

CETA 2018/19 DISCRETIONARY GRANT APPLICANT'S CHECKLIST

Please retain all originals in a file for submission to CETA official at Due Diligence phase of evaluations. Failure to submit physical documents as submitted onto the portal may result in application being unsuccessful.

DOCUMENT	DOWNLOAD LINK	COMMENTS
SECTION A: COMPLIANCE AND ADMIN REQUIREMENTS		
Complete Entity Registration documents		Compulsory*
Tax clearance certificate (TCC) and Tax Compliance Status (TCS) PIN for companies or Tax Exemption Letter for PBOs		Compulsory*
BBBEE Certificate		
Shareholder and Director details		
Applicant's Declaration	Link to template	Compulsory*
Declaration of interest	Link to template	Compulsory*
*Not mandatory for Public Entities i.e. Public TVETs and institutions of higher education, government departments, state-owned enterprises, built environment councils and other organs of state.		
SECTION B: PROJECT PROPOSAL		
Confirmation of hosting arrangements	Link to template	
Accredited training provider details		
Implementation plan	Link to template	
Learner recruitment plan		
Project budget		
SECTION C: DEMONSTRABLE CAPACITY		
Latest financial statements		
3 months Bank Statements		
Proof of residence (for entity)		
Asset register		
Organisation structure		
Proof of payroll size (EMP201)		
Evidence of experience in delivery of SETA funded contracts		
Key persons CVs, qualifications and accreditation		