

Discretionary Grant Standard Proposal Format:

1. Project context:

Outline of the broader social context in which the project is located, including a brief description of the problem the project is intended to address. This should include a reference to relevant legislation impacting upon the issue. This section serves as your introduction, and should not exceed three paragraphs.

2. Linkage with the Sector Skills Plan:

Direct reference needs to be made to the issues raised in the SSP, and the SSP priority areas. You need to state how your project will address these issues, particularly the SSP priority areas. This section should not exceed three paragraphs.

3. Current provision within the focus area:

An overview of provision should be given within the focal area, for example how many other training providers are providing similar training to the training offered by your organisation, what distinguishes your training as different, etc. Alternatively, (if the training offered by your organization does not differ significantly from other providers) demonstrate how the scale of the problem addressed by your training justifies the need for multiple providers of similar training. This section should not exceed three paragraphs.

4. Project rationale and project beneficiaries:

Brief description of the underlying rationale for the project (problem identification = solution). This is essentially your problem statement. You also need to give precise numbers of direct beneficiaries by category: race x gender x disability x age x employed/unemployed x rural/urban. This section should not exceed two paragraphs, and one table for the beneficiary profile.

5. Project objective:

The main objective of the project.

6. Project activities:

Detail of project activities (a simple listing is sufficient).

7. Course content/outline:

A detailed outline of course content. If the training programme is unit standard based please attach relevant unit standards as an appendix.

8. Monitoring and evaluation processes:

An outline of your monitoring, evaluation, quality assurance systems – both on project level, and in relation to individual learner assessment. This should include any accreditation provision.

9. Sustainability:

Should the project be viewed as an ongoing one, an outline of a sustainability plan needs to be presented . This would include ongoing sources of revenue in addition to human resources capacity.

10. Project governance:

An outline of committee structures needs to be provided, in addition (where relevant) to SARS levy numbers (in the case of employers within the sector), if NGOs/training organisations, relevant organisational registration details, for example Section 18(a) status, welfare number, etc.

11. Project implementation and management:

A detailed outline of project implementation and management structures needs to be provided, including details of financial management.

12. Project timelines and targets :

An outline of measurable targets against a timeline should be provided.

13. Proposed procurement schedule and contracting arrangements:

If applicable, details of tendering processes and contracting arrangements should be provided.

14. Activity based budget:

An indicative activity based budget should be provided.