 FoodBev SETA	DOCUMENT NO:	FBA PR	COMPILED BY: SIGNATURE:	Corporate Service Manager
	REVISION NO:	1 0	APPROVED BY: SIGNATURE:	CEO
	EFFECTIVE DATE:	01 April 2010	PAGE NUMBER:	Page 1 of 2
	TITLE:	SME SUPPORT GRANT PROCEDURE		

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1. PURPOSE

The purpose of this procedure is to define the steps and controls in the compilation and approval of the SME Support Grant

2. SCOPE

This procedure applies to the SME Support Grant application from FoodBev SETA Stakeholders and the evaluation thereof in order to disburse the SME Support Grant

3. POLICY


Refer to the SME Support Grant Policy

4. DEFINITIONS

- 4 1 **SME:** Small & micro enterprises employing less than 50 employees.
- 4 2 **Non-levy paying companies (NLP):** Companies that are exempt from paying skills development levies and employing less than 50 employees
- 4 3 **BEE companies:** Companies employing less than 50 employees who are owned and managed by blacks as per the Broad Based Black Economic Empowerment Codes of Good Practice
- 4 4 **SDC:** Skills Development Coordinator
- 4 5 **SDA:** Skills Development Administrator

5. RESPONSIBILITY/AUTHORITY

The CEO is responsible for ensuring that this procedure is being implemented whilst the Corporate Services Manager/SDC implements this procedure as necessary

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6. PROCEDURE

6.1 Overview

Reference the flow chart on page 3

6.2 Criteria For Approval

- Refer to the SME Support Grant Policy for criteria for approval

6.3 Action on Criteria

On receipt of the above SME Support Grant Application the Corporate Services Manager decides from the data given on the following:

- Approve
- Refer
- Reject

On approval of the SME Support Grant application the SME Support Grant will be paid in accordance with the Grant Disbursement Procedure

7. RECORDS

The following documents are generated in connection with the implementation of this procedure:

Document Type/Title	Responsibility for Retention	Retention Period
SME Support Grant Application	Corporate Services Manager	5 years
Application for funding and Training Needs Analyses (where required)	Corporate Services Manager	5 years
Non Levy Paying Registration Form (where required)	Corporate Services Manager	5 years

8. REFERENCES

Grant Disbursement – FBA PR003
 Skills Planning – FBS PR006