate: Dry Lumber Processing	10Q100035321461	21493
Nat. Cert. in Wood Technology: Lumber Milling (Dry Lumber Processing) NQF Level 2	National Certificate: Dry Lumber Processing	10Q100036331302	21494
Nat. Cert. in Wood Technology: Lumber Milling (Dry Lumber Processing)	National Certificate: Dry Lumber Processing	10Q100037391443	21495

Processing) NQF Level 3			
Nat. Cert. in Wood Technology: Lumber Milling (Dry Lumber Processing) NQF Level 4	National Certificate: Dry Lumber Processing	10Q100038241214	21496
Nat. Cert. in Wood Technology: Lumber Milling (Lumber Drying) NQF Level 1	National Certificate: Lumber Drying (Specialization in Green Timber Processing)	10Q100031341461	21489
Nat. Cert. in Wood Technology: Lumber Milling (Lumber Drying) NQF Level 2	National Certificate: Lumber Drying (Specialization in Green Timber Processing)	10Q100032331222	21490
Nat. Cert. in Wood Technology: Lumber Milling (Lumber Drying) NQF Level 3	National Certificate: Lumber Drying (Specialization in Green Timber Processing)	10Q100033271243	21491
Nat. Cert. in Wood Technology: Lumber Milling (Lumber Drying) NQF Level 4	National Certificate: Lumber Drying	10Q100034231214	21492
Nat. Cert. in Wood Technology: Lumber Milling (Saw Doctoring) NQF Level 1	National Certificate: Lumber Saw Doctoring	10Q100013171411	21485
Nat. Cert. in Wood Technology: Lumber Milling (Saw Doctoring) NQF Level 2	National Certificate: Lumber Saw Doctoring	10Q100011261252	21486
Nat. Cert. in Wood Technology: Lumber Milling (Saw Doctoring) NQF Level 3	National Certificate: Lumber Saw Doctoring	10Q100014291363	21487
Nat. Cert. in Wood Technology: Lumber Milling (Saw Doctoring) NQF Level 4	National Certificate: Lumber Saw Doctoring	10Q100012211314	21488

2. SKILLS PROGRAMMES

- (a) Any employer may claim a grant towards the costs of providing skills programmes. It is for each SETA to determine arrangements for the applications for grants and the amounts. Any application for a grant must be submitted to the appropriate SETA, and approved by it, before the skills programmes start.
- (b) It may be that a person completes a series of skills programmes that result in a full learnership qualification. If the employer receives grants for the skills programmes, the total of the grants that the employer receives must be no greater than the grants s/he would have got had the employee undertaken a learnership programme resulting in the same final qualification.

List of Identified Scarce and Critical Skills Identified from the WSPs/ATRs

Forestry Chamber		
Skills	Code	Occupation
Foresters	324103	Foresters
Boiler operation	721901	Engine/boiler operator
Cable yarding	3922	Cable yard operator
Chain Saw Operator	839221	Saw operator
Chain making	839902	Charcoal burners
Civil technician	312201	Civil engineer technician
Chemical engineering	21294	Chemical engineer
Chemical spraying	399201	Chemical engineer
Craftsman techniques	312301	Electrical Engineering/Craft person
Electrical engineering	312302	Electrical engineer
Environmentalist	21152	Environment Consultants
Fire detection system installing	3112	Technicians
Fire van drivers	731103	Forestry workers
Fire Fighting	441202	Forest workers
Harvesting	841906	Forest plant operator
Mechanical engineering	233502	Mechanical engineer
General management	1113	General manager
Management Accountant	233502	Management Accountant
Multi quality machine operator	133504	Operation manager
Mill chemist	3111	Chemistry technical
Nursery management	841402	Ornamental Horticulture
Pest disease control	8414902	Entomologist, plant pathologist
Rigging	821701	Construction rigger
Service technician for fire equipment	3112	Technicians
Small business management	121511	Owner/ manger forestry contractor
Chamber process	839402	Technicians supervisor or production foreman
Technician buyers	63940	Retail buyer
Truck drivers	73111	Truck drivers
Tree breeding (researchers)	2114	Technicians
Supervisory management	6215	Forestry Scientist
Roll grinder man	136102	Plant operation
Timber treatment and measuring	712921	Timber treatment plant operation

Furnwood Chamber

Skills	Code	Occupation
Cabinet making	394101	Cabinet makers
CNC machining	712301	CNC machinists
CNC machine centre manager	133501	CNC machine centre manager
Furniture designing	394201	Trades workers
Furniture production man	12231	Production manager
General management	1113	General Managers
Management accountants	233502	Management accountant
Production management	12232	Professionals
Quality superintendent	136301	Quality assurance manager
Saw doctoring	839403	Saw doctors
Store keeping	7411	Store man
Supervisory management	6215	Technicians
Spray painters	711201	Industrial spray painter
Technician buyers	63940	Retail buyer
Timber drying kiln operator	839903	Wood trades
Veneer manufacturing	233502	skilled veneer mechanic operations
Wood finishing	839402	Wood finishers
Wood mechanics	839403	Wood mechanist
Wood curving	314108	Wood manufacturing
Upholstery	393301	Upholsterer

Generic skills Identified

Abet
 Assessors
 Business Management
 Coaching
 Computer Literacy
 Financial Literacy
 Moderators
 BEE farming

3. STRATEGIC DISCRETIONARY GRANT PRIORITIES

The table below presents a list of The FIETA Discretionary Grants priorities that will assist the SSP Department to achieve all our NSDS targets. Siviwe has provided the strategic approach and the Projects Department will assist in the implementation of some of these indicators. Both Departments have an integrated approach in meeting the NSDS targets.

NO	SUCCESS INDICATOR	RESPONSIBILITY	NSDS TARGETS
1	An outreach strategy to reach and service marginalised organisations and communities	Projects Department	2.2
2	Implement a strategy to identify, reach and support SMME's Development and support for Broad Based Black Economic Empowerment firms	Projects Department	2.5
3	Promotion of networks and partnerships in sub-sectors to achieve sustainable skills development, eg; ESDA's	Projects Department Sector Skills Planning	4.2
4	Learning Programmes: Scarce and Critical Skills	Projects Department Sector Skills Planning	2.8 4.1
5	Provision of Adult Basic Education and Training	Projects Department	2.7
6	Promote programmes and projects to support organisations involved in serving the unemployed, youth work and community development New Venture Creation grant	Projects Department	3.2 4.3
7	Development and support for non levy paying enterprises (NGOs, CBO's and community based cooperatives)	Projects Department	3.2
8	Promote access to skills development for people with disabilities	Projects Department Sector Skills Planning	2.8
9	Promote & Launch Strategic Programmes for Industry & Organised Labour (eg: PAMSA, CEPPEAWU, etc)	Communications Dept. Projects Department	2.1 & 2.2
10	Implement a programme of Bursary's, Apprenticeships & Internships Apprenterships (Section 13 & Section 28)	Sector Skills Planning Projects Department	2.8
11	Work Experience Grant for FET and HET graduates Encourage Employers to create employment opportunities (FIETA TO PAY STIPENDS)	Sector Skills Planning Projects Department	4.2
12	Development and support for Institutes of Sectoral or Occupational Excellence (NSDS) ISOE to become NVC Providers	Projects Department ETQA	5.1 5.2
13	Research and Impact Studies	Sector Skills Planning Projects Department	All NSDS Indicators

14	JIPSA / ASGISA Initiatives (DoL Initiatives)	Projects Department	
15	Scarce and Critical Skills Guides	Sector Skills Planning Projects Department	1.2
16	SDF Capacity Building	Sector Skills Planning Projects Department	1.2
17	Track and Tracing – Learning Programmes	Sector Skills Planning Projects Department	All NSDS Indicators
18	Support Provincial Linkages & develop strategies to include Premiers Office, Labour Provincial and Regional Offices	Sector Skills Planning Projects Department	KRA 5
19	<p>Skills Development Strategy for Forestry Sector to include:</p> <ul style="list-style-type: none"> • Strengthening the National Framework for Skills Development • Strengthening the capacity to deliver • Promote Skills Development opportunities for Youth <p>(FIETA Support to the Forestry Charter)</p>	<p>FIETA , DWAF , DTI, SAQA, DoL, DoE</p> <p>Sector Skills Planning</p>	<p>2.1 2.2 2.5 2.7 2.8 3.2 4.1 4.2 4.3 5.2</p>

GENERAL CRITERIA FOR FUNDING

Consistent with the FIETA Sector Skills Priorities the following criteria are to be noted as the basis upon which funding decisions will be made.

The FIETA may only make a discretionary grant if there are sufficient funds available.

The FIETA may only make a discretionary strategic grant to an employer if the employer qualifies to receive the workplace skills planning grant for the financial year concerned (2007 - 2008) Employers who are up-to-date with the payment of the skills levy can claim skills grants from FIETA.

Training providers and workers may also seek grants from FIETA. These grants may be given to projects, programmes and research activities if they support the implementation of the sector skills plan or FIETA's strategic objectives

All levy paying companies in the Forest Industries Education & Training Authority are invited to apply in any of the funding windows

The applying company must be up to date with its levies at the South African Revenue Services (SARS)

Other stakeholders, who may not be paying levies to FIETA, may apply. Proof of how the application would benefit the Forest Industries sector must be provided

1. Funds will be allocated according to the primary areas of funding and stated priorities that are scarce and critical skills. These priorities are consistent with the circumstances of the respective chambers, the strategic vision of the SETA, the priorities of the National Skills Development strategy and the current Sector Skills Plan and JIPSA.
2. Application proposals should be submitted according to the format and guidelines provided by FIETA
3. All proposals must clearly indicate and substantiate the potential contribution to Workplace Skills Development and gains towards Forest industries as a sector
4. All funding applications must demonstrate capacity to successfully implement the proposed project.
5. The funding programme for the respective organisations should have one designated coordinator. The coordinator will generally be the contact person.
6. Services that are normally undertaken by the SDF are generally excluded from this application process.
7. All applications must serve to promote the ideals of FIETA Funding strategy
8. Training must be accredited.
9. There must be a clear statement of who will benefit from training. Beneficiary forms must be submitted before funds are allocated.
10. Application forms must be complete and all attachments must be appended as required.
11. Cost of training should not exceed allocated amounts.
12. All interventions are for the current financial year. Interventions can only commence upon the approval from FIETA.
13. They must have a start and an end date
14. Only posted or hand delivered applications would be considered

FUNDING PROGRAMMES

Applicants are advised to prepare their applications and proposals in line with FIETA Priorities prescribed in the Grant Application Guidelines. The FIETA will be consistent in the application of the criteria established in the respective programmes so that it could be fair to all.

The Funding Programmes are made up of the following:

1. Learnerships
2. Skills Programmes
3. Sector priorities, scarce and critical skills
4. Apprenticeships
5. Bursaries
6. New Venture Creation Training Providers
7. Work Experience Grants
8. BEEE support programmes
9. ABET
10. FIETA Institute of Sectoral or Occupational Excellence Grant

Organisations are requested to refer to the information in the section highlighting the breakdown of all funding areas.

APPLICATION AND GUIDELINES

The applications for funds are a statement to justify how the grants will be expended. In making applications, applicants should take note of the following:

1. Applications are to be submitted to the FIETA, Skills Planning Unit, 4th Floor, Forum 2, 33 Hoofd Street, Braampark, Parktown, Braamfontein, Johannesburg, 2017
2. All applications must be completed with the necessary attachments.
3. Individual organisations making application are responsible for the selection of Service Providers
4. Applications will be processed upon receipt. A letter notifying receipt of application will be sent to the contact person in the respective organisations.
5. Skills Development Facilitators are advised to contact the FIETA to assist sub-sectors
6. Organisations must apply on behalf of their staff. Applications will not be accepted from individuals
7. Organisations can apply as Service Providers to other organisations, or as member organisations that are seeking support for their own employees. When applying to provide services to other organisations, the application must be endorsed by all organisations that will participate in the event proposed.

IMPLEMENTATION AND MONITORING

All projects will be monitored by the FIETA. Occasional visits will be made to ensure that progress is consistent with the planned schedule of activities and good quality is adhered to at all times.

In some cases, FIETA will conduct a pre-assessment of capacity before funds are disbursed. The pre-assessment visit will establish that, in respect to the organisations, the context, the capacity and the potential for successful implementation, all meet expected standards.

A monitoring and tracking process will be put in place to check the progress and to render support and assistance where necessary.

We will follow two processes for verifying and monitoring progress on the projects funded through the discretionary grants

a) Desktop monitoring

The Skills Planning Department would verify most of the information provided by the applicants over the telephone and complete a monitoring report for applicant

b) Sampled Site Visits

The responses for the discretionary funds might be overwhelming for us to do monitoring site visits for each applicant. However we are still required to do some visits to verify information provided by applicants.

We would do a random selection of companies (sample) to be visited or use the previous audit lists used by the Auditor-General

c) Monitoring Reports

In the file of each recipient of FIETA discretionary funds would be a monitoring report completed on site visit or through desktop assessment

TERMS AND CONDITIONS OF PAYMENT

Understanding the terms and conditions of payment are critical before completing applications, making commitments or scheduling services. Terms and conditions are enumerated briefly below. They are set out to ensure accountability, to speed up the implementation of projects and the disbursement of funds, to enable cash flow planning and to ensure that the expectations are clear. These terms and conditions represent the most expeditious way of handling the process and managing results.

The conditions are noted below.

1. Payments will generally be made in tranches and per discussed deliverables. For research the pattern of payment may change, depending on the nature of the task and the proposal of the service provider
2. Invoices must be prepared by the Service Provider, but must be submitted through the recipient organisation that is responsible for the funded project.
3. Payment will be made directly to the recipient organisation. All invoices must contain a VAT Number and the address of the Service Provider.
4. Proper documentation must accompany each invoice for payment. Documentation differs with the nature of the project.
5. Funds cannot be disbursed unless procurement guidelines are followed. Financial procedures and procurement requirements must be verified before binding commitments are made.
6. All accounts, accompanied by appropriate support documentation, will be settled within 30 days of the submission of invoices.
7. To avoid delay, all invoices must be submitted to the Skills Planning Department for processing.

Category of funding	Information (Deliverable) to be submitted for grant payments		
	First Payment	Second Payment	Final Payment
PROJECT RELATED	<ol style="list-style-type: none"> 1. Completed applications with Attachments 2. Project Implementation Plan 3. Payment Schedule with Deliverables 4. Properly prepared Invoice 	<ol style="list-style-type: none"> 1. Stage Deliverables 2. Properly prepared Invoice 	<ol style="list-style-type: none"> 1. Research report 2. Presentation to FIETA
SCARCE AND CRITICAL SKILLS TRAINING	<ol style="list-style-type: none"> 1. Completed application forms with Beneficiary Forms 2. Training dates and schedule 3. Course Outline 4. Verification of Course Fees 5. Properly prepared Invoice 		<ol style="list-style-type: none"> 1. Attendance register 2. Verification of successful completion 3. Performance of Candidates 4. Properly prepared Invoice 5. FIETA Reporting Template
ABET	<ol style="list-style-type: none"> 1. Completed application forms with Beneficiary Forms 2. Training dates and schedule 3. Course Outline 4. Verification of Course Fees 5. Provider accreditation certificate 6. Properly prepared Invoice 		<ol style="list-style-type: none"> 1. Attendance register 2. Verification of Successful completion 3. Performance of Candidates 4. Properly prepared Invoice

IMPACT EVALUATION AND ASSESSMENT

The impact of investment in training must be substantiated. Organisations are therefore encouraged to embark on measures that will establish the relative impact of interventions. All projects will have an evaluation component, alternatively; a specially designed evaluation effort may be put in place.

APPLICATION FORMS

FOREST INDUSTRIES EDUCATION AND TRAINING AUTHORITY

APPLICATION FORM FOR A DISCRETIONARY GRANT 2009 BY AN EMPLOYER OR NON LEVY PAYING STAKEHOLDERS



Enquiries: Sector Skills Planning & Learning Programmes Department

Enquiries: Siviwe Tywabi

Physical Address: 4th Floor, Forum 2, Braampark, 33 Hoofd Street, Parktown

Postal Address: P.O. Box 31276 BRAAMFONTEIN 2017

Telephone: (011) 712 0600/1

Fax: (011) 339-1166

Website: www.fieta.org.za

Chairperson: Mr. Michael Mokoana

Chief Executive Officer: Simangaliso Mkhwanazi

NB: SUBMIT ONE APPLICATION FOR EACH PROJECT/INTERVENTION

DUE 30 JUNE 2009

PLEASE REFER TO THE DISCRETIONARY GRANT APPLICATION GUIDELINES

EMPLOYER AND CONTACT PERSON DETAILS			
Name of Employer			
Skills Development Levy (SDL) No		L	
Please tick appropriate Chamber			
	<input type="checkbox"/>		<input type="checkbox"/>
Forestry Chamber		Wood Products Chamber	
Furniture Chamber		Pulp and Paper Chamber	
Non Levy Payer (institution)		Non Levy Payer (Women / Disability)	
Non Levy Payer (Non Profit)		Government Institution	
State the number of different applications for these grants submitted by your organisation			
Employer Address			
Physical Address		Postal Address	
Code		Province	Code
Telephone		Email	
Fax			
Banking Details: PLEASE ATTACH A CANCELLED CHEQUE or COPY OF BANK STATEMENT or BANK DETAILS ON COMPANY LETTERHEAD STAMPED BY BANK			
Name of Accountholder			
Name of bank			
Branch code			
Account number			
Type of account (tick)	Savings		Transmission

SECTION 1: ADMINISTRATIVE DETAILS

Name of Contact Person		
Telephone no:		
Fax no:		
Cell no:		
Email address:		
Using the number-of-employees categories below, of what size category is your organisation? Please type actual number		
Small 1-49	Medium 50 - 149	Large +150

SECTION B: PROJECT INFORMATION

To be completed by employers / stakeholders applying for project funding, training and research projects

PROJECT DETAILS	
NAME OF TRAINING PROGRAMME OR PROJECT	
LOCATION:	
SCOPE OF PROJECT	
PROJECT SUMMARY	
PROBLEM OR ISSUE BEING ADDRESSED	
CRITICAL OBJECTIVES, AND OUTPUTS AND PRODUCTS RELATED TO EACH	
HOW DOES THE INTERVENTION ALIGN WITH FIETA PRIORITIES	
SIGNIFICANCE OR IMPORTANCE OF PROJECT (TO YOUR ORGANISATION & TO THE SECTOR)	
IMPACT OR BENEFIT OF PROJECT – (in general, in improving WSP processes AND Forest Industries Sector):	

PROCESSING INFORMATION

INFORMATION TO BE ATTACHED TO APPLICATION			INFORMATION TO BE SUBMITTED AS PART OF (RESEARCH) PROPOSAL		
	NO	YES		NO	YES
1. SERVICE PROVIDER CAPACITY STATEMENT			1. DETAILED BUDGET		
2. LIST OF OUTPUTS OR PRODUCTS FROM PROJECT			2. RATIONALE OR JUSTIFICATION FOR DEVELOPMENT INITIATIVE		
3. IMPLEMENTATION PLAN FOR PROJECT			4. PROBLEMS OR ISSUES BEING ADDRESSED		
4. SERVICE PROVIDER ENDORSEMENT LETTER			5. CRITICAL OBJECTIVES AND RELATED OUTPUTS AND PRODUCTS		
5. PROJECT SUMMARY			6. ANTICIPATED IMPACT ON WSP PROCESSES		

STAKEHOLDER INVOLVEMENT:

This is to certify that the undersigned have been involved in decisions related to the development of this proposal and hereby endorse the application for Funds.

We declare that on completion of the project, FIETA will have access to all documents, procedures, policies or instruments developed.

SKILLS DEVELOPMENT COMMITTEE CHAIRPERSON

WORKFORCE REPRESENTATIVE

DECLARATION:

I, the undersigned, ensure that the information supplied in this application is true and correct and that any monies allocated to my organisation will be applied for the agreed purposes only. The approved funds will not be redirected to other interventions without the written approval by FIETA

I also understand that FIETA will only pay for interventions that are implemented at least 15 days after Authority approval

Name	
Signature	
Position	
Date	

FIETA RESERVES THE RIGHT TO WITHHOLD FUNDING FOR APPLICATIONS THAT DO NOT MEET ALL THE REQUIRED CRITERIA

**BENEFICIARY FORM FOR SCARCE & CRITICAL SKILLS INTERVENTIONS
2009**

Each beneficiary of training must complete and sign an individual form and attach a copy of their identity document. Please make additional copies of this form for each beneficiary of training.

ORGANISATIONAL DETAILS			
Name of Organisation:			
Contact person:			
Position in company:			
Postal address:		Physical address:	
_____		_____	
_____		_____	
_____		_____	
Code:		Code:	
_____		_____	
Telephone:	Fax:	Cell-phone:	E-Mail:
_____	_____	_____	_____

BENEFICIARY DETAILS (Learners)			
Name of beneficiary:		ID Number:	
Position in company:			
Name of Training Provider:			
Name of training programme:			
Cost of course:	Start date:	End date:	
_____	_____	_____	

DECLARATION

We, the undersigned, understand that FIETA will make payment to the training provider subject to the following conditions; - that we submit to FIETA:

1. A copy of the attendance registers for each day of training
2. A copy of the beneficiary's identity document attached to this form
3. A copy of the certificate issued to the beneficiary on completion of the training
4. A tax invoice from the training provider together with full banking details for disbursement
5. A mid-term progress report from the training provider if the training is longer that three months

We further understand that, should the beneficiary not complete the training or be unsuccessful in passing the programme, FIETA will not be held accountable for the full payment.

SIGNATURES		DATE
Beneficiary signature		
Employer signature		