

 FoodBev SETA	DOCUMENT NO:		COMPILED BY: SIGNATURE:	Corporate Services Manager
	REVISION NO:	3 0	APPROVED BY: SIGNATURE:	CEO
	EFFECTIVE DATE:	01 April 2010	PAGE NUMBER:	Page 1 of 3
	TITLE:	SME SUPPORT GRANT POLICY		

1. PURPOSE

This serves to define the method of implementing the SME Support Grant with respect to targets, qualifying criteria, evaluation criteria, grant value and grant payments

2. SCOPE

- 2.1 The SME Support Grant is a grant payment to small levy paying, non-levy paying and BEE companies in the food and beverages manufacturing sector who comply with the qualifying criteria as stipulated in this policy.
- 2.2 In terms of this policy companies will be reimbursed for the actual cost of training subject to the grant values and criteria as stipulated in the policy.
- 2.3 Foodbev SETA maintains the right to adjust / amend this policy

3. POLICY

FoodBev SETA will pay a SME Support Grant in accordance with the terms and conditions stipulated in the SME Support Grant Policy, and specific criteria for submission, evaluation and approval of Grant application and payment of the SME Support Grant

4. OBJECTIVES

4.1 NSDS Objective

NSDS Objective 2, Indicator 2 2 states:

- *By March 2011 skills development in at least 40% of small levy paying firms supported and the impact of support measured".*

NSDS Objective 2, Indicator 2 5 states:

- *Annually increasing number of small BEE firms and BEE co-operatives supported by skills development*

NSDS Objective 3, Indicator 3 2 states:

- *By March 2011, at least 2000 non-levy paying enterprises, Non-governmental Companies (NGOs), Community Based Companies (CBOs) and community-based co-operatives supported by skills development*

4.2 Foodbev SETA Objectives

- By March every year skills development in at least 40% of small levy paying companies are supported and the impact measured.
- To support small BEE companies and co-operatives through training and assistance as per the annual Service Level Agreement with the Department of Higher Education
- To support non-levy paying companies in skills development as per the annual Service Level Agreement with the Department of Higher Education

5. DEFINITIONS / ACRONYMS

- **SME:** Small and micro enterprises that employs less than 50 employees
- **Non-levy paying companies (NLP):** Companies that are exempt from paying skills development levies and employs less than 50 employees
- **BEE companies:** Companies employing less than 50 employees who are owned and managed by blacks as per the Broad Based Black Economic Empowerment (BBBEE) Codes of Good Practice
- **SDF:** Skills Development Facilitator

6. RESPONSIBILITY/AUTHORITY

The Corporate Services Manager is responsible for the implementation activities of the policy, while the CEO oversees the implementation process.

7. QUALIFYING CRITERIA

- 7.1 **SME:** A company that is registered and pays skills development levies to Foodbev SETA and employs less than 50 employees
- 7.2 **Non-levy paying (NLP) company:** Company that is registered with Foodbev SETA but is exempt from paying skills development levies. Where a NLP company does not have a SDL number, its core business must fall within the scope of the Foodbev SETA SIC Codes
- 7.3 **BEE company:** Can be a SME or NLP company that is owned and managed by blacks as per the BBBEE Codes of Good Practice
- 7.4 The SDF must submit a SME Support Grant Application for Funding and Training Needs Analysis (TNA), where the application does not form part of a specific SME project
- 7.5 SMEs and BEE companies complying with the mandatory grants can also qualify for the SME Support grant.

8. GRANT APPROVAL CRITERIA

- 8.1 Must qualify for the SME Support grant as per section 7
- 8.2 The SME Support Grant Application for funding and Training Needs Analysis has been approved before submitting the grant application where the application does not form part of a specific SME Project
- 8.3 Must complete the Grant application on the template provided by Foodbev SETA
- 8.4 Must attach proof of actual cost of training to the application form e.g. invoices / receipts for payments / EFT remittance advice.
- 8.5 Proof of training must be signed by the accountant / owner and verified as proof of actual cost for training.
- 8.6 Application forms to be signed by the SDF, Accountant / owner / CEO or MD

9. GRANT VALUES

The grant value is based on the actual cost of training submitted for the skills development year subject to a maximum grant of R30 000-00 (thirty thousand rand) per company

10. GRANT PAYMENT

- 10.1 Payment will be made on approval of the SME Support Grant Application Form
- 10.2 Companies may submit multiple application forms during the year but the total SME Support Grant claimed may not exceed the maximum of R30 000-00