



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

OPERATION VULA FUND Tier 3 Application Form (R300 000.01 - R2 000 000.00)

This form is to be used for funding application exceeding three hundred thousand rand and one cent (R300 000.01) but below two million rand (R2 000 000.00) only

GENERAL INFORMATION

1. Read all questions and requirements carefully before completing the application form. You are free to add additional paper where there is a need.
2. Ensure all information provided is correct. Applications containing false information will automatically be disqualified.
3. Ensure that you have made a copy of your application, including all your attachments.
4. Ensure that you have attached all the required information to your application and ticked it off on the checklist.
5. Make sure that you clearly indicate the exact total amount of your request, according to your submitted quotations.
6. The Department of Economic Development, Tourism and Environmental Affairs (EDTEA) must be notified in writing regarding any change in the applicant's address, phone number, fax number and email address. **EDTEA will not be held responsible if the applicant is not reachable.**
7. The closing date for the submission of applications is **20 June 2023 at 16H00**. Applicants are urged to adhere to the specified deadline, as applications received by the Department after the deadline will not be evaluated. The Department will not take responsibility for external factors that may render applications being received after the deadline.
8. Completed applications must be submitted at the **EDTEA Head Office** at 270 Jabu Ndlovu Street, Pietermaritzburg or at the **EDTEA District Offices**.
9. Applications submitted through emails, fax, and registered mails will not be considered. The department takes zero responsibility for collection of the mails
10. The department pledges to adhere to a free and fair application process in line with the EDTEA Funding Policy.
11. All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of the business, except in so far as it may be required and permitted by law.
12. Due to the high volume of applications anticipated, the communication will be limited to the applicants that are through to the next phase of assessment.
13. The Department does not charge a fee for application forms.



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

OPERATION VULA FUND

Tier 3 Application Form (R300 000.01 - R2 000 000.00)

This form is to be used for funding application exceeding three hundred thousand rand and one cent (R300 000.01) but below two million rand (R2 000 000.00) only

SECTION A: BUSINESS AND APPLICANT DETAILS

Name of Business (as per registration documents)																							
Business Registration Number																							
Main Applicant Full Names																							
Identity Number																							
Gender (tick ✓ the appropriate box)	Female		Male		Other:					Age													
Population Group (tick ✓ the appropriate box)	African		White		Indian		Coloured		Other:														
Disability Status (tick ✓ the appropriate box)	Yes		No		If yes, indicate the disability					Military Veteran	Yes	No											
Applicant's Position/Role																							
Legal Entity Type (tick ✓ the appropriate box)	CC		(Pty) Ltd		Co-op		Sole Proprietor		NGO		CBO		Other (specify):										
How long has your business been in operation?																							
Is the business up to date with the submission of annual returns?	Yes	No	If yes, provide valid SARS Tax Clearance/Pin																				
E-mail								Website															
Tel								Cell							Alt								
Physical Business Address																							
											Postal Code												
District:						Local Municipality:				Ward Number													
City/Town:	Province:																						
Name of Nearest Landmark (school, church, hall, etc.)					Area Type	City	Town	Rural	Township	Informal													
Business Occupation Status (tick ✓ the appropriate box)	Rent		Own		Other (specify):																		

Please indicate the nature of the company by ticking only one (1) of the boxes below. To qualify for a category you have to comply with at least two (2) of the set criterion.

Table 1: Business Category

Category	Organisation	Employees	Turnover	Assets	Tick Here
1.	Medium Enterprises	51 – 200	>R13mil – R51 mil	>R5mil – R19 mil	
2.	Small and Micro-Enterprises, Cooperatives, and Start-ups	0 – 50	≤R13 mil	≤R5 mil.	
3.	Community Based Organisations (CBOs), Non-Government Organisation (NGOs)				
4.	Registered Trusts				
5.	Public Sector, Non-Profit Organisations and Social Enterprises				
6.	Partnership Funding/ Joint Ventures				

Please indicate the selected business sector by ticking only one (1) of the boxes below

Table 2: Business Sector

Sectors (tick ✓ the appropriate box)					
Tourism & Hospitality – accommodation, adventure, sport, cultural tourism, restaurant, events, catering etc.		Green Economy – renewable energy, recycling, biomass, freshwater, forestry, fisheries,			
Agriculture and Agribusiness – crops, livestock, poultry, horticulture, dairy farming, forestry, etc.		Science, Technology and Innovation – ICT and research, Business Process Outsourcing (BPO)			
Transport and Logistics – Warehousing, courier and express, land transportation, container, packaging, etc.		Mining and Mineral Beneficiation – aluminium, coal, iron, steel, phosphates and mineral sands			
Manufacturing – textile, clothing, footwear, leather, pulp, paper and furniture, chemicals, detergents, etc.		Blue Economy – maritime and related fields			
Aquaculture Development - breeding, raising, and harvesting fish, shellfish, aquatic plants, etc.		Retail – fuel, food, clothing, tuck-shop, etc.			
Creative Industry - visual arts, like painting. Crafts, such as weaving, jewellery-making. Film, TV, animation, visual effects, video, radio and photography, etc.		Other* (specify) – security, construction, services, driving school, crèche etc.			

SECTION B: COMPANY DESCRIPTION

1.1 Please indicate the company's area of specialization

Sector	List of Products/Service Offerings

1.2 If applicable, please indicate the company's experience,

Name of Initiative	Initiative Description	Company's Role in Initiative	Duration of Initiative

1.3 Please state the motivation for the selection of the site of operation

1.4 Please state the locations of other operating sites of your business, if any

Please complete sections 1.5, 1.6 and section M ONLY if applicant has partner organizations involved.

1.5 Partners of the applicant participating in the business

	Partner 1	Partner 2	Partner 3	Partner 4
Name of Organisation				

Entity Type				
Official address				
Contact person				
Telephone number				
Fax number				
E-mail address				
Number of employees				

1.6 Please outline the partners experience in business/work of a similar nature, that could be beneficial to the proposal/business

	Name of Initiative	Initiative Description	Partners role in Initiative	Duration of Initiative
1				
2				
3				
4				

1.7 Please provide the names and details of the members/directors/shareholders/partners of your company

Members/Directors/Shareholders/Partners

Notes

- Please tick ✓ the appropriate boxes
- Attach ID copies of all shareholders and directors

Name & Surname	Youth (yes/no)		Population Group Black (B), White (W), Indian (I), Coloured (C) & Other (O)					Gender (Male (M), Female (F) & Other (O))			Military Vetera n (yes/no)		Disable d (yes/no)		ID Number	Share-holding %	
	Y	N	B	W	I	C	O	M	F	O	Y	N	Y	N			
1.																	
2.																	
3.																	
4.																	
5.																	
6.																	
7.																	
8.																	
9.																	
10.																	
11.																	

**Note: Please attach the curriculum vitae (CVs) and ID copies of all members in the business
The applicant may submit additional information separately where the space provided is not sufficient**

SECTION C: AIMS AND OBJECTIVES

1.1 Provide a detailed description of your business by outlining its aims and objectives.

1.2 Identify the needs or gaps to be addressed by your company through this application (problem statement).

SECTION D: UNIQUENESS AND INNOVATION

1.1 Why is your business different and why will it succeed?

1.2 Is the proposal patented or registered with a copyright body? If yes, evidence must be provided

1.3 How long have you been in this type of business?

SECTION E: POLICY AND STRATEGIC ALIGNMENT

1.1 Is your proposal within a sector linked to the vision and mission of EDTEA? YES/NO. If yes, please state how

1.2 How will your proposal contribute to the objectives and the goals of the Department with regards to:
Economic development
Creation of sustainable jobs
The empowerment of previously disadvantaged groups
Value addition and beneficiation

SECTION F: BENEFICIARY

1.1 Who are the targeted stakeholders/beneficiaries/audiences for this proposal/business?

1.2 Will the proposal/business achieve the following and if yes how?

1.2.1 Improve the quality of life of the target beneficiaries in terms of access to employment? Please fill in the table below to indicate how many jobs your business will create.

	Total	Gender			Youth (Age 35 & below)	People with Disabilities	Military Veterans
		Male	Female	Other			
How many full-time employees does the organisation currently employ?							
How many full-time jobs will be sustained?							
How many full-time jobs will be created?							
How many part-time employees does the organisation currently employ?							
How many part-time jobs will be sustained?							
How many part-time jobs will be created?							

1.2.2 Will your business result in training, mentorship or skills development for any beneficiaries? Please explain

SECTION G: METHODOLOGY

1.1 Provide detailed information on the expected timetable for the business/initiative. Break the initiative/business into phases, and provide a schedule for each phase. The Business/Business Plan must be attached to this application and must cover all aspects pertaining to the management of your proposal/business. You may utilise the table below or attach you own table where required

	Description of Work	Start and End Dates
Phase One		
Phase Two		
Phase Three		

Alternatively a Gantt chart may be utilized for a more detailed business/initiative timetable

1.2 What will be the duration of the proposal?

SECTION H: FINANCING

1.1 Please provide information with regards to institutions which have provided financial assistance to your company in the past 3 years (public sector and private sector) and amounts contributed, as well as donors approached and any amounts anticipated (please indicate whether approved or pending).

Name of funder	Amount	Approved/ Pending <small>(Please tick where applicable)</small>		
	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.2 What is the amount requested from the Department of Economic Development, Tourism and Environmental Affairs?

Total Cost of Business										Amount to be Contributed by Other Sources										Funding Amount Requested From EDTEA										% of EDTEA Funding		% Own Contribution	
R										R										R										%		%	
R										R										R										%		%	
R										R										R										%		%	
R										R										R										%		%	

1.3 Has the co-funding been secured? If yes please provide documentary proof that the funds have been secured, and explain the terms and conditions of the funding that has been secured.

SECTION I: PROCUREMENT

1.1 Please indicate what goods or services will have to be procured on your business. Consider the main activities that you have listed in section G and complete the table below.

#	Activity	Items	Quantity	Estimated Value													
1				R													
2				R													
3				R													
4				R													
5				R													
6				R													
7				R													
8				R													
9				R													
10				R													

1.2 Provide insurance policy(ies) to be acquired in respect of the above?

SECTION K: RISK MANAGEMENT

1.1 List the risks that might impact on the successful implementation of your initiative and indicate how you will manage these risks.

#	Risks	How the impact of this risk will be managed
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

SECTION L: SUSTAINABILITY

1.1 Is it expected that this proposal will be a continuous or regular business going forward? If yes provide details.

1.2 How will the business expansion be funded?

SECTION M: PARTNERSHIP STATEMENT

Important: This declaration must be provided by each partner, including the applicant.

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the initiative funded by the Department of Economic Development, Tourism and Environmental Affairs. To ensure that the action runs smoothly, the Department requires all partners (including the lead applicant that signs the contract) to acknowledge this by agreeing to the principles of good partnership practice as defined in the published guidelines.

STATEMENT OF PARTNERSHIP

I have read and approved the contents of the proposal submitted to the Department of Economic Development, Tourism and Environmental Affairs. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Authorised Signature:	
Date and place:	

Important: *This application form must be accompanied by a **signed and dated** partnership statement from the **main applicant** and from **every partner**, in accordance with the model provided.*

SECTION N: SUPPORTING DOCUMENTS REQUIRED

PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE BEFORE SUBMITTING YOUR APPLICATION. PLEASE EXPLAIN THE REASONS IF YOU ARE UNABLE TO PROVIDE ANY OF THE INFORMATION LISTED BELOW. PLEASE NOTE THAT FAILURE TO PROVIDE THE NECESSARY INFORMATION OR PROVIDE AN ADEQUATE EXPLANATION MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED FOR FUNDING.	To be completed by the Applicant		If no, please state the reason (s)
	Yes	No	
COMPULSORY DOCUMENTS FOR COMPLIANCE			
1. The Application Form has been completed and signed			
2. A comprehensive Business Plan or Business Plan for the initiative			
3. Two (2) year financial statements (income statement, cash flow statement and balance sheet) for the applicant where applicable			
4. Two (2) year budgeted financial statements (income statement, cash flow statement and balance sheet) for the applicant where applicable			
5. Curriculum vitae of all the key personnel involved in business or initiative			
6. Statement of partnership (if applicable)			
7. Unemployment Insurance Fund (UIF) Certification (if applicable)			
8. Copy of Legal supporting documentation for environmental authorisation, development and other approvals, if applicable. <i>Specify the document:.....</i>			
9. Copy of Lease /Title Deed/Rental Payments (if applicable)			
10. Applicant's and Partners' valid registration documents			
11. Members disclosure /Cooperative constitution/ articles or memorandums of association			
12. Shareholder's certificate showing full details of shareholders			
13. BEE Certificate /Sworn Affidavit			
14. Declaration of Interest form completed and signed (<i>Annexure B</i>)			
15. Signed resolution for members (<i>Annexure A</i>)			
16. Valid SARS Tax Clearance/Pin			
17. Evidence of registered copyright or patents over the initiative/concept (if applicable)			
18. Quotations for All Items Requested			
19. A signed 'Partnership Agreement' clearly setting out the details of the partnership, the contributions from each partner; the nature and size of benefits to each partner, the responsibilities of each partner and the percentage shareholding that each partner will enjoy in the new event.			
20. Any other documentation that would assist in motivating your application and assist the Funding Adjudication Panel in assessing its feasibility and sustainability are attached (<i>Please state these below</i>)			

SECTION O: DECLARATION BY THE APPLICANT

Please note that this section must be signed by the duly authorised Accounting Officer of the applicant's organisation.

The applicant declares that:

- The information submitted in terms of this form together with its attached annexures is true and correct;
- The information submitted in terms of this form together with its attached annexures is the current information as at date of signature hereof and confirm that incorrect or out-dated information may cause for disqualification of this proposal for consideration, and or possible cancellation of the contract that may be awarded on the basis of this application;
- It undertakes to comply with the principles of good partnership practice as published in the guidelines;
- It is directly responsible for the preparation and management of the action with its partners, and is not acting as an intermediary;
- Funding has not been received from any other sources for the same proposal and activities as those applied for currently under the Operation Vula Fund;
- The owners/directors/trustees/members of applying organisations are not employees of the state.

I, the undersigned, and the person responsible for the proposal in the applicant organisation, certify that the information given in this Declaration is correct.

Name:	
Position:	
Authorised Signature:	
Date:	

ANNEXURE A: DIRECTORS/MEMBERS RESOLUTION

WRITTEN RESOLUTIONS OF THE DIRECTORS/ MEMBERS OF THE BUSINESS

Resolved that

1. _____ *(main applicant's full names)*
of _____ *(business name)* be and
is hereby authorised and empowered to:
 - 1.1. Negotiate, settle the terms of and sign the documents and all other deeds, certificates, notices, documents or powers of attorney which may be necessary for the implementation of the documents and to finalise and sign any document for purposes hereof;
 - 1.2. Sign and/or despatch any notice and all other documents and notices to be signed and/or despatched by or on behalf of _____ *(business name)*;
 - 1.3. Amend the documents; and
 - 1.4. Generally, do everything that may be necessary for the implementation of the documents.
2. Any agreements, deeds of documents signed by an *authorised signatory* acting under the authority of this resolution, shall conclusively be deemed to be the documents authorised by this resolution.
3. To the extent that an *authorised signatory* has already signed all or any of the documents and/or any other deeds, certificates, notices, documents or powers of attorney which may be necessary for the implementation of the abovementioned agreements on behalf of _____ *(business name)*, his/her actions in this regard be and are hereby ratified.

Member/Director Full Names:	Date and Signature:	Member/Director Signature:	Date and Signature:
Member/Director Full Names:	Date and Signature:	Member/Director Signature:	Date and Signature:
Member/Director Full Names:	Date and Signature:	Member/Director Signature:	Date and Signature:
Member/Director Full Names:	Date and Signature:	Member/Director Signature:	Date and Signature:
Member/Director Full Names:	Date and Signature:	Member/Director Signature:	Date and Signature:
Member/Director Full Names:	Date and Signature:	Member/Director Signature:	Date and Signature:

Note: The applicant may make a copy of this page if the space provided is not sufficient.

ANNEXURE B: DECLARATION OF INTEREST BY MEMBERS

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer in terms of this application for grant funding. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the members/directors to make this declaration in respect of the details required hereunder.

2. MEMBERS DECLARATION

2.1 Is the business, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the business, employed by the state? *(Please tick ✓ where relevant)*

YES | NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the business, in table below.

Full Name	Identity Number/Employee No.	Name of State institution

2.2 Do you or any member/partner have a relationship with any person who is employed by the Department of Economic Development, Tourism and Environmental Affairs? *(Please tick ✓ where relevant)*

YES | NO

2.2.1 If so, furnish particulars:

Full Name	Relationship (briefly explain)

Main Applicant's Signature:

Date: