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	TITLE:	NGO/CBO GRANT POLICY		

1. PURPOSE

- The purpose of this policy is to define the terms and conditions on which the NGO/CBO Grant will be implemented to achieve NSDS Objective 3, Indicator 3.2, with respect to targets, eligibility/qualifying criteria, evaluation of applications, grant value, and grant payments.

2. SCOPE

- FoodBev SETA has made grants available to NGOs/CBOs and co-operatives within the Foodbev manufacturing sector to improve their capacity to participate in skills development.
- The NGO/CBO Grant is payable to such CBOs, NGOs, Co-operatives and other non-levy paying enterprises to off-set the cost of institutional capacity building interventions/programs.

3. POLICY

- FoodBev SETA will implement the NGO/CBO Grant in accordance with the terms and conditions stipulated in the NGO/CBO Grant Policy, and specific criteria for submission, evaluation and approval of Grant application and payment of the NGO/CBO Grant.

4. OBJECTIVES

4.1 NSDS Objective 3, Indicator 3.2

- By March 2010, at least 2000 non-levy paying enterprises, NGOs, CBOs and community based co-operatives supported by skills development. Impact on sustainability measured with a target of 75% success rate.

4.2 Foodbev SETA Objectives

- To identify and assist 8 non-levy paying enterprises, NGOs, CBOs and community based co-operatives.
- To measure the impact of support provided annually to achieve a 75% success rate.

5. DEFINITIONS

- NGOs, CBOs and community based co-operatives – refers to organization registered with the relevant institutions designed to govern these sectors.
- The organization – refers to NGOs, CBOs and community based co-operatives
- 70% success - success will be measured with regard to improved service delivery and extent of participation in skills development.
- Institutional Capacity Building Programs/Interventions – training and technical assistance provided to an enterprise/organization, intended to improve quality of products and services offered to customers, based on identified organizational development needs. Such needs may include, but not limited to:
 - Accreditation as training provider;
 - Training & development of employees e.g. as assessors, business advisors, etc;
 - Development of marketing material;
 - Internships to tertiary students, etc.

6. RESPONSIBILITY/AUTHORITY

- The CEO is responsible for ensuring that this policy is implemented, whilst the Chamber Manager implements the policy.

7. QUALIFYING CRITERIA

- Registered CBOs, NGOs and Co-operatives identified in food & beverages manufacturing industry and related agro-processing industries as defined by the published SIC codes.
- Registered CBOs, NGOs and Co-operatives in rural and peri-urban areas will be preferred

8. GRANT APPLICATION/APPROVAL

- A targeted approach to identification of beneficiaries will be employed per qualifying criteria.
- Applications will be in the form of project proposal based on identified needs, Institutional Capacity Building Programs/Interventions and appropriately qualified service providers
- The grant will be implemented as a project in order to closely monitor quality requirements as set out in the objective.

9. GRANT VALUES

- R100,000 per enterprise/organization

10. GRANT PAYMENT

The NGO/CBO Grant is payable in four tranches based on agreed project deliverables between Foodbev, the applicant & the appointed service provider/s and as contained in the approved Project Plan/s.

10.1 Requirements for payment of tranches

The NGO/CBO Grant is payable in four tranches, viz:

- Tranche 1: 20% of Grant value
 - Proposals/Project Plans and Budget submitted & approved by FoodBev
 - List of Institutional Capacity Building needs
 - List of Institutional Capacity Building Programs per identified needs
 - List of beneficiaries
 - List of service providers and copies of contracts signed
 - Signed service level agreement with Foodbev Seta
- Tranche 2, 3: 30% of Grant value
 - Training/Technical Assistance Schedules approved
 - Completed Progress Reports submitted to FoodBev
 - Assessment Results (where applicable)to FoodBev
 - Copies of Service Provider Invoice/s
- Tranche 4: 20% of Grant value
 - Completed Final Project Report submitted
 - Impact Assessment Report

11. NON COMPLIANCE in terms of the NGO/CBO Grant Policy

Circumstances in which the organization must repay the grant:

- 11.1 If the project is terminated then the employer must repay the FoodBev SETA the amount received from the SETA on a prorata basis.
- 11.2 If the project is terminated unlawfully; i.e. in a circumstance not contemplated in the NGO/CBO Grant Policy then the organization must repay the FoodBev SETA the entire grant received from the SETA.

Notification of early termination:

- 11.3 The organization must notify the FoodBev SETA in writing of the termination of the project within two working days from the early termination.

Time of payment:

- 11.5 The organization must repay the grant to FoodBev SETA within one month of the early termination date of the project.

Costs and recovery of amount owing to FoodBev SETA:

- 11.6 If the organization does not repay the grant within the time stipulated then the organization undertakes to pay the FoodBev SETA's legal costs reasonably incurred in recovering this amount on an attorney-client scale.
- 11.7 The amount will also incur interest at the rate set out in the Prescribed Rate of Interest Act, 1975.
- 11.8 FoodBev SETA may institute proceedings in the Magistrates Court to recover monies owed to it by the organization.
- 11.9 The parties agree to the jurisdiction of the Magistrates Court in terms of section 45 of Magistrates' Court Act 32 of 1944 for the recovery of any amount owing.