



# #EMPOWERMzansi

## ECONOMIC OPPORTUNITIES



REPUBLIC OF SOUTH AFRICA



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## MASS ECONOMIC OPPORTUNITIES

### **What is the Mass Economic Opportunities?**

It is a booklet that contains information about economic opportunities that are offered by government departments, entities and agencies. Government has prioritised job creation to deal with the high levels of unemployment.

### **How will it help you?**

This booklet will provide you with economic opportunities that are offered by government departments, entities and agencies and how to access them.

It includes contacts and details of how to access these economic opportunities.

# WORKSHOP

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**YOUTH EMPLOYMENT SERVICE (YES)**

## What is the Youth Employment Service?

The YES is a business-led initiative supported by government and labour that aims to empower one million unemployed youth by offering them a first chance at a quality paid work opportunity. YES was established by the CEO Initiative, a partnership created between government, labour and business in January 2016. YES contributes to creating a more equal economy. It aims to stimulate demand-side job creation through company investment and by leveraging government's existing recognitions such as the Employment Tax Incentive and Broad-Based Black Economic Empowerment.

## What are the economic opportunities through the YES initiative?

**The programme has three channels for youth employment opportunities:**

- Corporate work experiences: Businesses that participate in the programme create one-year paid positions for youth aged between 18 and 34, in addition to these organisations' current employment numbers;
- Small, medium and micro enterprises (SMME) host placements: Businesses that do not have the capacity to employ more people have the option of sponsoring the salary and support costs for a one-year placement in small and medium enterprises; and
- SMME development: Young people are empowered to start and grow their own businesses, with support from YES in the form of training, capacity development and value-chain integration.

## What are the requirements?

**To benefit from YES, youth must be:**

- between 18 and 34 years old;
- unemployed for more than six months;
- black (African, Coloured or Indian)

It is not obligatory, but should companies want to claim the Employment Tax Incentive, then the YES youth must be between the ages of 18 and 29.



Youth will be required to sign an agreement committing to the YES values of integrity, commitment, community, preparedness and hard work. Youth will not be excluded based on their academic ability or lack of skills.

### How to apply for the YES initiative?

For further information and to be part of #AFutureThatWorks

visit [www.yes4youth.co.za](http://www.yes4youth.co.za) or follow us on:

Facebook.com/Yes4YouthZA

Twitter.com/Yes4YouthZA

Linkedin/Yes4YouthZA

A photograph of a worker in an orange uniform with 'EPWP' on the back, wearing a cap and using a broom to sweep a paved area next to a brick building. The building has several windows with wooden shutters. A large orange banner is overlaid at the bottom with text.

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**THE EXPANDED  
PUBLIC WORKS PROGRAMME**

## What is the EPWP?

This is one of government's medium to long term strategies to reduce unemployment and alleviate poverty through the creation of work opportunities using labour-intensive methods. The Programme (EPWP) aims to assist the unemployed in acquiring work based skills and workplace experience, thereby enhancing their potential to find further/ future work in the formal or informal sector.

The EPWP is implemented in four sectors namely: Infrastructure (led by the Department of Public Works), Social (led by the Department of Social Development) Environment & Culture (led by the Department of Environmental Affairs) and Non-State (led by the departments of cooperative governance and public works). All spheres of government (National, Provincial and Local), State-Owned Entities and Non-Profit Organisations are expected to implement the programme.

## What are the economic opportunities on the EPWP?

The EPWP entails a range of sub-programmes and projects within its four sectors. In the infrastructure sector, the EPWP sub-programmes include:

- Vuk'uphile Learnership Programme (Emerging Contractor Development Programme)
- National Youth Service (NYS) programme
- In the Non-State Sector, the EPWP offers sub-programmes such as Community Works Programme (CWP) and the Non-Profit Organisation Programme.
- In the Environment and Culture Sector the EPWP offers sub-programmes such as Working on Fire (WoF) Programme; Tourism Programmes; National Youth Chef Programme; environmental programmes.
- In the Social Sector the EPWP offers sub-programmes such as Pharmacy Assistant Programme; Early Childhood Development (ECD) Programme and National School Nutrition Programme.

The EPWP also offers training to participants working on the programme. There is accredited and non-accredited.

The Enterprise Development directorate also provides support to participants on how to set up their own businesses once they (participants) exit from the programme.

The directorate workshop participants on how to register businesses, how to access funding and how to market your business.

## What are the requirements for the EPWP?

**To qualify to participate in EPWP projects communities must meet the following requirements:**

- Unemployed and unskilled
- Women
- Youth (16-35)
- Adult men
- People with disabilities.

## How to apply for the EPWP?

Once the relevant department, municipalities or the non-profit organisation in the local area have identified a suitable EPWP project, communities in the area are notified that temporary workers are required.

Available opportunities are communicated through ward councillors, municipal social facilitators, community development workers and through the community media. EPWP has recently introduced the new recruitment guidelines for public bodies to ensure that recruitment of participants into the programme is done in a fair and transparent manner.

### **Contact details:**

Community members are also urged to approach their local municipality for information regarding EPWP in their locality.

Community members may also visit the EPWP Website on [www.epwp.gov.za](http://www.epwp.gov.za) or visit the EPWP Facebook page: <https://www.facebook.com/epwp.publicworks/>



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NATIONAL YOUTH DEVELOPMENT AGENCY (NYDA)  
**ENTREPRENEURSHIP DEVELOPMENT  
PROGRAMME**

## What is the EDP?

The EDP is aimed at creating a conducive environment for young entrepreneurs to access relevant entrepreneurship skills, knowledge, values and attitudes for their businesses. The programme offers a package of entrepreneurship trainings that respond appropriately and adequately to the labour market and business needs of young people.

## What services does the EDP offer?

It offers a range of services through the awareness and structured training programmes offered at the NYDA branches.

**The awareness programme offers the following to groups of young people in communities or at the NYDA branches:**

- Basic entrepreneurship skills
- Characteristics of an entrepreneur
- Basic business requirement.

**The structured training programme offers the following courses:**

- Up-1
- Small Enterprise – Start up
- Business Planning Process.

## Who is eligible for the EDP?

### Awareness training

- South African citizens between the ages of 14 and 35 (with a valid South African Identity Document).

### Structured/ Modular Training

- South African citizens, between the ages of 18 and 35 (with a valid South African Identity document)
- Be an existing business owner or an aspiring entrepreneur.



## What is the process for accessing the EDP?

### Awareness Training

- Young people who want to attend the awareness training should contact their nearest NYDA Branch.

### Structured/ Modular Training

- Aspiring entrepreneurs/existing business owners who want to attend the structured/modular training courses are required to complete the training application form available from [www.nyda.gov.za](http://www.nyda.gov.za) or visit the closest NYDA branch
- Submit the training application form to the nearest NYDA branch.

**If approved, the participant will be provided with the following:**

- details of the approved training course/module
- logistics for the training
- The participant must present their South African Identity Document at the training
- Participants will be issued with a “Certificate of Completion” after participating in the structured course for the duration of the course.





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**RURAL HOUSING LOAN FUND (RHLF)**

## What is the RHLF?

The RHLF is a government-owned wholesale development finance institution with a mandate to facilitate access to incremental housing finance for low-income earners through retail intermediaries

## What are the economic opportunities offered by the Rural Housing loan Fund?

The RHLF Programme offers incremental housing finance to people in its target market through approved intermediary partners that include: microfinance lending institutions registered with the National Credit Regulator (NCR), cooperatives including cooperative financial institutions and community-based organisations (CBOs) such as stokvels and building clubs.



## What are the requirements to qualify for the Rural Housing Loan Fund?

### Commercial lenders and incorporated cooperatives must:

- be a registered with the Companies and Intellectual Property Commission;
- have founding documents/Certificate of Incorporation;
- have valid NCR certificate;
- have valid Tax Clearance Certificate, if applicable;
- have audited financial statements; and
- also have policies such as credit, provisioning, human resources and write off.

**Non-incorporated CBOs:**

- Must have a constitution for non-incorporated organisations such as stokvels and building clubs;
- Income profile of members of the organisation to benefit from the loan facility

**How to apply for the RHLF?**

- Interested lenders must submit an adequate business plan to RHLF;
- RHLF team can assist to provide guidance, especially in the case of cooperatives and other forms of CBOs.

Guidelines document is available in RHLF website: [www.rhlf.co.za](http://www.rhlf.co.za)

**Contact details:**

Interested lenders can email: [mmothobi@rhlf.co.za](mailto:mmothobi@rhlf.co.za), call: 011 644 9887 or visit: [www.rhlf.co.za](http://www.rhlf.co.za) for more information.



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**OPERATION PHAKISA:  
BIODIVERSITY ECONOMY**

## What is Operation Phakisa?

Operation Phakisa has been introduced to unlock the Economic Potential of South Africa's oceans. Six focus areas have been prioritised to contribute to unlocking the economic potential of South Africa's oceans, based on their potential contribution to economic growth and job-creation:

- Marine Transport and Manufacturing, led by the Department of Transport;
- Offshore Oil and Gas Exploration, led by the Department of Mineral Resources;
- Aquaculture, led by the Department of Agriculture, Forestry and Fisheries;
- Marine Protection Services and Ocean Governance, led by the Department of Environmental Affairs;
- Small Harbours Development, led by the Department of Public Works (three feet planning mini-Lab to commence in 2018); and
- Coastal and Marine Tourism, led by the Department of Tourism.

## What does the programme offer?

- Skills Development and Capacity Building, led by the Department of Higher Education and Training through the establishment of the South African International Maritime Institute (SAIMI); and
- Research, Technology and Innovation, led by the Department of Science and Technology.

## What are the economic opportunities on Operation Phakisa?

**Investment opportunities in the Oceans Economy are outlined in the following investment guides:**

- **South Africa's OCEANS ECONOMY:** This guide outlines the capabilities of South Africa's oceans economy, and sets out useful contacts and information for potential users and investors in the marine transport, marine manufacturing and offshore oil and gas sectors.
- **Operation Phakisa:** Unlocking the Economic Potential of South Africa's Oceans – AQUACULTURE Investment Opportunities: The brochure provides an overview

and profile of the aquaculture development zones and Operation Phakisa projects throughout the country available for investment

## How to apply for the economic opportunities in the Operation Phakisa?

Skills development and capacity building opportunities may be accessed via the SAIMI website: <http://saimi.co.za/>

**Physical address:** Ocean Sciences Campus, Gomery Avenue, Summerstrand, Port Elizabeth, South Africa

**Postal address:** PO Box 77000, Nelson Mandela Metropolitan University, Port Elizabeth, 6031, South Africa

**Email:** [info@saimi.co.za](mailto:info@saimi.co.za)

**Phone:** +27 41 504 4038

### Contact details:

**South Africa's oceans Economy investment opportunities in Marine Transport, Marine Manufacturing and Offshore Oil and Gas sectors: Access the guide:**

[www.environment.gov.za](http://www.environment.gov.za)

[www.thedti.gov.za](http://www.thedti.gov.za)

**Operation Phakisa:** Unlocking the Economic Potential of South Africa's Oceans – AQUACULTURE Investment Opportunities: Access the guide:

[www.environment.gov.za](http://www.environment.gov.za)

[www.thedti.gov.za](http://www.thedti.gov.za)

## OPERATION PHAKISA: BIODIVERSITY ECONOMY

### What is Biodiversity Economy?

The biodiversity economy of South Africa encompasses the businesses and economic activities that either directly depend on biodiversity for their core business or that contribute to conservation of biodiversity through their activities.

## What are the economic opportunities in the Biodiversity Economy?

The South African bioprospecting sub-sector encompasses organisations (businesses, national and provincial government departments, public entities, research organisations, academic organisations), and people (communities, individuals, investors) that are searching for, collecting, harvesting and extracting living or dead indigenous species or derivatives and genetic material thereof for commercial or industrial purposes.

The bioprospecting sub-sector in the country has a formal, commercialised market and an informal market, dominated largely by traditional medicines. The formal, commercialised bioprospecting market, although fledgling, is growing rapidly, in line with international market trends. This market can be delineated into three value adding segments, the resources segment, the biotrade segment and the final market segment

Commercial and industrial products which fall under the ambit of the bioprospecting sub-sector include (but are not limited to) drugs, industrial enzymes, food flavours, fragrances, cosmetics, emulsifiers, oleoresins, extracts or essential oils which contain these indigenous species.

Communities and organisations that utilise or modify any information on the traditional uses of indigenous biological/ genetic resources also form part of the bioprospecting sub-sector of the country. Sustainable harvesting of, and cultivation of indigenous biological/genetic plant resources or the trade in raw material in its original form may also be bioprospecting, depending on the intended use of the resource.

In line with the new Biodiversity Economy aspirations the Bioprospecting/biotrade sector seeks to develop and improve the Bioprospecting industry to create a sustainable, inclusive and commercially viable sector adding 10 000 new jobs and contributing R1.7 billion to GDP at 10% per annum by 2030.

## What are the requirements for the Biodiversity Economy?

**The following selection criteria applies for projects to be supported within the Biodiversity Economy sector:**

- o Land ownership or clear tenurial rights

- o Conducive ecological infrastructure to support the wildlife economic activities
- o Contribution to conservation
- o Clear governance structures
- o Applicant must be black as defined in the Broad-Based Black Economic Empowerment, 2003 (Act 53 of 2003);
- o In terms of partnership arrangements Black people must have more than 51% ownership in the wildlife business venture
- o The project concept must advance the mandate of the Department of Environmental Affairs and contribute to the development plan of the country.
- o Youth, women and individual with disabilities, people who have already started their businesses in need of government support
- o There must be a good spread of support in all the provinces

The projects can originate from public bodies, including DEA branches, municipalities, public entities, Non-Governmental Organisations (NGOs), Community-Based Organisations (CBOs), co-operatives, other, Government Departments, Communal Property Associations (CPAs), Individuals already participating or aspiring to participate in the wildlife sector and traditional authorities.

## How to apply?

Financial resources to support projects within the wildlife sector are made available through the Department's Environmental Protection and Infrastructure Programmes. The EPWP (a fundamental component of EPIP) is currently in its third phase, which is expected to run until 2019. The call for proposals for the current cycle closed on the 13 October 2017. In terms of calling for new project proposals to be considered for funding, the department utilises various platforms such as newspapers, DEA website and provincial roadshow.

Nonetheless, the Biodiversity Economy Programme has established a database of Previously Disadvantage Individuals (PDIs) participating or aspiring to participate in the wildlife sector across the value chains. Willing participants are welcome to submit their business proposals/concept throughout the year to build on the database but also to access other opportunities that might arise before the next funding cycle such as training and capacity building, access to markets etc.

## Contact details:

**For any enquiries the following officials can be contacted:**

Ms Tseleng Mabunda

*[TMabunda@environment.gov.za](mailto:TMabunda@environment.gov.za)*

Tel: 012 399 9595 for Wildlife Economy

Ms Preshanthie Naicker:

*[Pnaicker@environment.gov.za](mailto:Pnaicker@environment.gov.za)*

Tel 012 399 9616 for Bioprospecting/biodiversity Economy



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**HOW TO APPLY FOR MINING  
RIGHTS/PERMITS**

## **The following are the requirements of how to apply for a Prospecting Right:**

### **A. Details of the land or area**

Provide a plan as contemplated in regulation 2(2) of the Mineral and Petroleum Resources Development Act (MPRDA), 2002 (Act 28 of 2002).

### **B. Prospecting work programme**

Full particulars of the prospecting work programme contemplated in regulation 7 of the MPRDA of 2002.

### **C. Financial and technical competence**

Provide detailed documents proving that the applicant has access to both technical ability and financial resources compatible with the prospecting work programme that are readily available or how they will be provided for. This will enable the applicant to carry out the prospecting activities in terms of the prospecting work programme, and to mitigate and rehabilitate relevant environmental impact satisfactorily.

### **D. Existing rights and past compliance with provisions of the Act**

Provide a list of existing rights and permits held by the applicant to be compiled in table form.

The form should indicate the region, the location with regard to the land name, and the existing right or permit number for each mineral or minerals.

### **E. Prescribed fee**

A R500 application fee is payable as specified in regulation 75(1) (b) of the MPRDA of 2002.

### **F. Copy of Identity Document (ID)**

Individual applicants must attach a certified copy of their ID.

G.A certified copy of the certificate issued by the Companies and Intellectual Property Commission (CIPC).

H. Copy of resolution, if acting in a representative capacity.

## **I. Environmental authorisation**

All applicants are required to apply for the necessary environmental authorisation in terms of the National Environmental Management Act (NEMA), 1998 (Act 107 of 1998) and National Environmental Management: Waste Act (NEMWA), 2008 (Act 59 of 2008) in respect of listed activities that have been triggered by applications in terms of the MPRDA of 2002, as amended.

**NOTE: The NEMA of 1998 pricing schedule ranges from R2 000 – R10 000.**

## **The following are the requirements of how to apply for a Mining Permit:**

### **A. Details of the land or area**

Provide a plan as contemplated in regulation 2(2), read with regulation 2(3) of the MPRDA of 2002.

### **B. Financial and technical competence**

Provide detailed documents proving that the applicant has the technical ability and financial resources that are readily available or how they will be provided for. This will enable the applicant to carry out the mining activities, and to mitigate and rehabilitate relevant environmental impacts.

C. Provide details of any mineral or minerals and the quantity thereof, which the applicant intends to remove and dispose of during mining operations.

### **D. Prescribed fee**

A R100 application fee is payable as specified in regulation 75(1) (d) of the MPRDA of 2002.

### **E. Copy of ID**

Individual applicants must attach a certified copy of their ID.

F. A certified copy of the certificate issued by the CIPC.

G. Copy of resolution, if acting in a representative capacity.

## **H. Environmental authorisation**

All applicants are required to apply for the necessary environmental authorisation in terms of the NEMA of 1998 and NEMWA of 2008 in respect of listed activities that have been triggered by applications in terms of the MPRDA of 2002, as amended.

**NOTE: The NEMA of 1998 pricing schedule ranges from R2 000 – R10 000.**

## **The following are the requirements of how to apply for a Mining Right:**

### **A. Details of the land or area**

Provide a plan as contemplated in regulation 2(2) of the MPRDA of 2002.

### **B. Mining work programme**

Provide full particulars of the mining work programme, as detailed in regulation 11 of the MPRDA of 2002.

### **C. Financial and technical competence**

Provide details and documentary proof of the applicant's technical ability and financial resources compatible with the mining work programme that are readily available or how they will be provided for, to enable the applicant to carry out the mining activities in terms of the mining work programme, and to mitigate and rehabilitate relevant environmental impacts satisfactorily.

D. Detailed financing plan contemplated in regulation 11(g) of the MPRDA of 2002.

### **E. Existing rights**

Provide a list of existing rights and permits held by the applicant to be compiled in table form indicating the region and the location with regard to the land name, and the existing right or permit number for each mineral or minerals.

### **F. Social and labour plan**

A social and labour plan contemplated in regulation 46 of the MPRDA of 2002.

### **G. Prescribed fee**

A R1 000 application fee is payable as specified in regulation 75(1) (c) of the MPRDA of 2002.

#### **H. Copy of ID**

Individual applicants must attach a certified copy of their ID.

I. A certified copy of the certificate issued by the CIPC.

J. Copy of resolution, if acting in a representative capacity.

K. Environmental authorisation.

All applicants are required to apply for the necessary environmental authorisation in terms of the NEMA of 1998 and NEMWA of 2008 in respect of listed activities that have been triggered by applications in terms of the MPRDA of 2002, as amended.

**NOTE: The NEMA of 1998 pricing schedule ranges from R10 000 – R20 000.**

### **Department of Mineral Resources**

#### **Physical Address**

Trevenna Campus, cnr Meintjies and Frances Baard streets  
Sunnyside  
Pretoria

#### **Postal Address**

Private Bag X59  
Arcadia  
0007



012 444 3000



[enquiries@dmr.gov.za](mailto:enquiries@dmr.gov.za)



[www.dmr.gov.za](http://www.dmr.gov.za)



[samradonline@dmr.gov.za](mailto:samradonline@dmr.gov.za)



Department of Mineral Resources



@DMR\_SA

### Contact details for departmental regional offices

Province	Physical address	Postal address	Tel. number
<b>Gauteng</b>	Mineralia Building 78 De Korte and De Beer streets, Braamfontein, Johannesburg	Private Bag X5 Braamfontein 2017	011 358 9700/ 9758
<b>Mpumalanga</b>	Save Ways Crescent Centre, cnr OR Tambo and Mandela Road, Witbank	Private Bag X7279 Emalahleni 1035	013 653 0500
<b>Free State</b>	9459 The Strip building, 314 Stateway and Bok streets, Welkom	Private Bag X33 Welkom 9460	057 391 1300
<b>Limpopo</b>	Old Premier House, 101 Dorp Street, Polokwane	Private Bag X9467 Polokwane 0700	015 287 4700
<b>KwaZulu-Natal</b>	Durban Bay House, 333 Anton Lembede Street, Durban	Private Bag X54307 Durban 4000	031 335 9600
<b>Eastern Cape</b>	Pier 14 Shopping Centre, 444 Govan Mbeki Avenue, Port Elizabeth	Private Bag X6076 Port Elizabeth 6000	041 396 3900
<b>Satellite Office Eastern Cape (Mthatha)</b>	PRD Building, 96 Sutherland Road, Mthatha	Private Bag X5252 Mthatha 5099	047 532 4488
<b>Western Cape</b>	Ascension House, cnr Riebeeck and Lower Burg streets, Cape Town	Private Bag X9 Roggebaai 8012	021 427 1000
<b>Northern Cape</b>	Perm Building, 65 Phakamile Mabitja Street, Kimberley	Private Bag X6093 Kimberley 8300	053 807 1700
<b>Satellite Office Northern Cape (Springbok)</b>	Hopley Centre, cnr Van Der Stel, Van Riebeeck and Hof streets, Springbok	Private Bag X14 Springbok 8240	027 712 8160
<b>North West</b>	Vaal University of Technology Building, cnr Voortrekker and Margaretha Prinsloo streets, Klerksdorp, 2570	Private Bag X1 Klerksdorp 2570	018 487 4300
<b>Satellite Office North West (Rustenburg)</b>	Propcor Building, 254A Bayers Naude Street, Rustenburg	PO Box 150 Tlhabane 0309	014 594 9240



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**COOPERATIVE INCENTIVE SCHEME**

Cooperative Incentive Scheme (CIS) is a 100% grant or incentive scheme developed by the Department of Small Business Development (DSBD) to grow and develop cooperatives. Its aim is to develop and improve the viability and sustainability of cooperative enterprises by lowering the cost of doing business. The CIS seeks to empower women, youth and people with disabilities who owned cooperatives in rural and peri-urban areas.

## **Funding applications:**

- Individual Primary Cooperative
- Cluster Cooperative
- Secondary Cooperative.

## **Funding available for:**

1. Individual Primary Cooperatives – This refers to an application for funding based primarily to fund an individual primary cooperative.

A minimum of R 400 000 and a maximum of R 1.5 million. A cooperative enterprise can apply for multiple activities provided that the cumulative grant awarded does not exceed the maximum grant offered.

2. Cluster Cooperative – This refers to an application for funding submitted to support a cluster of primary cooperatives aimed at developing the noted number of primary cooperatives. The minimum and maximum number of the cooperatives that will make up a cluster will be informed by economic or business imperatives.

A minimum of R 3 million and a maximum of R 11 million can be offered to a cooperative cluster. The cluster can apply for multiple activities provided the cumulative grant awarded does not exceed the maximum grant offered.

3. Secondary Cooperative – This is an application submitted for funding by a secondary cooperative, which is made up of two or more primary cooperatives that have been combined. An eligible secondary cooperative can receive up to R 10 million funding. A secondary cooperative enterprise can apply for multiple activities provided that the cumulative grant awarded does not exceed the maximum grant offered.

Due to limited funding, priority will be given to cooperatives that demonstrate the potential to sustain jobs, eventually create more jobs, promote economies of scale and scope, and contribute to community development. They must also be in line with the priority sectors as defined by the DSBD, and responsive to stakeholders' priorities and needs.

## **Requirements for individual cooperatives:**

### **To apply for the CIS grant, the applicant must submit the following documents:**

- Official application form (duly completed and signed);
- Copy of a cooperative registration certificate from CIPC;
- Copy of SARS tax clearance certificate;
- Proof of decision to apply for CIS funding;
- A detailed business plan (accompanied by clear list of items required for funding) with three year financial projections;
- Copy of the cooperative constitution (signed by all founder members);
- Copy of a three-month bank statement for existing cooperatives. For start-ups, a bank statement or bank account confirmation letter;
- Previous years' financial statements for existing primary cooperative (the financial statements must be signed, independently reviewed or audited. For financial projections of start-ups, only the signing of the page is required);
- Copy of CV for the manager who will lead management of primary cooperative (where the cooperative decides to employ graduates with management skills/expertise for a maximum period of 12 months).
- Directors (Members) copies of CVs and certified copies of identity documents (IDs).

## **Requirements for cluster cooperatives**

### **The applicant must submit the following documents:**

- Official Small Business Development Cluster application form (duly completed and signed);
- Copy of registration certificate of the applicant from the CIPC;

- Copies of primary cooperative registration certificates from the CIPC;
- Copy of SARS Tax Clearance Certificate for both the primary cooperative cluster members and applicant;
- Proof of decision to apply for Cluster Cooperative funding;
- A detailed business plan (accompanied by clear list of items required for funding) with three-year financial projections; (the financial statements must be signed, independently reviewed or audited. For financial projections of start-ups, only the signing of the page is required).
- Copies of the primary cooperative constitutions (signed by all founding members);
- Copy of a bank account for the Cooperative Cluster confirmation letter;
- Previous year's financial statements for existing primary cooperatives; (The financial statements must be signed, independently reviewed or audited. For financial projections of start-ups, only the signing of the page is required).
- Directors (Members) copies of CVs and certified copies of IDs;
- Management of the cluster (copies of CV) demonstrating skills and expertise in managing a cluster.

## Requirements for secondary cooperatives

### **The applicant must submit the following documents:**

- Official Small Business Development application form (duly completed and signed);
- Copy of cooperative registration (as a secondary cooperative) certificate from the CIPC;
- Copies of primary cooperatives (that constitute the secondary cooperative) registration certificates from the CIPC;
- Copy of SARS Tax Clearance Certificate for both the primary cooperatives and applicant (Secondary cooperative);
- Proof of decision to apply for Secondary Cooperative funding;
- A detailed business plan (accompanied by clear list of items required for funding) with three-year financial projections; (the financial statements must be signed, independently reviewed or audited. For financial projections of start-ups, only signing of the page is required).
- Copy of the secondary cooperatives constitution (signed by all founding members);

- Copy of a bank account for the Secondary Cooperative confirmation letter;
- Previous year's financial statements for existing primary cooperatives that make up the Secondary Cooperative; (the financial statements must be signed, independently reviewed or audited.
- Directors (Members) copies of CVs and certified copies of South African IDs;
- Management of the Secondary Cooperative (Copies of CV) demonstrating skills and expertise in managing a Secondary Cooperative.

Applicants (whether it is an individual cooperative, cluster or secondary cooperative application) and beneficiaries must be taxpayers in good standing and must, in this regard, provide valid tax clearance certificate. The tax status of applicants and beneficiaries as well as suppliers will be verified on the National Treasury's Central Suppliers Database and South African Revenue Services during assessment and before payment is effected.

Whether it is an individual cooperative application, cluster co-operative application or secondary cooperative application, all applicants are advised to undergo training in basic business management principles including financial management and also corporate governance.

## **APPLICATION FORM FOR INDIVIDUAL; SECONDARY AND CLUSTER COOPERATIVE**

This must be a duly signed (by authorised person as per the constitution of the cooperative or the agreement of the cooperative cluster arrangement), formal submission by the applying cooperative or entity to indicate the intention to participate in the CIS. The online application forms are available on the Department: Small Business Development website: [www.dsbd.gov.za](http://www.dsbd.gov.za)

Applications will be received through an open window period and processed during the close window period that will be published and/or announced by the DSBD. Two windows per year will be applicable covering all the quarters in the financial year.

## **1. The Department of Small Business Development**

Customer Contact Centre:

National: 0861 843 384 (Select Option 2)

## **2. The Department of Small Business Development**

*[www.dsbd.gov.za](http://www.dsbd.gov.za)*

## **3. The dti campus**

Block G. 2nd Floor

77 Meintjies Street

Sunnyside Pretoria 0002

## **4. The Department of Small Business Development**

Private Bag X672

Pretoria, 0001



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## THE INFORMAL AND MICRO ENTERPRISES DEVELOPMENT PROGRAMME

The Informal and Micro Enterprises Development Programme is a 100% grant offered to informal and micro enterprises, based on an assessment of current needs and potential impact, from the minimum grant amount of R500 up to the maximum of R80 000 to assist them in improving their competitiveness and sustainability.

## Eligible activities:

- Business development service including a compulsory skills development (training) intervention to be eligible for below interventions;
- Business infrastructure (renovations, wet-works, alterations/conversions);
- Tools, machinery or equipment that will improve the enterprise's productivity and competitiveness (e.g. Tile cutter, grass-cutter machines, office furniture etc.);

## Eligible business enterprises:

- South African citizens
- Should be in business for at least three months
- Have a maximum turnover of R250 000 per annum.
- Documents required for the submission of applications to the Department of Small Business Development:
- A completed application form, available at Small Enterprise Development Agency (SEDA) offices.
- Registration certificate or trade permit, if any.
- Certified ID copy of owner(s)
- Stamped bank statements

Applications closed until further notice.

SEDA will be responsible for applications and needs assessments, through the nationwide network of its branches, available on the website: [www.seda.org.za](http://www.seda.org.za)



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