

## ASSET ASSIST PROGRAMME (ASP)

### 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 the application.

#### Section A: Company Details

Company Name																								
Registration Number																								
Income Tax No.																								
Details of the contact person: Name and designation: Telephone:																								
E-mail (if any):																								
Cell Phone:																								
Website:																								
Physical Address of Micro Enterprise (Location of operation/ Place from which the Micro conducts business)	Postal Address of Micro Enterprise																							

Province																			
Municipality																			
Code																			
No. of employees	Male																		
Operating start date	D					D													
Sector and subsector																			
Financial Year End			Female					Youth					Disabled			HDI			
Annual sales turnover	R																		
Bank Statement (Attached the latest statement)	YES / NO																		
Projected Turnover for the next 3 years	Year 1:																		
Annual sales turnover	Year 2:																		
Bank Balance of Micro Enterprise (Attached the latest statement)	Year 3:																		
Businesses' Products/Services																			
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		
Businesses' Products/Services Target Market/Customers																			



### 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
<b>Total</b>				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 Business**

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**2. Motivate why you are applying for this programme**

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**3. How will these interventions (i.e. Stock, machinery, equipment) you are applying for assist in sustaining the business operations?**

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

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

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**6. General / additional information**

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**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. If any information in the application, with the addendum, is not correct, or certain information was omitted, the Adjudication Committee 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	

## 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	<a href="mailto:assetassistgp@seda.org.za">assetassistgp@seda.org.za</a>
Eastern Cape	<a href="mailto:assetassistEC@seda.org.za">assetassistEC@seda.org.za</a>
North West	<a href="mailto:assetassistNW@seda.org.za">assetassistNW@seda.org.za</a>
Western Cape	<a href="mailto:assetassistWC@seda.org.za">assetassistWC@seda.org.za</a>
Mpumalanga	<a href="mailto:assetassistmpu@seda.org.za">assetassistmpu@seda.org.za</a>
Kwa-Zulu Natal	<a href="mailto:assetassistKZN@seda.org.za">assetassistKZN@seda.org.za</a>
Limpopo	<a href="mailto:assetassistLIM@seda.org.za">assetassistLIM@seda.org.za</a>
Northern Cape	<a href="mailto:assetassistNC@seda.org.za">assetassistNC@seda.org.za</a>
Free State	<a href="mailto:assetassistFS@seda.org.za">assetassistFS@seda.org.za</a>

### Documents Required

1. Micro Enterprise's Business Case / Funding Proposal;
2. Proof of registration with SARS (i.e. Tax clearance certificate if applicable);
3. FICA documents for the Micro Enterprise 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 the latest Bank Statement;
9. One (1) year financial statements or Management Account (for existing Micro Enterprises) / Projected Financial Statement (for new Micro Enterprises);
10. Three (3) months Bank Statements (for existing Micro Enterprises) or Proof of bank account for new Micro Enterprises;
11. Three (3) years cash flow projections and;
12. Undergone business skills training (proof of attendance/certificate. In the absence of proof of training, the applicant on approval will be expected to attend a business skills training programme

*For enquiries, please call Seda at 012 441 1000 for attention of Ms Dineo Pule or alternatively email*

[assetassist@seda.org.za](mailto:assetassist@seda.org.za)





## NON-ELIGIBLE APPLICATIONS

The following are excluded:

- Cooperatives because there's a separate programme for them.
- Costs incurred and/or assets acquired prior to approval of a complete proposal submitted to Seda.
- Businesses with a turnover of more than R3 million turnover per annum.
- Bonus payments.
- Costs associated with tendering and tendering documentation.
- Any illicit business activities.
- Liquor and cigarettes (purchasing of stock).
- Gambling related activities.
- Non-business-related infrastructure/or activities.
- Vehicles for personal use.
- Projects/activities that are initiated by an applicant before or during submission of a request for Asset Assist funding. Thus, Seda will not reimburse sunk costs.
- Any other cost that the Adjudication Committee, in its sole discretion, deems as non-qualifying.
- State employees.
- The Public Service Act prohibits State officials from engaging in remunerative work without prior approval from the Accounting Officers of State organs (the employer).
- Post approval, the small business will enter into a legal agreement with Seda, agreeing to the terms and conditions for approval. The agreement should be signed no later than thirty (30) calendar days by all parties upon receipt of the approval letter.
- Failure to conclude the legal agreement within thirty (30) calendar days of receiving the approval letter will lead to the termination and/or cancellation of the approval.

Submit the completed application to the applicable email address listed.