

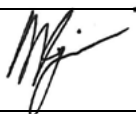
 FoodBev Manufacturing SETA EMPOWER • INNOVATE • ELEVATE	TITLE OF POLICY:	GRANT FUNDING POLICY 2026/27
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1. ACRONYMS

AA	Accounting Authority
AET	Adult Education and Training
APP	Annual Performance Plan
ARPL	Artisan Recognition of Prior Learning
ATR	Annual Training Report
CBO	Community Based Organisation
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CETC	Community Education and Training College
DG	Discretionary Grants
DHET	Department of Higher Education and Training
FBMS/ FBS	Food and Beverages Manufacturing Sector
FOODBEV SETA	Food and Beverages Manufacturing Sector Education and Training Authority
HEI	Higher Education Institution
MG	Mandatory Grants
MoU	Memorandum of Understanding
NGO	Non-Governmental Organisation
NPC	Non-Profit Company
NPO	Non-Profit Organisation
NQF	National Qualifications Framework
NSDP	National Skills Development Plan
PFMA	Public Finance Management Act
PIVOTAL	Professional, Vocational, Technical and Academic Learning
PP	Pivotal Plans
PR	Pivotal Report
QCTO	Quality Council for Trades and Occupations
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SARS	South African Revenue Service
SDA	Skills Development Act
SDF	Skills Development Facilitator
SDLA	Skills Development Levies Act
SETA	Sector Education and Training Authority
SME	Small and Micro Enterprise
SP	Strategic Plan
SSP	Sector Skills Plan
TVET	Technical and Vocational Education and Training
WBLPA Regs	Workplace Based Learning Programme Agreement Regulations

WIL	Work Integrated Learning
WSP	Workplace Skills Plan

2. DEFINITION OF TERMS

TERM	MEANING
Accounting Authority	Means The highest decision-making structure at FoodBev SETA appointed by the Executive Authority for a period of five (5) years, with a role of governing and managing the SETA in accordance with the PFMA, the SDA, the SDLA and any other applicable legislation.
Adult Education and Training (AET)	Foundation for lifelong learning programmes designed for adults to improve their level of literacy and numeracy conducted over a period of 12 months.
Annexure II	Means The Workplace Skills Plan (WSP), Annual Training Report (ATR), PIVOTAL Plan (PP) and PIVOTAL Report (PR).
Annual Training Report	Means a report that reflects the education, training and development activities of the organisation that were implemented and highlight progress against the previous year's workplace plan.
Apprenticeship	Means a period of workplace-based learning culminating in an occupational qualification for a listed trade. A combination of on-the-job training and related classroom instruction in which apprentices learn the practical and theoretical aspects of the designated trade. Apprentices need to do a trade test at the end of their training at accredited Trade Test Centres.
Artisan	Means a person certified as competent in a listed trade in accordance with the relevant legislation, informed by the SDA
Artisan Recognition of Prior Learning (ARPL) and Recognition of Prior Learning (RPL)	Means principles and processes through which the prior knowledge and skills of a person are made visible, mediated, and rigorously assessed and moderated for the purposes of alternative access and admission, recognition and certification, or further learning and development. (SAQA 2013: National Policy for the Implementation of RPL and Government Gazette 42319 of 19 March 2019)
Bursaries	Means a sum of money that is awarded to enable a learner (employed or unemployed) to study at a university or a college. A bursary will cover full cost of tuition. In some instances, some part of accommodation, meals, books, and transport.
Candidacy Programmes (Registered with a Professional Body)	Means a period of workplace-based learning undertaken by a graduate as part of the requirement for registration as a professional in the required professional designation as stipulated by a professional body.
Commissioner	Means the South African Revenue Services ("SARS")
Critical Skills	Means skills and knowledge within an occupation that are required for the work/job tasks and activities of an occupation.

TERM	MEANING
Co-operatives	Means forms of ownership registered in terms of the Co-operatives Act No. 14 of 2005, as amended. An autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratic enterprise. All co-operatives are registered with the Registrar of Co-operatives. FoodBev SETA will work with cooperatives that are developing the skills of beneficiaries/learners that are within the food and beverages manufacturing sector.
Discretionary Grant	Means funding allocated to incentivise or support education, training and skills development and related activities that will address skills development needs of the food and beverages manufacturing sector. Funds allocated SETA to be spent on learning programme interventions and projects (including strategic and special) that encompass PIVOTAL programmes and non-PIVOTAL programmes designed to implement the SETA's APP and national imperatives.
Disability	Means Long-term or recurring physical, psychosocial, cognitive, neurological and/or sensory impairment which denies one access to full participation in all aspects of life, and that substantially limits their prospects of entry, or advancement in employment.
Due Diligence	Means a verification of information that has been received during application to assess the applicant's operational capacity.
Employer	Means companies that are registered in terms of Companies Act. Employers include levy paying and non-levy paying companies as defined and described in the Grant Regulations of 3 December 2012. Is a person, company or organisation that hires employees and pays them for work done. The employer could be a government department or entity linked to that department, public entity, private company/entity, NPOs, HEIs, colleges etc.
Envisaged duration	The standard, notional timeframe for completing a learning programme based on its credit value and complexity. This duration is a guideline and may be extended upon formal application and approval by the SETA.
Entity	Means an organisation legally established in terms of relevant establishment laws such as the Companies Act, various education legislation, NPO Act No. 71 of 1997, Public Service act No.103 of 1994 and the Constitution of the Republic of South Africa of 1996.
Extension	Means Learning programme implementation plans that need to be extended due to a variety of reasons on provision of reasonable supporting evidence or written motivation.
Evaluation Process	Means the process of assessing DG applications for PIVOTAL or non-PIVOTAL applications along the compliance, evaluation, due diligence/workplace approval and approval and award stages of the DG process.
Funding Window	Means a public call made through open media platforms and/or publications for applications for mandatory and Discretionary Grants in accordance with

TERM	MEANING
	the FoodBev Grant Funding Policy, related Grants Criteria and Guidelines and Grant Award Procedure.
Grant Recipient	Any legal person (employer, HEI, TVET, CET, NGO, and others.) that has been awarded a Mandatory, Discretionary, or Strategic Project grant by FoodBev SETA.
Hard to fill vacancies	Means Vacancies that take the employer a period of twelve months or more to find suitable candidates to fill vacancies.
Graduate Internship	Means a period of workplace-based learning for the purposes of allowing a person who has completed a post-school qualification to gain workplace experience or exposure to enhance competence and/or employability (WBLPA Regulations). A programme designed for students who have already completed and obtained a qualification that is relevant to employment but have not yet gathered the necessary practical experience to enable them to obtain full time employment.
Government Departments and Public Entities	Means national, provincial and local government departments and public entities established in terms of the Public Service Act, Municipal Act, the Constitution, governed by the Public Finance Management Act No. 1 of 1999 and Municipal Finance Management Act No. 56 of 2003 and participate in skills development related interventions within or for the FoodBev SETA.
Higher Education Institution	Means a public or private institution established in terms of the Higher Education Amendment Act No. 9 of 2016 that provides higher education on a full-time, part-time or distance basis and may be a University, University of Technology, or higher education college as defined by the Act.
Internship (In-service Training or previously Work Integrated Learning (WIL)	Means a programme designed to provide learners with supervised on the job training to gather the necessary practical experience to enable them to obtain a full qualification. This includes: Internship for the NATED (N-Diploma) which means a period of workplace based learning undertaken as part of the requirement for the N-Diploma (TVET WIL 18 months for Business Diplomas and 24 months for Technical Diplomas; Student Internship: Category A which means a period of workplace based learning undertaken as part of the requirement for the Diploma, National Diploma, Higher Certificate or Advanced Certificate as a vocational qualification stipulated in the Higher Education Qualifications Sub Framework (HEQSF).
Intervention	Means an activity or combination of activities implemented to address the mandate and strategy of the FoodBev SETA. Interventions include but not limited to research, planning, evaluation, innovation, learning programmes, quality assurance of learning, strategic programmes, projects and partnerships.
Learnership	Means a structured learning programme which includes theoretical and practical workplace experiential learning which leads to an occupationally related qualification registered on the National Qualification Framework.

TERM	MEANING
Learning Programme	Means a structured and purposeful set of learning experiences that lead to a qualification or part-qualification, or a set of knowledge, skills and competencies. This may include AET, learnerships, apprenticeships, skills programmes, internships, work experience, candidacy, bursary and any other set of learning which may or may not include a structured work experience component.
Learning Programme Agreement	Means an agreement between employer, learner and/or training provider for purposes of workplace-based learning.
Levy Paying Company	Means an employer who is compelled to pay skills development levies in terms of section 3(1) of the SDLA. If the company has staff registered for PAYE/UIF/SDL and the annual payroll exceed R500 000 per annum, the company must register with SARS and pay a skills levy of 1% of the monthly payroll.
Mandatory Grant	Means funds designated as mandatory contemplated in regulation (4) of SETA Grant Regulations to fund the education and training programmes as contained in the Annexure II submitted to a SETA. A mandatory grant is a reimbursement on a skills levy contributed by the organisation. It shall not be viewed as income to an organisation and therefore is not taxable. It is purely intended for the training and development of employees.
Non-levy Paying Company (NLPC)	Means an employer employing less than 50 employees with an annual payroll less than R500 000 and who is exempted from paying skills development levy by SARS. If the non-levy paying employer is a profit company, then that company must fall within the food and beverages manufacturing sector, however, if a non-levy paying employer is a NPO then it must develop skills of beneficiaries within the food and beverages manufacturing sector.
Non-Government Organisation (NGO)	Means is a non-profit, citizen-based group that functions independently from government, even if funded by government. NGOs, sometimes called civil societies, are organized on community, national and international levels to serve specific social or political purposes, and are cooperative, rather than commercial, in nature. Examples of NGOs include those that support human rights, advocate for improved health, skills development of communities or encourage political participation. This definition includes non-government entities that are developing the skills of beneficiaries/learners that are within the food and beverages manufacturing sector.
Non-PIVOTAL Programmes	Means credit and non-credit bearing learning interventions including customised skills sets Non-credit bearing interventions not leading to qualifications or part qualifications, must still address the key objectives and priorities of the FoodBev SETA. Non-PIVOTAL programmes also include but are not limited to research, evaluation, innovation, innovative projects and other non-learning delivery interventions core to the achievement of the FoodBev SETA mandate and strategy.

TERM	MEANING
Non-Profit Organisation (NPO)	Means a trust, company or other association of persons as defined in the Non-Profit Organisations Act 71 of 1997 which states that an NPO is (a) established for a public purpose; and (b) the income and property of which are not distributable to its members or office-bearers except as reasonable compensation for services rendered'. This definition includes companies that are developing the skills of beneficiaries/learners that are within the food and beverages manufacturing sector
Non-Profit Company (NPC)	Means a Non-Profit Company as described in section 1 of the Companies Act as a company – (a) incorporated for a public benefit or other object as required by item 1(1) of Schedule 1; and (b) the income and property of which are not distributable to its incorporators, members, directors, officers or persons related to any of them except to the extent permitted by item 1(3) of Schedule 1'. Schedule 1 of the Companies Act predominantly deals with NPC, and broadly speaking, the goal of the NPC is not to make a profit but to further a certain public benefit, by using the legal organisation of an NPC to do so, and any income received must be applied to further this benefit. The income may not be distributed to any persons involved, except as reasonable compensation for services rendered. There must be three initial directors, and if its Memorandum of Incorporation provides for it, members. This definition includes non-profit entities that are developing the skills of beneficiaries/learners that are within the food and beverages manufacturing sector.
Non-responsiveness	Refers to instances where FoodBev SETA has issued formal written communication to a grant recipient to request information and / or evidence associated with learner progress and completion, and the grant recipient fails to respond within a reasonable timeframe stipulated in the communication.
Occupational Qualifications	Means a qualification associated with a trade, occupation or profession resulting from work-based learning and consisting of knowledge, practical and work experience components
Partnerships	Means contractual arrangements between FoodBev SETA and one or more parties where the parties agree to a common education, training and/or skills development purpose, aligned to national and sector specific strategic imperatives.
Part Qualification	Means an assessed unit of learning that is registered on the NQF as part of a qualification.
Person with Disability	Means persons who have a long-term or recurring physical, including sensory, or mental impairment which substantially limits their prospect of entry into or advancement in employment. The concept is further explained as follows: Firstly, a person must have an impairment – an impairment may either be physical or mental or a combination of both. A physical impairment means “a partial or total loss of a bodily function or part of the body”. It includes sensory impairments such as being deaf, hearing impairment or visual impairment.

TERM	MEANING
	- Secondly, the impairment must be long-term or recurring. Longterm impairment is that which has lasted or is likely to persist for at least 12 months and recurring impairment is one that is likely to happen again. - Thirdly, the impairment must be substantial in that the effects of the disability are more than minor and substantially limit a person's ability to perform essential functions of the job for which she/he is being considered.
PIVOTAL (Sectoral Priority Occupations)	Means Professional, Vocational, Technical and Academic Learning programmes that result in qualifications or part-qualifications on the National Qualifications Framework as contemplated in Regulation 3(6) & (7) as read with regulation 6 (11) to (15). Professional learning programmes shall mean programmes that lead to designations that are registered by professional bodies. Vocational learning programmes shall mean trades and artisanal programmes that lead to a trade and/or the National Certificate Vocational (NCV). Technical learning programmes shall mean programmes that are occupationally directed and registered by the SETA. Such programmes include apprenticeships, learnerships and skills programmes. Academic learning programmes shall mean programmes that lead to academic qualifications such as Certificates, Higher Certificates, Diplomas and Degrees.
Pivotal Plan	Means a strategic training plan aligned to address scarce skills and is a snapshot of training that will take place in the upcoming financial year
Pivotal Report	Means a report that reflects the education, training and development activities of the organisation that were implemented and highlight progress against the previous year's pivotal plan.
Projects	Means temporary undertakings with defined strategically aligned scope of work, a clear start and end point and time-bound deliverables to achieve a unique goal within a defined deliverable schedule, inclusive of activities and reporting, and monitoring and evaluation requirements.
Project Management fee for grant recipient	A fee, not exceeding 7.5% of the total grant value for a specific project, that a grant recipient may claim to cover their own administrative overheads in implementing the grant.
SETA initiated project	A strategic skills development project conceived and managed by FoodBev SETA to address specific sector or national priorities, funded from the discretionary grant funds or retained funds.
SETA project administration fee	A portion of the total discretionary grant fund, not exceeding 7.5% of the value of discretionary grants utilised (disbursed) in a financial year, retained by FoodBev SETA to cover its internal costs for the management, monitoring, evaluation, and administration of all grants and SETA-initiated projects. This is separate from project administration fee paid to external grant recipients.

TERM	MEANING
Skills Programme	Means a learning intervention that has been designed and intended to be an occupational based, short term learning programme, which when successfully completed, will constitute credits towards a qualification registered on the National Qualification Framework.
Skills Sets	means a combination of skills required by learners for the purpose of reskilling, or up-skilling in relation to industry needs. These skills sets may be linked to more than one NQF qualification according to the National Qualification Framework Act No. 67 of 2008
Stakeholder	Means a party that has an interest in a company and can either affect or be affected by the business
Strategic Projects	Means interventions that are intended to address strategic priorities of the FoodBev SETA, which include national or industry imperatives, as encapsulated in the FoodBev SETA SP and APP. These are also known as special projects.
Termination	An agreement between the company, learner and/or training provider to cancel a learning programme agreement. OR Refers to instances where FoodBev SETA reserves the right to terminate a learning programme due to non-responsiveness.
Workplace Approval	Is the process of assessing the workplace's capacity to deliver on the structured workplace component of a learning programme.
Workplace Skills Plan	Means a strategic document that articulates how an employer intends to address the training and development needs in the workplace during a forthcoming year

*All terminology not defined above shall bear the same meaning as in the applicable legislation

3. RELATED LEGISLATIVE AND REGULATORY PRESCRIPTS

This policy is subordinate to and must be read in conjunction with:

- 3.1. Skills Development Act No.26 of 2011 (as amended)
- 3.2. Skills Development Levies Act No 9 of 1999
- 3.3. SETA Grant Regulations regarding monies received by a SETA and related matters.
- 3.4. Public Finance Management Act, 1999 (as amended)
- 3.5. National Treasury Regulations of March 2005
- 3.6. National Skills Development Plan (NSDP) 2030
- 3.7. Work-based Learning Programme Agreement Regulations
- 3.8. Other applicable and related legislations, directives, instruction notes and policies

4. PREAMBLE

FoodBev SETA's mandate is to facilitate skills development within the food and beverages manufacturing sector. The levy grant system, as prescribed by the SETA Grant Regulations, is allocated as follows:

GRANT SYSTEM	ALLOCATION %	REGULATION
Total Levy	100%	Employers are obligated to pay 1% of total payroll to SARS
National Skills Fund	20%	is transferred to the National Skills Fund (NSF).
SETA Administration	10.5%	is allocated to SETA Administration (10% for administration + 0.5% for QCTO).
Mandatory Grant	20%	is disbursed as Mandatory Grants to compliant levy-paying employers.
Discretionary Grant	49.5%	is allocated to Discretionary Grants, of which at least 80% must be spent on PIVOTAL programmes.

5. SCOPE OF APPLICATION

This policy applies to all FoodBev SETA employees, its governance structures, and all external stakeholders applying for or receiving grants from FoodBev SETA.

6. PURPOSE

- 6.1. The purpose of this policy is to:
 - 6.1.1. Provide a transparent framework for the allocation and management of Mandatory Grants, Discretionary Grants, and Strategic Projects.
 - 6.1.2. Ensure compliance with the Skills Development Act and SETA Grant Regulations.
 - 6.1.3. Outline the roles, responsibilities, and processes for grant application, adjudication, award, and monitoring.
 - 6.1.4. Promote the strategic use of grants to address skills priorities in the sector.

7. POLICY PROVISIONS

The Policy will be guided by the following guidelines:

- 7.1. The award for funding is at the sole discretion of the FoodBev SETA and is subject to the available funds.
- 7.2. FoodBev SETA will open funding windows for grant applications as and when necessary.
- 7.3. All grant recipients must comply with the requirements set out in this policy and the related Grant Regulations
- 7.4. Site visits and/or due diligence processes will be conducted at the discretion of the SETA.

8. PRINCIPLES

This policy is committed to the principles of:

- 8.1. Transparency: The FoodBev SETA conducts grant funding processes in a manner that is honest and open.
- 8.2. Accountability: The FoodBev SETA conducts grant funding processes in a manner that demonstrates its obligations to respond to the needs of its stakeholders and beneficiaries.
- 8.3. Inclusivity: The FoodBev SETA supports structural economic transformation that promotes an inclusive growth agenda; transformation in terms of the demographic transformation of the labour market with respect to issues such as race, gender, people with disabilities, youth, township, and rural communities.
- 8.4. Ethics: The FoodBev SETA conducts grant funding processes in a manner that is professional, unbiased, fair, and recognises the diversity of its stakeholders and beneficiaries.
- 8.5. Conflict of Interest: FoodBev SETA shall strive to detect and prevent situations in which a FoodBev SETA official playing a role in discretionary grant processes is in a position to derive personal benefit from actions or decisions made in their official capacity through a process of declaring any existing or potential conflict interest.
- 8.6. Fairness and Progressiveness: The FoodBev SETA allocates grant funding in a manner that promotes fairness and progressive thinking which considers the economic environment.

9. SECTION A: MANDATORY GRANTS

9.1. INTRODUCTION

- 9.1.1. A Mandatory Grant is a reimbursement of a portion of skills development levies paid by an employer, intended solely for employee training and development.

9.2. ELIGIBILITY AND ALLOCATION

- 9.2.1. To be eligible, a levy-paying employer must:
 - 9.2.1.1. Be registered with and up to date with levy payments to SARS under SIC Code 09
 - 9.2.1.2. Submit a complete Annexure II (WSP & ATR) via the SETA's MIS by 30 April of each year
 - 9.2.1.2.1. A written request for extension must be submitted to the SETA at least three (3) weeks before closing date. An extension of up to a maximum of one (1) month may be granted by the CEO. The outcome of the

- applications for extension will be communicated in writing to an employer, within 3 working days of approval.
- 9.2.1.2.2. Only employers that have been granted an extension will have access to the SETA MIS system to submit the Annexure II (after the closing date).
 - 9.2.1.3. Have implemented at least 50% of the previous year's planned training
 - 9.2.1.3.1. Any deviation between planned and actual must be explained by providing valid reasons for the variance. Employers who have not implemented training as per their submitted WSP but have implemented additional training not included in the WSP must then highlight the additional training implemented.
 - 9.2.1.4. In cases of recognised trade unions, provide evidence of consultation and sign-off on the Annexure II
 - 9.2.1.4.1. An employer employing 50 or more employees that does not have a recognition agreement with a trade union, is required to have the Annexure II application signed off by an appointed employee representative of the training committee of the organisation.
 - 9.2.1.4.2. An employer employing less than 50 employees and does not have a recognition agreement with a trade union must select an employee representative who will confirm by signing off on the application, that the application has been completed in consultation with employees.
 - 9.2.2. The SETA will pay 20% of the total levies paid by the employer in the previous financial year. Payments will be made quarterly. Unclaimed grants will be transferred to the Discretionary Grant fund.
 - 9.2.3. With regards to the Inter-SETA transfer (in), the company must submit proof that Annexure II was submitted and approved by the previous SETA in time, by providing FoodBev SETA with an approval letter from the previous SETA.
 - 9.2.4. A newly registered company (first time registration) must have submitted WSP and ATR application within six (6) months of registration.
 - 9.2.5. A first-time employer/company is exempted from submitting an Annual Training Report (ATR) and Pivotal Report (PR) in the first year of qualifying.
 - 9.2.6. Appeals: Unsuccessful applicants may appeal in writing to the CEO within 14 working days of notification. The CEO's decision is final.

10. SECTION B: DISCRETIONARY GRANTS

10.1. INTRODUCTION

- 10.1.1. Discretionary Grants are allocated to support the implementation of the SSP and APP, prioritising PIVOTAL programmes that address scarce and critical skills.

10.2. POLICY GUIDELINES FOR DISCRETIONARY GRANTS

- 10.2.1. A Discretionary Grant will be allocated, subject to the availability of funds. The award of a Discretionary Grant is not guaranteed, and it shall be within the discretion of FoodBev SETA.
- 10.2.2. FBS will open a funding window calling entities within the sector to apply for discretionary grants. The funding windows will be opened when the need arises. An application for a DG must be submitted on or before the stipulated date indicated in the applicable funding window.

- 10.2.3. Employers (levy paying and non-levy paying) that fall within food and beverages manufacturing sector may apply for discretionary grants, by submitting an online application through an online application system, on or before the closing date as stipulated in the advertisement.
- 10.2.4. Non-levy paying employers must also submit a completed Pivotal Plan and Pivotal Report (not applicable for levy paying employers that submitted Mandatory Grant applications for the relevant financial year).
- 10.2.5. First time applicant levy paying employers must submit a completed Pivotal Plan.
- 10.2.6. The CEO reserves the right to open the MIS system for those stakeholders who have proven to not be able to submit their applications online due to system generated errors.
- 10.2.7. The priority of the allocation of DG will be to address the scarce skills, hard to fill vacancies and skills as indicated in the sector skills plan that are required by the sector.
- 10.2.8. An employer or entity whose application for a DG is successful must comply with the processes established by FoodBev SETA for the management, monitoring and evaluation of the grant disbursement process.
- 10.2.9. FoodBev SETA reserves the right to withdraw a DG where a successful applicant does not comply with any such requirements as may be established by FoodBev SETA from time to time.
- 10.2.10. All change requests must be submitted in writing. A request that does not increase the total grant value requires approval from the Senior Manager: Learning Programmes and Strategic Projects. A request that increases the total grant value requires approval from the Grants Award Committee.
- 10.2.11. A DG application must be approved by the FoodBev SETA awards committee before any of the funds are allocated.
- 10.2.12. An employer or entity must submit all supporting documents as stipulated.
- 10.2.13. Bursaries for unemployed students are awarded for the entire duration of a programme, subject to annual renewal based on proof of successful academic progression. Funding for subsequent years is contingent on the submission of official academic transcripts.
- 10.2.14. FoodBev SETA provides bursaries for employed learners for final year undergraduate qualifications, postgraduate qualification, and management/executive development programs.
- 10.2.15. Applicants for bursaries must declare any other bursary funding received or committed for the same period of study. FoodBev SETA will not award a bursary to a student whose studies are fully covered by another sponsor. Where a student has a partial bursary from another source, FoodBev SETA may consider providing a top-up, subject to the availability of funds and a maximum value as stipulated in the bursary agreement.
- 10.2.16. A student who fails a subject/module will not be funded by FoodBev SETA for the repetition of that subject/module. The cost of reassessment and re-registration for the failed subject is the responsibility of the student. In exceptional circumstances, a student may submit a written appeal to the Senior Manager: Learning Programmes and Strategic Projects, motivating for the continuation of funding despite a failure (e.g., severe illness, bereavement). The decision of the Senior Manager is final.
- 10.2.17. FoodBev SETA is not a party to any agreement between a grant recipient and a Skills Development Provider (SDP). The grant recipient is solely responsible for

appointing an accredited SDP, negotiating contract terms, managing the SDP's performance, and resolving any disputes. FoodBev SETA's role is limited to providing grant funding against the delivery of verified outcomes, as per its own agreement with the grant recipient

- 10.2.18. Skills Development Providers (SDPs) are contractually obliged by the grant recipient to promptly issue all statements of results and certificates to learners upon completion of the assessment and moderation process. The withholding of these credentials due to a dispute between the SDP and the grant recipient is strictly prohibited. Grant recipients must ensure their contracts with SDPs enforce this condition.
- 10.2.19. To ensure clear, consistent, and accountable communication, FoodBev SETA will conduct all official correspondence regarding a grant solely through the grant recipient's designated primary or secondary Skills Development Facilitator (SDF). FoodBev SETA will not engage directly with Skills Development Providers on matters of grant administration, thereby ensuring the grant recipient remains accountable for the project's management and outcomes.
- 10.2.20. FoodBev SETA will notify all applicants of the outcome of their application in writing. Successful applicants will receive a grant award letter. This letter constitutes a formal offer of funding. The grant is considered committed, and a legal obligation is created upon the grant recipient's signed acceptance of this grant award letter.
- 10.2.21. Following the acceptance of the grant award letter, FoodBev SETA will issue a contract. This contract elaborates on the detailed terms, conditions, payment schedules, and reporting requirements.
- 10.2.22. Employers that commence any training for which discretionary grant funding has been applied, prior to formal awarding and receiving a signed contract from FoodBev SETA, do so entirely at their own risk and cost. The SETA accepts no liability for any costs incurred should the employer start a program and not be awarded a discretionary grant for the program concerned.
- 10.2.23. Upon grant approval and the signing of the contract, employers must register learners on the FoodBev SETA MIS as "SETA Funded" for the specific approved grant project. The registration of learners as "Industry Funded" while awaiting a grant decision is not an indication of future SETA funding and does not create any obligation for FoodBev SETA to approve the application.
- 10.2.24. FoodBev SETA will not be responsible for any funding shortfalls or learner commitments made by an employer prior to the formal award of a grant. The number of learners funded will be strictly limited to the number specified in the contract.
- 10.2.25. The implementation plan submitted by grant recipient is a binding schedule. The grant recipient is responsible for adhering to this plan and achieving the agreed upon milestones.
- 10.2.26. The grant recipient must formally notify FoodBev SETA in writing of any foreseen or actual deviation from the implementation plan immediately upon identification, and not later than 30 days from the deviation occurring.
 - 10.2.26.1. Where a deviation impacts the project completion date, the grant recipient must submit a formal, motivated request for an extension. This request must include a comprehensive revised implementation plan and a root cause analysis for the delay.
 - 10.2.26.2. Extension requests must be received by FoodBev SETA before the original project end date. Failure to report deviations or to submit a required extension

request on time will be treated as a material breach of the contract and may result in decommitting of unspent funds from the grant recipient.

- 10.2.26.3. FoodBev SETA reserves the sole right to approve or decline any extension request. Approvals will not be granted automatically and will be based on the validity of the motivation and the grant recipient's history of compliance

10.3. **ELIGIBILITY FOR DISCRETIONARY GRANTS**

10.3.1. The following entities may apply:

- 10.3.1.1. A levy paying employer or company operating within the food and beverages manufacturing sector ("FBMS").
- 10.3.1.2. A non-levy paying employer operating within FBMS (small, micro businesses, and cooperatives legally registered with CIPC)
- 10.3.1.3. A non-levy paying organisation (NPO, NPC, Community Based Organisations legally registered with CIPC) with an interest in skills development of beneficiaries within the FBMS.
- 10.3.1.4. A government department or public entity
- 10.3.1.5. Public Higher Education and Training Institutions.
- 10.3.1.6. Organised Labour recognized in the Constitution of FBMS.
- 10.3.1.7. Community Education and Training Colleges (CET)

10.3.2. All applicants must meet the specific compliance criteria detailed in Annexure A

10.3.3. Discretionary Grants will not be awarded to entities that are insolvent, in business rescue, have pending litigation with FoodBev SETA, or have directors blacklisted by National Treasury.

10.4. **GRANT COMMITTEES AND EVALUATION PROCESS**

10.4.1. Committee Structure: The evaluation and award of discretionary grants shall be conducted through a two-committee structure to ensure segregation of duties and robust governance. Compliance will be evaluated online (when system is available) or by appointed consultants or delegate.

Table 1: DG Committees

Name of Grant Committee	Committee Members	Roles
Evaluation Committee	a) Chairperson – Senior Manager: Learning Programmes and Strategic Projects or delegate b) SM: Research, Planning, Monitoring and Evaluation c) SM: Finance d) SM: Corporate Services e) SM: Stakeholder Relations f) SM: Information & Communication Technology	a) To adjudicate applications recommended by the consultant's team or delegate. b) To recommend qualifying and rejected applications to the grants awarding committee. c) A quorum shall be at least four (4) of the members

	g) SM: Quality Assurance Manager: Learning Programs and Strategic Projects (secretariat)	
Award Committee	a) Chairperson: Chief Executive Officer or delegate b) Chief Financial Officer c) General Manager: Operations d) Manager: CEO Office(secretariat)	a) To review recommendations from the evaluation committee b) To provide final approval for grant awards c) A quorum shall be at least of 2 of the members
Accounting Authority (AA)/Delegate	a) AA will note approvals of mandatory and discretionary grants	a) To note the approved grants

10.4.2. Evaluation Process: All discretionary grant applications will be subjected to a compliance check against the criteria stipulated in Annexure A: Discretionary Grants Compliance and Evaluation Checklist. Failure to meet any mandatory compliance requirement will result in the application being rejected.

11. IMPLEMENTATION SCHEDULE

- 11.1. Discretionary Grants funding windows will be opened by FoodBev SETA as and when required, during a financial year to address the implementation of the APP and the SLA targets as agreed with DHET.
- 11.2. For levy-paying employers, stipends are paid per the tranches in Annexure B.
- 11.3. For non-levy paying entities, NPOs, and TVET colleges, stipend payments will be made as follows:
 - 11.3.1. The specific payment schedule will be tailored for each project and detailed in the Grant Agreement. As a general principle, stipend payments will be released in tranches, with each tranche covering a defined period (e.g., 3-14 months depending on the duration of the learning programme)
 - 11.3.2. Release of subsequent stipend tranche/s is conditional upon:
 - a) Submission of proof that stipends from the previous tranche were paid to learners.
 - b) Submission of an upheld moderation report or progress report confirming learner competence and satisfactory progression
- 11.4. Training costs will be paid for learners who have completed the training programme, even if the learners have not yet been found competent, as long as they wrote and completed their assessment. However, FoodBev SETA will withhold the final tranche of training costs if more than 50% of the learners in a cohort have not been found competent in their assessment. In such cases, a root cause analysis will be required from the grant recipient and SDP.
- 11.5. Extension of Learning Programmes: Grant recipients may apply for an extension of the envisaged programme duration. Requests must be submitted in writing with a valid motivation and a revised implementation plan and are subject to approval by the SETA.

12. REPLACEMENT OF LEARNERS

- 12.1. The FoodBev SETA will allow replacement of learners only if the first tranche payment has not been paid by the SETA, alternatively, if the employer can demonstrate reassignment of the funds to the replacement learner. The reassigned funds will be for registered learners that did not commence with training and did not receive a stipend.
- 12.2. Learners may be replaced within 90 days from the date the grant agreement is fully executed by both parties, provided compliant learner enrolment documents are submitted for the replacement learner.

13. ALLOCATION OF DISCRETIONARY GRANT FUNDING PER PROGRAMME

Grant values, envisaged durations, and payment tranches for all learning programmes are detailed in **Annexure B**. The SETA reserves the right to update Annexure B annually to reflect cost changes and strategic priorities.

14. SECTION C: STRATEGIC PROJECTS AND PARTNERSHIPS

- 14.1. FoodBev SETA may initiate or support strategic projects that address sector-specific, national priorities and that aim to address potential retrenchments or upskilling of retrenched workers from the sector. The SETA may fund unsolicited strategic projects from public sector, employers, FoodBev SETA recognised trade unions and SETA-initiated projects, and these will be funded from the retained funds or strategic/partnership funds.
- 14.2. The SETA may consider unsolicited sponsorship proposals for sector-relevant interventions such as expos, summits, seminars, competitions, and workshops, aimed at enhancing participants' knowledge and skills. Approval of such sponsorships or funding support will be at the discretion of the CEO and will depend on the availability of funds
- 14.4. The SETA may issue calls for proposals or accept unsolicited proposals that demonstrate strong alignment with the SETA strategic plans and national priorities, as evaluated against a set of guiding principles (impact, sustainability, innovation).
- 14.5. Funding for strategic projects will depend on the availability of funds, the relevance of the proposal to the SETA's mandate, and approval is at the discretion of EXCO. Strategic, Special projects, and Partnerships will be approved by EXCO. FoodBev SETA reserves the right to reject or decline funding for any project proposal or to withdraw funding after approval.
- 14.6. These projects will be evaluated by the Senior Managers: Corporate Services, Stakeholder Relations, Research, Planning, Monitoring and Evaluation and Chairperson will be Senior Manager: Learning Programs and Special Projects. The evaluation committee will then present to the adjudication committee which is made up of Chief Executive Officer (Chairperson), General Manager: Operations, and Chief Financial Officer.

15. PROJECT IMPLEMENTATION COST

15.1 SETA Project Administration Allocation

- 15.1.1 FoodBev SETA shall retain Project Administration funds to manage the entire lifecycle of its discretionary grants and SETA-initiated projects.
- 15.1.2 This allocation is calculated on the actual value of discretionary grants utilised (disbursed) during the financial year and shall not exceed 7.5% of that value.

15.1.4 This allocation is used exclusively for costs directly incurred by the SETA in the administration of the grant's portfolio, including but not limited to the activities listed in clause 15.3 below.

15.1.5 This allocation is retained by the SETA and is not paid out to grant recipients.

15.2 Project Administration fee for grant recipients

15.2.1 An external grant recipient may include a Project Management Fee in their grant application to cover their own administrative overheads for implementing the specific grant.

15.2.2 This fee shall not exceed 7.5% of the total grant value awarded for that specific project.

15.2.3 This fee will be paid to the grant recipient according to the disbursement schedule outlined in their contract.

15.3 Activities covered by the SETA Project Administration allocation , but not limited to:

15.3.1 Monitoring & Evaluation site visits including logistical arrangements (travel, accommodations, subsistence allowances and all other related costs)

15.3.2 Salaries of employees directly linked to the implementation of discretionary grants.

15.3.3 Moderation of learning programmes

15.3.4 Stakeholder capacity building and project management functions

15.3.5 Advertisements relating to the implementation of learning programmes and projects.

15.3.6 Distribution of career guidance booklets and capacitation of career guidance practitioner

15.3.7 Curriculum design and cost relating to development of qualifications and learning material

15.3.8 Vetting of contracts by employers

15.3.9 Assessments

15.3.10 Logistic arrangements relating to the attendance of summits, indabas, conferences, workshops etc that are aimed at capacitating the SETA with body of knowledge.

15.3.11 Ad-hoc research that will enhance body of knowledge for the SETA

15.3.12 Any other costs directly linked to the implementation of a grant.

16 REQUIREMENTS FOR PEOPLE WITH DISABILITY

Employers may apply for this grant for learners with disabilities.

16.1 Specific reference to the Guide on the Determination of Medical Tax Credits and Allowances (Issue 4) in terms of the Income Tax Act 58 of 1962 is used to guide the specific definition of disability, in terms of this grant application.

16.2 FoodBev SETA reserves the right to query disability status and request additional information. BEE verification agencies may be consulted in this regard.

16.3 The specific requirements per disability status are referenced on the Grants Criteria and Guidelines document as per referenced Guide on the Determination of Medical Tax Credits and Allowances (Issue 4) in terms of the Income Tax Act 58 of 1962.

17. GRANTS APPEAL PROCESS

17.1 Entities may lodge an appeal in respect of a Discretionary Grant and special project; the appeal should be submitted in writing to the Senior Manager: Learning Programmes and Strategic Projects for processing and decision. The appeal must be submitted within fourteen (14) days of receipt of the outcome notification.

17.2 In all cases, the decision of the CEO or delegate is final.

18. MONITORING AND EVALUATION

- 18.1 FoodBev SETA may conduct due diligence and/or monitoring visits at any site where learners are hosted for any of the FoodBev SETA funded learning programmes, Special Projects and Partnerships as stipulated in the FoodBev SETA Monitoring and Evaluation policy.
- 18.2 FoodBev SETA reserves the right to withdraw grant funding approval where a successful applicant does not comply with any due diligence requirements as may be established by FoodBev SETA from time to time or where an applicant is found guilty of misconduct.

19 ACCOUNTABILITY AND RESPONSIBILITY

Official	Role
CEO	a) Custodian of the policy
Line Management	a) To provide guidance to employees in relation to this policy b) create an environment that encourages compliance with policy c) To take disciplinary action for non-compliance to this policy
Employee	a) To implement this policy b) To comply with this policy

20 NON-COMPLIANCE

- 20.1 Non-compliance with this policy or any applicable regulatory requirement through any deliberate or negligent act or omission, including allowing any staff, either expressly or impliedly, not to comply with this policy or any applicable regulatory requirement, will be considered serious and will be dealt with in terms of the FoodBev SETA's disciplinary policies and procedures.

21 DEVIATION

- 21.1 Any deviation(s) to this policy is subject to the sole discretion and approval of the Chief Executive Officer within his/her delegation of authority.
- 21.2 All deviation(s) requests shall be in writing, fully motivated with supporting documentation and addressed to the Chief Executive Officer for his/her approval.

22 POLICY EFFECTIVE DATE

- 22.1 This policy comes into effect on the approval date by the Accounting Authority.

23 DISTRIBUTION AND TRAINING AND AWARENESS

- 23.1 This policy will be communicated and distributed to all FoodBev SETA staff via e-mail. The policy will also be saved on the Policies and Procedures shared drive or another applicable repository. Training on the policy will be conducted once it has been approved by the Accounting Authority.

24 POLICY MANAGEMENT AND REVIEW

24.1 This policy will be reviewed annually or whenever necessary. If and when any provision of this policy is amended, the amended approved policy will supersede any previously approved policy.

Annexure A: Discretionary Grants Compliance and Evaluation Checklist

(This is a critical new annexure. It must be a standalone, tick-box style document used by consultants to evaluate grant applications)

Applicant Name: _____

All applications MUST submit the following, where applicable. Failure to do so will result in rejection.

#	COMPLIANCE REQUIREMENT	Submitted (Y/N)	Evaluator Notes
1	Entity Status & Levies		
1.1	Levy-paying employer: Proof of being up to date with SARS levy payments under SIC 09.		
1.2	Non-levy employer: SARS exemption certificate or auditor's letter confirming payroll < R500k. Submission of EMP201		
1.3	Entity is not insolvent, in business rescue, or blacklisted.		
2	Planning Documents		
2.1	Levy-payer: Proof of submitted Annexure II (WSP/ATR/PP/PR) for the year.		
2.2	Non-levy payer / HEI / TVET: Completed Pivotal Plan (and Report, if applicable).		
2.3	HEI/TVET: Proof of Annexure II submission to their relevant SETA.		
2.4	NPO/NPC: proof of registration of the NPO/NPC		
3	Learning Programme Specifics		
3.1	Accredited Skills Development Provider (SDP) for the qualification, with 6-month valid accreditation.		

3.2	Signed contract/MoA between grant applicant and SDP.		
3.3	For Candidacy Programmes: Proof of Professional Body accreditation.		
#	COMPLIANCE REQUIREMENT	Submitted (Y/N)	Evaluator Notes
3.4	For Learnerships/Apprenticeships: Details of assigned workplace mentor.		
3.5	For Apprenticeships: MoA with Trade Test Centre and workplace approval letter.		
3.6	For qualifications NOT on the priority skills list: A detailed motivation letter.		
3.7	For Unemployed Bursaries: Proof of application/acceptance and proof of income.		
3.8	Proof of results (academic transcript, statement of results), where applicable		
4	Previous Implementation (if applicable)		
4.1	If >50% of learners in a previous grant are behind schedule: Motivation and updated plan.		
4.2	Explanation of how partially awarded grants from previous applications were implemented.		

Annexure B: Allocation Of Discretionary Grant Funding Per Programme

Learning programmes	Allocated funds per learner	Envisaged duration of learning programmes	Training Tranche payment breakdown	Explanatory notes
AET	R 5,000	6 months per learning area (Numeracy and Literacy)	a) Tranche 1: R2,000 on registration b) Tranche 2: R500 on completion	a) R 2,500 per level, per learning area
Apprenticeship/ Artisans (Employed) including Trade Occupations (including People with Disability)	R 55,000	1 year	a) Tranche 1: R27,500 on registration b) Tranche 2: R27,500 on completion	a) Assessment process b) Gap Training and final assessment (Trade Test)
Apprenticeship/ Artisans (Unemployed) including Trade Occupations	R 206,290	3 years	a) Tranche 1: R51, 572.50 on registration b) Tranche 2: R51, 572.50 on progress c) Tranche 3: R51, 572.50 on progress Tranche 4: R51, 572.50 on completion	Stipends of R3,000 p/m for a period of 36 months Training costs R98,290 per learner for the duration of which includes: a) Theory, practical and work experience b) Medical assessments and tools of trade c) Project management Trade Test Preparation d) Trade Test including reassessments

Learning programmes	Allocated funds per learner	Envisaged duration of learning programmes	Training Tranche payment breakdown	Explanatory notes
Apprenticeship/Artisans (Unemployed) including Trade occupations for People with Disability	R242, 290	3 years	a) Tranche 1: R60, 572.50 on registration b) Tranche 2: R60, 572.50 on progress c) Tranche 3: R60, 572.50 on progress d) Tranche 4: R60, 572.50 on completion	Stipends of R4,000 p/m for a period of 36 months Training costs R98,290 per learner for the duration of which includes: a) Theory, practical and work experience b) Medical assessments and tools of trade c) Project management Trade Test Preparation d) Trade Test including reassessments
Recognition of Prior Learning (Artisan)	R55,000 for unemployed candidates	ARPL course duration ARPL course duration	a) Tranche 1: R27,500 on registration b) Tranche 2: R27, 500 on progress	a) Assessment process b) Gap Training and final assessment (Trade Test)
	R35,000 for employed candidates		a) Tranche 1: R17,500 on registration b) Tranche 2: R17,500 on completion	
Recognition of Prior Learning (Artisan) for People with disability Unemployed	R79,000	6 months	a) Tranche 1: R39,500 on registration b) Tranche 2: R39,500 on completion	Stipends of R4,000 p/m for a period of 6 months Training costs R55,000 per learner for the duration of which includes a) Assessment process b) Gap Training and final assessment (Trade Test)

Learning programmes	Allocated funds per learner	Envisaged duration of learning programmes	Training Tranche payment breakdown	Explanatory notes
Bursaries (Employed) Final year undergraduate or Postgraduate studies or Management and Leadership Development Courses	Up to maximum of R 50,000	Postgraduate – course duration as per institutions guidelines	a) Tranche 1: R25,000 on registration b) Tranche 2: R25,000 on completion	a) Funding provided for the actual cost of tuition fees limited to the amount as indicated. b) Minimum of NQF level 6
Bursaries: Research & Innovation (Unemployed) Master and PhD	a) Up to maximum of R 120,000 for Master students b) Up to maximum of R150,000 for PhD students	Course duration as per Institution guidelines	a) Tranche 1: 100% of claimed amount up to maximum allowable	Funding to pay for: a) Registration fees for Masters course only. PhD only funded post approval of proposal by the Faculty Dean b) Tuition fees c) Accommodation d) Meals e) Study material/Equipment f) Student allowance if not staying at university residence. g) Students to provide statements and if students are not staying at residence, students must provide lease agreements

Learning programmes	Allocated funds per learner	Envisaged duration of learning programmes	Training Tranche payment breakdown	Explanatory notes
Candidacy Programme	Up to a maximum of R252,000 (R84,000 per year)	Depends on the required work experience post qualification to be registered for that qualification	a) Tranche 1: R84,000 stipend for year 1 on registration b) Tranche 2: R84 000 stipend for year 2 on receipt of progress report c) Tranche 3: R84,000 stipend for year 3 (R42,000 on receipt of progress report and R42,000 on completion of the learner)	a) Stipend required for the level of intervention limited to the amount indicated. Minimum monthly stipend of R7,000 per learner for duration of programme up to a maximum 36 months.
Learnership Employed	R 25,000	Qualifications up to a maximum of 240 credits (12 -18 months)	a) Tranche 1: R10,000 on registration b) Tranche 2: R10,000 on progress c) Tranche 3: R5,000 on completion	a) Total amount that covers cost of conducting training, logistics and training material including learner assessments and/or certification (no stipend for employed learners)
	R 44,000	Qualifications that exceed 240 credits	a) Tranche 1 = R17,600 on registration b) Tranche 2: R17,600 on progress c) Tranche 3: R8,800 on completion	

Learning programmes	Allocated funds per learner	Envisaged duration of learning programmes	Training Tranche payment breakdown	Explanatory notes
Learnership for People with Disability (Employed)	R34, 000	Depends on the qualification, to a maximum of 18 months	a) Tranche 1 = R13,600 on registration b) Tranche 2 = R13,600 on progress c) Tranche 3 = R6,800 on completion	a) Total amount is to cover cost of training and training material including logistics, learner assessments and certification (no stipend for employed learners)
Learnership Unemployed	R 67,000 for 12 months*	Qualifications to a maximum of 240 credits	a) Tranche 1 = R27,500 on registration (R10,000 training cost and R17,500 stipend) b) Tranche 2 = R34,500 on progress (R10,000 training cost and R24,500 stipend) c) Tranche 3 = R5,000 on completion (training cost)	a) Minimum monthly stipend of R3,500 (to cover the full months for the duration of the programme). b) Training amount is R25,000 per learner that covers the cost of conducting training, training material including learner assessments and/or certification.
	R88 000 for 18 months*		a) Tranche 1 = R38,000 on registration (R10,00 training cost and R28,000 stipend) b) Tranche 2 = R45,000 on progress R10,000 training cost and R35,000 stipend) c) Tranche 3 = R5,000 on completion (training cost)	

Learning programmes	Allocated funds per learner	Envisaged duration of learning programmes	Training Tranche payment breakdown	Explanatory notes
	R 128,000 for 24 months*	Qualifications with more than 240 credits	a) Tranche 1 = R52,600 on registration (R17,600 training cost and R35,000 stipend) b) Tranche 2 = R66,600 on progress (R17,600 training cost and R49,000 stipend) c) Tranche 3 = R8,800 on completion (training cost)	a) Minimum monthly stipend of R3,500 per learner (to cover the full months for the duration of the programme). b) Training amount is R44,000 per learner that covers the cost of conducting training, training material and learner assessments and/or certification.
Learnership for People with Disability (Unemployed)	R 88,000 for 12 months*	Qualifications to a maximum of 240 credits	a) Tranche 1 = R36,100 on registration (R13,600 training cost and R22,500 stipend) b) Tranche 2 = R45,100 on progress (R13,600 training cost and R31,500 stipend) c) Tranche 3: R6,800 on completion (training costs)	a) Minimum monthly stipend of R4,500 per learner b) Training cost for People with disability: R34,000 per learner that will cover the cost of conducting training, training material and learner assessments, certification, facilitator, interpreters and/or aiders
	R115 000 for 18 months*		a) Tranche 1 = R46,000 on registration (R13,600 training cost and R45,000 stipend) b) Tranche 2 = R58,600 on progress (R13,600	

Learning programmes	Allocated funds per learner	Envisaged duration of learning programmes	Training Tranche payment breakdown	Explanatory notes
			training cost and R45,000 stipend) c) Tranche 3: R6,800 on completion (training costs)	
	R156 000 for 24 months*	Qualifications with more than 240 credits (more than 24 months)	a) Tranche 1: R64,200 on registration (R19,200 training cost and R45,000 stipend) b) Tranche 2: R82,200 on progress (R19,200 training cost and R63,000 stipend) c) Tranche 3: R9,600 on completion (training cost)	a) Minimum monthly stipend of R4,500 per learner b) Training cost for People with disability: R48,000 per learner that will cover the cost of conducting training, training material and learner assessments, certification, facilitator, interpreters and/or aiders
Lecturer Development programme	R63,000	30 days	a) Tranche 1: R63,000	a) R20,000 per substitute lecturer (2 per MOU) b) R4,000 per lecturer for travel during placement (x2) c) R15,000 to employer for hosting two lecturers
Skills Programme (Including Part Qualifications)	Based on total number of credits applied for	Depends on total number of credits, duration is based on notional hours required	a) Tranche 1: 60% of training cost and 100% of learner stipend on registration Tranche 2 = 40% of training cost on completion	Employed Learners R200 per credit which includes: a) All Learning Materials b) Portfolio of evidence c) Assessment of learners

Learning programmes	Allocated funds per learner	Envisaged duration of learning programmes	Training Tranche payment breakdown	Explanatory notes
				d) Certification and/or endorsements Unemployed Learners: R 200 per credit which includes: a) All Learning Materials b) Portfolio of evidence c) Assessment of learners d) Certification and/or endorsements Stipend of R150 per day per unemployed learner on the basis of number of credits to a maximum of 60 credits or R 3 000 per month
Work Readiness Programmes	R15,000 for a maximum of 5 modules	Maximum of 3 months	a) Tranche 1: 60% of training cost and 100% of learner stipend on registration b) Tranche 2 = 40% of training cost on completion	Stipend R3,000 a month for maximum of 3 months Training per module is R1,200 for a maximum of 5 modules
HEI Bursaries Unemployed	Covers 100% funding of the learner up to maximum of R 360,000.	Depends on the duration of the course as stipulated by the institution	a) Tranche 1: 100% upon registration for year 1 b) Tranche 2: 100% upon registration for year 2 and submission of year 1 results c) Tranche 3: 100% upon registration for year 3 and	Funding to pay for: a) Tuition fees b) Accommodation c) Meals d) Study material/Equipment e) Student allowance if not staying at an HEI residence.

Learning programmes	Allocated funds per learner	Envisaged duration of learning programmes	Training Tranche payment breakdown	Explanatory notes
			submission of year 2 results	
TVET Placement (N6)	R 63 000 for non-engineering courses an	18 months for non-engineering courses	a) Tranche 1 = R25,200 on registration b) Tranche 2 = R31,500 on progress c) Tranche 3 = R6,300 on completion	a) Minimum monthly stipend of R3,500 per learner
	R84 000 for engineering students	24 months for engineering courses	a) Tranche 1 = R33,600 on registration b) Tranche 2 = R42,000 on progress c) Tranche 3 = R8,400 on completion	
Internship (unemployed) – University of Technology	R30,000	6 Months	a) Tranche 1 = R10,000 on registration b) Tranche 2 = R15,000 on progress c) Tranche 3 = R5,000 on completion	a) Minimum monthly stipend R5,000 per learner b) Minimum of NQF level 6
	R 60,000	12 months	a) Tranche 1 = R25,000 on registration b) Tranche 2 = R30,000 on progress	

Learning programmes	Allocated funds per learner	Envisaged duration of learning programmes	Training Tranche payment breakdown	Explanatory notes
			c) Tranche 3 = R5,000 on completion	
Work Experience for Graduates	R 60,000	12 months	a) Tranche 1 = R25,000 on registration b) Tranche 2 = R30,000 on progress c) Tranche 3= R5,000 on completion	a) Minimum monthly stipend R5,000 per learner b) Minimum of NQF level 6

**Project management fee will be allocated at the discretion of the SETA and will be calculated at a maximum of 7.5%*

Annexure C: Strategic Projects

Guiding Principles	
Alignment with SETA mandate and/or national priorities	How does the project align with FoodBev SETA's mandate, strategic objectives, and/or national priorities? a) How does the project align with the strategic objectives and mandates of the SETA. b) Does it support national priorities of economic growth and transformation c) Does the project address sector specific skills gaps or emerging industry needs
Relevance	Does the proposal: a) Clearly outline how the proposed intervention addresses FoodBev SETA's strategic mandate and strategic objective. b) Identify specific national priorities (e.g., NSDP, job creation, economic transformation) that the project supports. c) Demonstrate how it will address the triple challenges of poverty, inequality and unemployment.
Socio Economic Impact	What socio-economic impact will the project have, and how will it address poverty, unemployment, and inequality? Does the proposal address the following: a) Are the projected outcomes (job creation, skills development, community upliftment) clearly defined, measurable, and realistic? b) Does the project clearly target and benefit priority demographic groups (youth, women, people with disabilities)?
Sustainability	Does the proposal address the following: a) Have a clear sustainability plan beyond the funding period? b) Are there mechanisms in place to ensure long-term benefits and continuity? c) Does it promote self-reliance or create opportunities for ongoing skills development?
Feasibility and implementation plan	a) Is the project realistic and achievable within the proposed timeline and budget? b) Does the proposal include a clear implementation plan with measurable milestones?

	c) Are the roles and responsibilities of all stakeholders clearly defined?
Innovation and Uniqueness	a) Does the project demonstrate a clear innovation in approach, methodology, or target audience that distinguishes it from typical discretionary grant projects? b) Does it introduce new approaches, technologies, or methodologies to skills development? c) Does it offer a creative, scalable solution to persistent sector challenges?
Costing and budgets	a) Is the budget reasonable and aligned with the project's objectives? b) Are the costs justified, and do they provide value for money? c) Does the proposal demonstrate efficient use of resources? d) Are the costs of accredited learning programs align with costs as indicated in the grant funding policy?
Workplace or practical experience	a) Does the project include a component of workplace learning, or practical experience? b) Are there partnerships with industry or employers to provide real-world exposure and hands-on training? c) Does the practical experience align with the skills needed in the sector and enhance employability?
Monitoring, Evaluation and Reporting	a) Does the proposal include a robust monitoring and evaluation framework to track progress and impact? Are there clear indicators to measure success and outcomes, including the effectiveness of practical experience components? c) Is there a plan for regular reporting and accountability?
Risks	a) Has the proposal identified potential risks and provided mitigation strategies, especially for workplace or practical experience components? b) Are there contingency plans in place to address unforeseen challenges?
Scalability and Replicability	b) Can the project be scaled up or replicated in other regions or sectors?

	c) Does it have the potential to serve as a model for future skills development initiatives, particularly those incorporating workplace learning?
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Annexure D: Mandatory Grants Compliance and Evaluation Checklist

(This is a critical new annexure. It must be a standalone, tick-box style document used by consultants to *evaluate grant applications*)

Applicant Name: _____

All applications MUST submit the following, where applicable. Failure to do so will result in rejection.

#	MANDATORY COMPLIANCE REQUIREMENT	Submitted (Y/N)	Evaluator Notes
1	Entity Status & Levies		
1.1	The company has paid the skills development levy under SIC Code 09 in terms of section 3(1) of the SDLA		
1.2	Signed authorisation page by the employer and employee representatives		
1.3	Proof of training (training provider invoice, proof of attendance registers, completion certificates)		
1.4	Deviation letter (applicable to companies that implemented less than 50% of planned)		
2	ADMINISTRATIVE COMPLIANCE REQUIREMENTS		
2.1	Proof of banking details (for first time applicants and companies that changed banking details)		