

BUSINESS UNIT: PROJECTS

DISCRETIONARY GRANT POLICY



Maximizing skills development for a sustainable future





 <small>Fibre Processing & Manufacturing Sector Education and Training Authority</small>	Business Unit:	PROJE CTS	Document number:	FPM-PJT-POL-001-01
	Document Classification	RESTRICTED		
	Name of Document:	DISCRETIONARY GRANT POLICY		

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1.0 INTRODUCTION

The FP&M SETA shall annually prepare and distribute a schedule to stakeholders setting out the dates for the submission of the applications for grants. The Notice of Applications for Discretionary Grants shall be published in the national media and will also be available on the website. The discretionary grant will be disbursed to the discretionary grant applicant only after the signing of the formal commitment schedule and annexure of approved interventions and all conditions have been met to the satisfaction of the FP&M SETA. Site verification visits may be carried out to establish the suitability of the site for training and verification of the learners that will be registered.

Where employers make use of service providers to do skills development on their behalf, a signed contract should be in place between the two parties to regulate the scope of work and payment arrangements.

2.0 PURPOSE

The purpose of the policy is to define the method of allocating discretionary funds with respect to discretionary grant budgeting, targets, qualifying criteria, evaluation criteria, grant value and grant payments.

3.0 SCOPE

A grant is a payment to an eligible constituent in the FP&M-SETA sectors who comply with the qualifying criteria as stipulated in this policy. This grant policy is aligned to the FP&M-SETA Strategic Plan and FP&M SETA Annual Performance Plan and includes the following grant types:

- a. Discretionary grants
- b. National Skills Fund
- c. Donor funds/Sponsored Funds


4.0 OBJECTIVES

The objectives of the policy is to establish a framework within which discretionary grants are disbursed. The policy is in support of national initiatives such as HRDS, IPAP II, and NDP, the National Growth Path, the National Skills Accord and the National Skills Development Strategy III objectives which are aligned to the FP&M SETA's Sector Skills Plan, Strategic Plan, and Annual Performance Plan.

This policy is applicable to:

- Levy paying companies,
- Non levy paying companies
- Public Education and Training Institutions and
- All other stakeholders in the FP&M sector who are participants in the SETA's mandatory and discretionary grants process.
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5.0 DEFINITIONS AND ABBREVIATIONS

APP	Means the Annual Performance Plan as contemplated in regulation 3(7)
Discretionary grant	Means the money allocated within the SETA to be spent on discretionary grants and projects
Levy income	Means the total amount of money received by a SETA in terms of section 7 (1) and 8 (2)(a) as read with 8 (3) (b) of the Skills Development Levies Act
Levy-paying employer	Means an employer who is compelled to pay skills development levies in terms of section 3(1) of the Skills Development Levies Act
Mandatory grant	Means funds designated as mandatory grants contemplated in regulation 4 to fund the education and training programmes as contained in the Workplace Skills Plan (WSP) and ATR of a SETA
occupational part-qualification	Means a qualification that includes a knowledge, practical and a work experience component registered on the National Qualifications Framework
PIVOTAL	Is an acronym which means professional, technical and academic learning programmes that result in qualifications or part qualifications on the National Qualifications Framework
Project costs	Means cost payable for an approved project funded through a discretionary grant
Public education and training institution	Means a public higher education institution as defined in the Higher Education Act, 1997 and a public college as defined in the Further Education and Training Act, 2006
Structured workplace learning	Means the component of learning in an occupational qualification, an internship, or work placement for professional designation whereby a learner is mentored by a qualified, and where required, registered mentor in the application and integration of the knowledge and practical skills learnt, under supervision, in the actual context of the workplace in accordance with the prescripts set by the relevant qualification authority
Work integrated learning	Describes curricular, pedagogic and assessment practices, across a range of academic disciplines that integrate formal learning and workplace concerns, which culminates in a qualification or part qualification and can include practicums, professional practice, internships, workplace experience, industry-based learning, co-operative education service learning, real work learning, placements, experiential learning, clinical placements
National Growth Plan	Framework for economic policy and the driver of the country's jobs strategy The New Growth Path is a vision to place jobs and decent work at the centre of economic policy. It sets a target of five million new jobs to be created by 2020. It sets out the key jobs drivers and the priority sectors that we will focus on over the next few years.
National Skills Accord	National Skills Accord was signed by Minister Nzimande with representatives of organised business, labour and community-based structures. The accords involve partnerships among business, government, labour and communities, and result from engagements that followed the release of the New Growth Path, which aims to create five million jobs in the next decade. The skills accord has eight key commitments designed to drive training and development.
National Development Plan	The National Development Plan is a plan for the country to eliminate poverty and reduce inequality by 2030 through uniting South Africans,

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	growing an inclusive economy, building capabilities and enhancing the capability of the state and leaders
NSDS III	The NSDS is the overarching strategic guide for skills development and provides direction to sector skills planning and implementation in the SETAs. It provides a framework for the skills development levy resource utilization of these institutions as well the NSF, and sets out the linkages with, and responsibilities of other education and training stakeholders.
Sector Skills Plan	In accordance with the Section 10 (1) (a) of the Skills Development Act each SETA must develop a Sector Skills Plan within the framework of the national skills development strategy. The Sector Skills Plan is an analysis of the labour market within the local government sector which gets compiled once every five years, and submitted to the Department of Higher Education and Training, and is updated annually.

6.0 REFERENCES

- **Sector Education and Training Authorities (SETAs) Grant Regulations** Regarding Monies Received by a SETA and Related Matters (Regulation No. 35940 of 3rd December 2012 as amended and contained in Regulation Gazette No. 9867 Vol. 570),
- **Skills Development Act** , 1998 (No. 97 of 1998) Section 10(1) as amended, which aims to provide an institutional framework to implement national sector and workplace strategies to develop and improve the skills level of the South African workforce,
- **Skills Development Levies Act** (No.9 of 1999), which stipulates the processes for the management and disbursement of funds received as levy income.

7.0 RESPONSIBILITY


It is the responsibility of **Executive Manager for Projects** to ensure that this Policy is implemented, maintained and monitored.

8.0 WHO SHOULD KNOW THIS POLICY?

Permanent employees including temporary employees and Board members shall familiarise themselves with this policy.

Employers and all other stakeholders that have an interest or intention to apply for Discretionary Grant from the FP&M SETA also need to familiarise themselves with the contents of this policy document.

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9.0 WHERE WILL THIS POLICY BE LOCATED

This policy will be made available to all stakeholders on the FP&M SETA website <http://www.fpmseta.org.za>

10.0 CONTACTS (FOR POLICY CLARIFICATION)

Any issues of clarification of this policy must be directed to the FP&M SETA Executive Manager for projects.

11.0 FP&M SETA DISCRETIONARY GRANT BUDGET & ALLOCATION

Each year, the FP&M SETA Board shall undertake a strategic planning process, which is informed by the regulatory environment, policy imperatives as well as research, as detailed in the SSP. This objective of this process is to consider strategic, financial and performance information with a view to making principle decisions to inform the strategic direction to be embarked upon for the financial year

The FP&M SETA will transfer any unclaimed mandatory funds and any interest earned thereon of each financial year into the discretionary fund. Any unspent administrative funds and any interest earned on funds must in each financial year be placed in the discretionary fund.

The amount in the discretionary fund on 01st April each year, together with the discretionary allocation from levy income received each month, will be spent or committed in the ensuing 12 months.


12.0 ANNUAL PERFORMANCE PLAN

The FP&M SETA will set out in its APP a reasonable estimate of discretionary grants that will be available in the sector for training of scarce and critical skills through PIVOTAL programmes that will receive grant allocations for training of learning and skills programmes identified as priorities set out in the SSP.

13.0 DISCRETIONARY GRANT COMMITMENTS

- The amount in the discretionary fund on 01st April each year, together with the discretionary allocation from levy income received each month, will be spent or committed in the ensuing 12 months
- At the end of each financial year it expected that the FP&M SETA will have spent or committed (through actual contractual obligations) at least 95% of discretionary funds available to it by the 31st March of each year and a maximum of 5% of uncommitted funds may be carried over to the next financial year.

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14.0 DISCRETIONARY GRANT GUIDELINES & FUNDING STRATEGY

- Embraces the principles of transparency, openness, access and fairness.
- The Discretionary Grant Guidelines sets out the funding framework, the different delivery models and project types that will be deployed and the mechanism for SETA member organizations to access the discretionary grants.
- These guidelines and funding strategy will also set out how PIVOTAL programmes can be delivered through public education and training institutions
- The purpose of the various grants, funding frameworks and projects and what is intended to be funded from the grant is contained in the guidelines and strategy
- Ensures that the value for money is achieved and generally ensure that funds are spent on skills development to meet sector needs.

15.0 DISCRETIONARY GRANT PROJECT ADMINISTRATION COSTS

A maximum of 7.5% of any grant or SETA-funded project will be used for Discretionary grant administration or project management costs

16.0 COMMUNICATION & MARKETING STRATEGY & INTERNAL OPERATIONAL PROCEDURES


The FP&M SETA will provide for procedures and communication on strategy with potential beneficiaries that set out timeframes for processing of applications, communication of decisions and payment schedules

17.0 LOCATION OF GRANT BUDGET

The FP&M SETA may determine and allocate discretionary grants in support of the implementation of its SSP.

- A key focus will be to address scarce and critical skills through programmes that are designed to address such skills needs, and which include work integrated learning.
- At least 80% of discretionary grant funding MUST be allocated to PIVOTAL programmes.
- A SETA may allocate a maximum of 20% to funding of programmes, other than PIVOTAL programmes, to develop the sector in accordance with the priorities outlined in the SSP.

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In certain unique circumstances, in order to deliver on its mandate of skills development, the FP&M SETA may be required to fund capital and/or operational expenditure. The following measures may be followed in ensuring compliance:

- Proof to be supplied that the expenditure was incurred in compliance with public sector procurement requirements
- Funding to be provided only to governmental entities
- Entity being funded may be required to provide proof its own budget cannot cover the expense and therefore needs to the additional funding
- In certain instances, expenditure reports may be requested periodically.

18.0 CRITERIA FOR DISCRETIONARY GRANTS

Criteria for discretionary grant allocations will be reviewed on an annual basis and linked to the FP&M SETA's SSP, the Strategic Plan, the SLA with the DHET and the objectives of the NSDS. The recommendations in the SSP as well as National, Sectorial and Industry needs will be used as the basis to ensure that resources are aligned to best achieve the skills development targets and objectives for the Fibre, Processing and Manufacturing Sector.

19.0 QUALIFYING APPLICANTS OF DISCRETIONARY GRANTS

Discretionary grants may only be paid to:


- Employers that pay levies to the FP&M SETA.
- Labour Union within the jurisdiction of the FP&M SETA
- All other employers, training providers, TVETs, HEIs and stakeholders will be allocated discretionary grants based on predetermined FP&M SETA priorities.
- Other non-levy paying employers and interested industry stakeholders

20.0 OTHER QUALIFYING CRITERIA

Before a discretionary grant, the FP&M SETA will ascertain the following:

- The applicant must have submitted a PIVOTAL plan and report, if applicable by regulation.
- The applicant must be up to date with levy contributions unless exempt from paying levies (proof of exemption must be submitted)

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- The application for grants must be submitted online for fixed window funding and special projects. Proposals for Strategic and innovative projects may be submitted to the Chief Executive Officer's office.
- The applicant must registered with SARS
- The organization applying for discretionary grant funding must have made satisfactory progress with the projects awarded in the previous funding dispensation
- The provider identified to deliver the training must be accredited with the relevant quality assurance body.
- The applicant has complied with the NSDS 111 equity targets in their application;
- The applicant has submitted a valid tax clearance certificate.

21.0 GRANT APPLICATION PROCESS


All eligible grant applications must be submitted electronically (online) or in hard copy for strategic and innovative projects which should be checked to ensure that all relevant proof has been submitted when the discretionary grant funding window opens annually from 01 January to 30 April. Letter acknowledging receipt of application shall be generated and sent for online applications. The grant applications shall be assessed against published guidelines / criteria.

Procedures for the processing of applications, the communication of a decision, and payment schedules shall be undertaken in accordance with the FP&M SETA procedure relating to the grant applications.

In terms of this procedure, grant applications shall be processed within a period of 2 months and communication shall be provided periodically to the applicant during the course of the assessment process. The outcome/decision of the application shall be provided to the applicant in writing. A letter of approval shall be generated from the online system and issued to the applicant and in some cases, a letter of disapproval may also be issued to unsuccessful applicants. Thereafter, the process of contracting will take place soon after.

22.0 DISCRETIONARY GRANT PAYMENTS

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CONDITIONS FOR PAYMENT

The grant will be paid in tranches aligned to tangible milestones and deliverables as agreed and documented in the Annexures supporting the signed Memorandum of Agreement., between the SETA and the beneficiary.


- The FP&M SETA reserves the right to conduct site verification visits before authorising the contracted party to raise an invoice for payment.
- Should the project terminate, for whatever reason, any funds that have not been used will be transferred into the discretionary grant fund.
- In the event that funds have been used negligently or fraudulently, the FP&M SETA will institute the necessary action to recover the funds. Payment for services rendered should be paid within 30 days from receipt of an authorised and approved invoice from the contracted party, unless payment deliverables and supporting documentation are NOT met.
- In the event of breach of contract, constituting fruitless and wasteful expenditure due to non-completion of training, the FP&M SETA may reclaim the monies paid out.
- In the event that learners drop out, the employer may replace those learners if the project is still at its inception and not more than 75% of project has been completed. The cost per learner will not be adjusted. If the learners that have dropped out cannot be replaced, the tranche payments will be adjusted and reduced accordingly.
- In the event that learners drop out and the project is near completion and over 75% stage of completion, no learner replacement is necessary and tranche payment will remain the same.
- In cases where there are third party (outsourcing) agreements in place to deliver the training for a successful discretionary grant recipient, the recipient must ensure that there must be a written tri-party agreement specifying conditions of the contract and payments arrangements for such work. **THE SETA WILL ONLY MAKE PAYMENTS DIRECTLY TO THE DISCRETIONARY GRANT BENEFICIARY/RECIPIENT.** The responsibility remains the grant recipient's responsibility to ensure that quality training is delivered and that learners are certified as per the requirements of the ETQA.

23.0 EXCLUSIONS

Items including, but not limited to, those stated below shall not be considered for discretionary grant funding:

- Any programmes that are funded from other sources where no partnership arrangements exist (Double Dipping). Onus is on the funded stakeholder to declare funding received from other sources for the same project.

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24.0 REASONS FOR REJECTING DISCRETIONARY GRANT APPLICATION

The FP&M SETA will reject a discretionary grant application if:

- The discretionary grant criteria are not met.
- The submission deadline has not been met.
- DG budget unavailability

25.0 FP&M SETA INITIATED DISCRETIONARY GRANT PROJECTS THAT HAVE A STRATEGIC FOCUS

The FP&M SETA will also annually finalise the list of projects, not covered during the Discretionary Grant Funding Windows, to be implemented during the financial year and then develop project implementation plans and procure the services of suitably qualified service providers in accordance with the provisions of the Public Finance Management Act (PFMA) and Treasury Regulations.

Upon receipt of applications, the Projects Executive Manager will compile a summary of proposals and recommendations for approval. The evaluation team may carry out a due diligence to conduct an assessment of the grant application. Upon approval by the FP&M SETA Board, both successful and unsuccessful discretionary grant applicants will be informed in writing. Upon approval, a contract, which clearly sets out deliverables, timeframes and the conditions of the contract, will be concluded.

The successful service provider will provide regular reports on the implementation of the project in line with the stipulations in the contract.

26.0 UNSOLICITED STRATEGIC/INNOVATIVE PROPOSALS FOR DISCRETIONARY GRANTS


An unsolicited proposal is any proposal received by an institution outside its normal DG procurement process. It also provides a mechanism of for the deliberate consideration of such proposals. The FP&M SETA is not obliged to consider unsolicited proposals but may consider such proposals if they meet the following requirements:

- A comprehensive and relevant project feasibility study has established a clear business case
- The proposal involves an innovative and strategic adhoc Dhet requests and addressing possible targets/performance gaps in areas such as bursaries for the employed, artisans, to enhance the performance of the FP&M SETA

The FP&M SETA as an Accounting Authority must reject the unsolicited proposal if:

- It relates to known institutional requirements that can, within reasonable and practicable limits, be acquired during the normal DG procurement process.

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- Relates to common or normal DG proposals, which are generally available.
- Does not fall within the FP&M SETA's mandate.

27.0 FURTHER EDUCATION AND TRAINING AND HIGHER EDUCATION AND TRAINING INSTITUTIONS

DHET has, through the NSDS, mandated SETAs to work closely with Public Education and Training Institutions in a bid to create one coherent post school education system. In pursuing this imperative, the FP&M SETA, will enter into Memorandums of Understanding (MOUs) with TVETs and HEIs that focus on primary scope qualifications of the FP&M SETA. These partnerships will be used to develop a link between the institutions and the sector for the benefit of employed and unemployed learners. This therefore means that funds will be set aside to make the partnership with Public Institutions possible. In addition, the FP&M SETA may in unique instances assist with capital expenditure were a need arises to ensure successful delivery of projects aimed at the transformational agenda and addressing rural development for public institutions with the exclusion of private institutions.

28.0 DISPUTE RESOLUTION

All disputes arising from the application of this policy shall be submitted forthwith to the Chief Executive Officer of the FP&M SETA who will act as informal and non-binding mediator. If not resolved within one month after the matter has been referred to the Chief Executive Officer, either party has the option to refer the matter to the FP&M SETA Board.


The FP&M SETA Accounting Authority or mandated sub-committee of the Accounting Authority will adjudicate any appeals against decisions made by the Chief Executive Officer. Appeals will only be considered where:

- The applicant is able to provide information, documentation and other evidence regarding the capacity to implement the project.
- The applicant disputes any aspect of the process of decision-making.

Adjudication of the appeal by the FP&M SETA Executive Authority is final.

Only after the dispute has been referred to the FP&M SETA Board for consideration, may the dispute be referred to arbitration in terms of the rules of the Arbitration Foundation of Southern Africa, if either party is not satisfied with the resolution of the FP&M SETA Board.

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29.0 REVIEW OF POLICY

This policy shall be reviewed on an annual basis or as and when substantial changes to the legislative framework warrants amendment.

30.0 RECORDS

Records produced by this policy includes:

Special Project Annexure I


Apprenticeships RPL Annexure F

Discretionary Grant Memorandum Of Agreement

Apprenticeships section 13 Annexure C

AET Annexure A

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31.0 DOCUMENT AUTHORISATION

PURPOSE:

The Approval page ensures that the approval steps are followed in order to indicate the status of the policy document. The Custodian of all Policies And Procedures is the CEO who will at all times have a set of Policies and Procedures that are approved at Accounting Authority meetings with an Accounting Authority meeting approval number allocated in the configuration control footer.

The Policies and Procedure will be divided into the following departments / divisions:

1. Office of the CEO

- Communication and Stakeholder Relations

2. Projects

3. Research, Skills Planning and Reporting

- Human Resources
- Skills Planning & Reporting
- Research

4. ETQA

- Learning Programmes
- Qualifications Development


5. Finance

- SCM

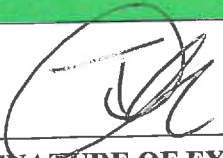
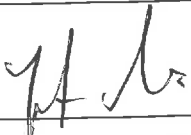
6. Governance, Risk, Audit, Compliance & Legal

- Monitoring & Evaluation

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Approval by Chief Executive Officer

	KENNEDY MATODZI	9 DECEMBER 2015
SIGNATURE OF EXECUTIVE MANAGER:	NAME IN BLOCK LETTERS	DATE
	FELLENG YENDE	10/12/2015
SIGNATURE OF CEO:	NAME IN BLOCK LETTERS	DATE
Approval/Not Approved	COMMENT:	