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	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 organisations will be reimbursed for the actual cost of training subject to the grant values and criteria as stipulated in the policy.
- 2.2 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 2010 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 2010, at least 2000 non-levy paying enterprises, Non-governmental Organisations (NGOs), Community Based Organisations (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 firms are supported and the impact measured.
- To support small BEE organisations and co-operatives through training and assistance as per the annual Service Level Agreement with the Department of Labour.
- To support non-levy paying organisations in skills development as per the annual Service Level Agreement with the Department of Labour.

## 5. DEFINITIONS / ACRONYMS

- **SME:** Small & micro enterprises employing less than 50 employees.
- **Non-levy paying organisations (NLP):** Organisations that are exempt from paying skills development levies and employing less than 50 employees
- **BEE organisations:** Organisations employing less than 50 employees who are owned and managed by blacks as per the Broad Based Black Economic Empowerment Codes of Good Practice

## 6. RESPONSIBILITY/AUTHORITY

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

## 7. QUALIFYING CRITERIA

- 7.1 **SME:** Organisation that is registered and pays skills development levies to Foodbev SETA and employs less than 50 employees
- 7.2 **Non-levy paying (NLP) organisation:** Organisation that is registered with Foodbev SETA but is exempt from paying skills development levies. Where a NLP organisation does not have a SDL number, its core business must fall within the Foodbev SETA SIC Codes.
- 7.3 **BEE organisation:** Can be a SME or Non-levy paying organisation that is owned and managed by blacks as per the BBBEE Codes of Good Practice.
- 7.4 SMEs and BEE organisations 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 Must complete the Grant application on the template provided by Foodbev SETA
- 8.3 Must attach proof of actual cost of training to the application form e.g. invoices / receipts for payments / EFT remittance advice
- 8.4 The proof of training to be signed by the accountant / owner and verified as proof of actual cost for training
- 8.5 Application forms to be signed the SDF, Accountant and 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 organisation

## **10. GRANT PAYMENT**

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