

Grant Funding Application Form

Applicants are advised to exercise due diligence and verify all information captured on this application form. Maintaining the integrity of your application process is of utmost importance to Seda. Any attempt to provide inaccurate or deceptive information undermines the fairness and credibility of Seda and this will lead to disqualification of application.

Section A: Cooperative Details

Cooperative Name																														
Registration Number											/											/								
Income Tax No.																														
Assistance applied for, please tick:	Category A:										Cooperatives that are starting up/operating in various sectors of the economy albeit at a small scale with a turnover not exceeding R250 000 per annum and Bank balance of no less than R5000																			
	Category B:										These are Cooperatives that have been in operation for over 12 months and /or a minimum turnover of R 250 001 per annum.																			
	Category C:										These are Cooperative that have an annual turnover of more than R500 000 (i.e., collectively from primary cooperatives and/or the secondary cooperative.)																			
Details of the contact person:																														
Name and designation:																														
Telephone:																														

E-mail (if any):																		
Cell Phone:																		
Website:																		
Physical Address of Cooperative (Location of operation/ Place from which the cooperative conducts business)										Postal Address of Cooperative								
Province										Province								
Municipality										Municipality								
Code										Code								
No. of employees			Male			Female			Youth			Disabled		HDI				
Operating start date			D	D	/	M	M	/	Y	Y	Y	Y						
Sector and subsector																		
Financial Year End																		
Annual sales turnover			R															
Bank Balance of Cooperative (Attached the latest statement)																		
Projected Turnover for the next 3 years			Year 1:															
			Year 2:															
			Year 3:															
Amount of funds Applied for. (From Schedule C)																		
Has the applicant received any financial support from the government in the past 2 years? If so, specify the department or Agency and amount													Yes/No					
			If yes Explain															
Businesses' Products/Services																		

Target Market/Customers	

Section B: List of Members

	Name	ID no.	Shareholding %	Gender M/F	Race B/C/W/I/O	Youth Y/N	PWD Y/N
Director 1							
Director 2							
Director 3							
Director 4							
Director 5							

Business Information:

Physical Address																			
Street																			
Local Municipality																			
District Municipality																			
Province																			
Google business Coordinates (if available)																			

Section C: Funded Intervention Request

Clients are required to submit quotes from suppliers registered on the Central Supplier Database of National Treasury (Please note that the suppliers must be tax compliant). Please enter the **description** and **quantity** of each item required in the designated column. Add the total value (quantity x unit price) for all items at the end. I.e. Stock, machinery, equipment or infrastructure.

Item no.	Description	Preferred Supplier	Quantity	Unit price	Total value (Incl VAT)
1.				R	R
2.				R	R
3.				R	R
4.				R	R
5.				R	R
6.				R	R
7.				R	R
8.				R	R
9.				R	R
10.				R	R
Total				R	R

Provide three (3) comparable quotations.

Note:

- Ensure that the lowest quotation meet your requirements. The suppliers must be registered with CSD and tax compliant.

Section D: Mandatory Questions

1. Brief Description of the Cooperative

2. Motivate why you are applying for this programme

3. How will these interventions (i.e. Stock, machinery, equipment or infrastructure) you applying for assist in sustaining the Cooperative’s operations?

4. **List clients or potential clients?**
Please include a minimum three (3) reference letters or letters of intent

5. **How many permanent jobs will you create after you been assisted by this programme**

6. **General / additional information**

Section E: Declaration

DECLARATION	
<p>I/We hereby declare that the information in this application is a fair and true reflection of our intended project. I am aware of the fact that the information which we have submitted above will have a material bearing on the adjudication of the application and if it therefore subsequently appears that any information in the application with addendum was not correct, or that certain information was omitted, the Adjudication Board shall be entitled to withdraw or amend its approval and without prejudice to its rights, to recover any amounts already paid or to withhold further payments due.</p>	
<p>I/We hereby declare that this application is on a first come basis, and Seda reserves the right to close applications due to budget constraints.</p>	
<p>I/We have declared that I/we are authorised to make this application and I/we have read and accept the terms and conditions listed in the guidelines.</p>	
<p>I/We authorise you to make any enquiries in accordance with your procedures in connection with this application.</p>	
Name of Authorised official	
Designation (Job title/role)	
Signature	
Date	
Name of Authorised official	
Designation (Job title/role)	
Signature	
Date	
Name of Authorised official	
Designation (Job title/role)	
Signature	
Date	
Name of Authorised official	
Designation (Job title/role)	
Signature	
Date	

Section F: Supporting Documents

The following documentation must be attached to this application form.

Please submit all the below supporting documentation together with your application form to the applicable email address. Only emailed applications will be considered.

Gauteng	gpcsp@seda.org.za
Eastern Cape	eccsp@seda.org.za
North West	nwcsp@seda.org.za
Western Cape	wccsp@seda.org.za
Mpumalanga	mpcsp@seda.org.za
Kwa-Zulu Natal	kzncsp@seda.org.za
Limpopo	limcsp@seda.org.za
Northern Cape	nccsp@seda.org.za
Free State	fscsp@seda.org.za

1. Cooperative's Business Plan / Funding Proposal;
2. Proof of registration with SARS (i.e. Tax clearance certificate if applicable);
3. FICA documents for the cooperative and members/directors (e.g., Municipal accounts, letter from traditional authority);
4. CIPC Registration Documents (e.g., CR-10 and Constitution);
5. Lease Agreement or Permission to Occupy (P.T.O) or Title Deed;
6. Three comparable quotations from your suppliers. The suppliers must be registered with CSD;
7. CVs and certified ID Copies of Directors/founding members.
8. Copy of minute's resolutions to apply for Cooperative Support Programme (NB: nominate signatories for this application);
9. Copy of the latest Bank Statement;
10. One (1) year financial statements or Management Account (for existing Cooperatives) / Projected Financial Statement (for new Cooperatives). Members contributions into the account for New Cooperatives;
11. Three (3) months Bank Statements (for existing Cooperatives) or Proof of bank account for new Cooperatives;
12. Three (3) years cash flow projections; and
13. Relevant Industry Certification - where applicable.

For enquiries, please call Seda at 012 441 1000 for attention of Ms Dineo Pule or alternatively email cdsp@seda.org.za

For Office Use

Site Verification Date	D	D	/	M	M	/	Y	Y	Y	Y													
Application Ref. No.																							
Date application received																							

This application reference number is cross-referenced with the CDS Number assigned

COOPERATIVE DEVELOPMENT SUPPORT PROGRAMME

Support includes business related assets including commercial vehicles, stock, working capital and business development support (BDS) necessary to achieve production efficiencies, scale-up, access to markets, and improved product quality to improve the sustainability of the co-operative enterprises.

- The guidelines set out in this document are intended to enable applicants to present their applications to the Small Enterprise Development Agency (Seda), and provide a framework for Seda to evaluate such applications;
- Granting the approval of the applications will only be for projects that meet the objectives of the CDSP as interpreted by these guidelines. To qualify, the participating projects must apply and receive approval from Seda, and any such decision will be final;
- Evaluation of applications will be subject to compliance with the guidelines and availability of funds.

ELIGIBLE CO OPERATIVES (Categories of Cooperatives)

5.1 Primary Co-Operatives

5.1.1 Category A

These are cooperatives that are starting up/operating in various sectors of the economy albeit at a small scale with a maximum turnover of R250 000. A bank balance of no less than R5 000 from commercial activity/member contribution, etc. Total funding is limited to R1 500 000 per applicant.

To be eligible for CDSP, a primary co-operative enterprise (i.e. Category A) must satisfy all the mandatory requirements as set out below:

- 5.1.1.1 Be incorporated and registered in South Africa in terms of the Co-operatives Act, Act No.14 of 2005 (as amended);
- 5.1.1.2 Be a primary co-operative with a majority black membership.
- 5.1.1.3 Adhere to co-operative principles.
- 5.1.1.4 To furnish proof of training from Seda/ DSBD or training institutions of minimum of two (2) members per cooperative in the areas of co-operative governance in fulfilment of the agreement entered with Seda prior to approval of the application.
- 5.1.1.5 Sign a commitment to be trained by Seda on business management, business development support (BDS) and technical training.

5.1.2 Category B

These are Cooperatives that have been in operation for over 12 months with a minimum turnover of R 250 000. These cooperatives are seeking financial assistance to expand their operations. The maximum funding available for this category is R2 500 000.

To be eligible for CDSP, a primary co-operative enterprise (i.e. Category B) must satisfy all the mandatory requirements as set out below:

- 5.1.2.1 Be incorporated and registered in South Africa in terms of the Co-operatives Act, Act No.14 of 2005 (as amended);
- 5.1.2.2 Be a primary co-operative with a majority black membership.
- 5.1.2.3 Have business activities in any economic sector and operational for at least 1 year;
- 5.1.2.4 Adhere to co-operative principles;
- 5.1.2.5 To furnish proof of training from Seda/ DSBD or training institutions of minimum of two (2) members per cooperative in the areas of co-operative governance in fulfilment of the agreement entered with Seda prior to approval of the application.
- 5.1.2.6 Sign a commitment to be trained by Seda on business management, business development support (BDS) and technical training.

5.1.3 Category C - Secondary/Cluster Co-Operatives

These are Cooperative that have a turnover of more than R 500 000 (i.e., collectively from primary cooperatives and/or the secondary cooperative.) Total funding is limited to R5 000 000 per applicant.

To be eligible for CDSP, a cluster co-operative enterprise must satisfy all the mandatory requirements as set out below:

- 5.1.3.1 Be a registered secondary co-operative in South Africa, registered in terms Co-operatives Act, Act No. 14 of 2005 (as amended), or;
- 5.1.3.2 Be a secondary co-operative with a majority black membership.

- 5.1.3.3 Have business activities in any economic sector, excluding sectors mentioned in 7.2.
- 5.1.3.4 Adhere to co-operative principles;
- 5.1.3.5 To furnish proof of training from SEDA / DSBD or training institutions of minimum of two (2) members per cooperative in the areas of co-operative governance in fulfilment of the agreement entered with Seda prior to approval of the application
- 5.1.3.6 Sign a commitment to be trained by Seda on business management, business development support (BDS) and technical training.
- 5.1.3.7 Primary Co-operatives registered under the Secondary Co-operative must satisfy all the mandatory requirements as set out in 5.1 above.

Submit the completed application to the applicable email address listed.