



Online Application Guidance Form 08 September – 13 October 2026

1. User registration

To create login details

Require: Business owner's name, surname and email address.

After successful User Registration, you will receive an **email notification**:
"SAB Foundation – User registration confirmation" with username and password

A screenshot of the 'Register' form. It has a gold header bar with the word 'Register'. Below it are four input fields: 'First Name:', 'Surname:', 'Email:' (with an information icon), and 'Email Again:'. Each field has a red asterisk to its right. Below the fields is a gold bar with the text 'Complete the sum below'. Underneath is the text 'What is 14 + 4?' followed by a small input box. At the bottom right is a gold 'Register' button.A screenshot of the 'USER REGISTRATION' confirmation screen. It has a gold header bar with the text 'USER REGISTRATION'. The main content area is white and contains the following text: 'You have been successfully registered.', 'Your username is:', 'Your password is:', 'Registration Email successfully sent.', 'When you click the LOGIN button, you will automatically be logged into the system.', and 'Once logged in, you may change your password by following the "Profile & Password" menu link.' At the bottom right is a gold 'LOGIN' button.

Useful Hints:

- Your email address will always be your username. If you have multiple email addresses, you will have to remember which one you used for registration
- Change your password to one that is easy to remember for easy access to the system the next time you log in. (Select Profile and Password at the home page then Change Password)

A screenshot of a user profile menu. It has a gold header bar with the word 'Home'. Below it are three items: 'Profile & Password', 'Log out', and 'Update Profile'. The 'Update Profile' item is highlighted with a red bar and contains a sub-item 'Change Password'.

2. Create an application

To create your business's application

Require: Business name, Province and How did you hear about the Programme and the Eligibility Criteria

You have now logged in successfully and are on the home page.

The top table (**MY APPLICATIONS AND WORK**) will show all the applications you are working on or have submitted. **To view or edit or complete your application, click the  icon on the right of the relevant line in this top table.**

The bottom table (**CREATE A NEW APPLICATION**) will show all the grant windows that are open to accept new applications. **To create your application, click the  icon on the right of the relevant line in this top table.**

MY APPLICATIONS AND WORK

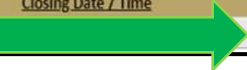
Click on  to edit or to view. This list contains all your current applications and review work.

The list of review work includes all submitted in the last days [REFRESH](#)

Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App	Reports
12129/01	SIA 2019		SIA	Phase One	Lead applicant	Submitted by online user	04/05/2019		

CREATE A NEW APPLICATION

Click on the green plus (+) sign on the right hand side of the row to create a new application. You do not have to complete the application in one go - you can work on it, save it, exit, come back later and edit it from the list above.

Reference	Grant Window	Window Description	Type	Closing Date / Time
TP12	TEP 2019	Tholoana Enterprise Programme (All Provinces)	Phase One	

THOLOANA ENTERPRISE PROGRAMME (ALL PROVINCES) PROJECT REGISTRATION PAGE

Business Details

Name of Business*

In which province is this business located? *

How did you hear?

How did you hear

Please specify*

Eligibility Criteria

What percentage of your business is black owned? *

How long has the business been operational? *
 Month Year

Date when operations started? *
 Month Year

Are you a South African citizen? *

Are you working full time in this business? *

Indicate your Business type? *

NB: If your answers does not match the SAB Foundation Tholoana Programme Eligibility Criteria, you will unfortunately not be able to proceed with your application. If you match the eligibility criteria, you will be able to complete the **Application Registration Page**

THE APPLICATION HAS NOT BEEN REGISTERED

You have selected answers in the eligibility criteria section that unfortunately will not allow you to proceed with the application.

Please refer to the eligibility criteria in the programme brochure.

OK

THE APPLICATION HAS BEEN REGISTERED.

Number:

Name:

Registration notification Email successfully sent.

CONTINUE

After successful Application, you will receive an **email notification:**
“SAB Foundation Application successfully created” with unique Project Number

Useful Hints:

Keep your unique project number with you at all times as this will be your reference number in all your correspondence with the SAB Foundation

3. Complete online application from

Online Application Form

After you successfully registered and created an application, you are now ready to start the online application process.

Useful Hints:

- There are 5 Sections to be completed and you can jump between the different sections by selecting the Section button you want to go to at the top of the page
1. Applicant details
 2. Business details
 3. Business overview
 4. Financial performance
 5. Uploads

Section 1 Applicant Details	Section 2 Business Details	Section 3 Business Overview	Section 4 Financial Performance	Section 5 Uploads
SECTION 1 - APPLICANT DETAILS				

4. Participation rules

You have to complete the Participation rules before you can submit your completed application. You will find this button next to the discussion box on the right-hand corner of the page. Tick the block and select the **Accept** button to accept the Terms and Conditions.

Section 1 Applicant Details	Section 2 Business Details	Section 3 Business Overview	Section 4 Financial Performance	Section 5 Uploads
SECTION 1 - APPLICANT DETAILS				
Funding window: Tholoana Enterprise Programme				PARTICIPATION RULES CHECK MY ANSWERS SUBMIT
Print read only application form Please complete all FIVE sections of the application form by clicking on the menu items above. Once all five sections are completed click <i>Check my answers</i> to check for incomplete fields and then click <i>Submit</i>. ***** Please click SAVE on every screen you change! ***** SAVE SAVE & PROCEED				

TERMS AND CONDITIONS & DECLARATION



General Terms and Conditions

Completion of this Application Form constitutes acceptance of the terms and conditions set out hereunder.

Notwithstanding the completion of this Application Form, **SAB Foundation and their associated programmes** as the implementation partner may call upon you ("the Applicant") to provide additional information. Should **SAB Foundation and their associated programmes** do so, you shall be obliged to make such further information available within the time provided by **SAB Foundation and their associated programmes** to fulfil its request, failing the stipulation of a time by **SAB Foundation and their associated programmes**, within a reasonable time after the request is made. Your application shall not be considered, unless and until all the information requested is made available. Failure to provide the information required in the Application form, and any additional information required shall render the Applicant disqualified and **SAB Foundation and their associated programmes** shall be under no obligation to consider your Application any further, or at all.

Nothing herein contained shall be deemed to be a guarantee or undertaking on the part of **SAB Foundation and their associated programmes** that you shall be granted the funding requested.

In the event that your application is successful, **SAB Foundation and their associated programmes** will require that you enter into an agreement regulating the terms and conditions of the funding ("Grant Agreement"). I, the applicant, confirm that I have read, understand and will adhere to these Terms and Conditions & Declaration. ☐ **ACCEPT**

5. Submit application

After completing all the sections on the online application form, accepted the Participation Rules and uploaded required documents, **select** the **"SUBMIT"** button (next to the discussion board).

After successful submission, you will receive an **email notification**:

"Application successfully submitted to SAB Foundation"

Only then has your application been received by the SAB Foundation Tholoana Team.

Section 1 Applicant Details	Section 2 Business Details	Section 3 Business Overview	Section 4 Financial Performance	Section 5 Uploads
SECTION 1 - APPLICANT DETAILS				
Funding window: Tholoana Enterprise Programme PARTICIPATION RULES CHECK MY ANSWERS SUBMIT Please complete all FIVE sections of the application form by clicking on the menu items above. Once all five sections are completed click <i>Check my answers</i> to check for incomplete fields and then click <i>Submit</i>. ***** Please click SAVE on every screen you change! ***** SAVE SAVE & PROCEED				
APPLICATION VALIDATION				
Application is complete. You may submit the application SUBMIT				
APPLICATION VALIDATION				
Your application has been submitted to the SAB Foundation. Your application will continue to appear on your 'home' page after you log in and it's status will reflect the progress. You will still be able to view your application. Application submission notification Email successfully sent.				

Your applications status can be viewed on the home page screen:

MY APPLICATIONS AND WORK							
Click on  to edit or to view. This list contains all your current applications and review work.							
The list of review work includes all submitted in the last 21 days REFRESH							
Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing
4430/01	TEP 2017		TEP	Phase One	Lead applicant	Submitted by online user	

Important Information

- Allow sufficient time to complete the application form - you will need at least half a day for completion, and you also need to gather important information and documentation before you can submit your form.
- If you are going to start with completing your application form on the last day of the application period, you will not have enough time to complete it.
- The application will be available for completion online from **08 September to 13 October 2026, closing at 12:00, midday.**
- Read the online application form before starting to complete it. Notice the important information that will be required from you (such as documentation required for uploading and financial performance information).
- Remember to Save regularly and always save before you move to another section
- Any queries? Use the Discussion Board on the right-hand corner and a member of the SAB Foundation Tholoana team will respond to you (during office hours only).

Section 1 Applicant Details	Section 2 Business Details	Section 3 Business Overview	Section 4 Financial Performance	Section 5 Uploads	Discussion Board
SECTION 1 - APPLICANT DETAILS					Use this discussion board to log any queries about your application form. Someone from the SAB Foundation will respond to your query within 24 working hours.
Funding window: Tholoana Enterprise Programme Print read only application form					
Please complete all FIVE sections of the application form by clicking on the menu items above. Once all five sections are completed click Check my answers to check for incomplete fields and then click Submit . ***** Please click SAVE on every screen you change! *****					

- **“CHECK MY ANSWERS”**: Select this button next to the Discussion Board to show you outstanding information on the application form that is required before you can submit your application successfully. Once you have completed all the required fields, then only will you be able to submit your application:
- Ensure all supporting documentation has been uploaded under **SECTION 5: UPLOADS**

Section 1 Applicant Details	Section 2 Business Details	Section 3 Business Overview	Section 4 Financial Performance	Section 5 Uploads
SECTION 1 - APPLICANT DETAILS				
Funding window: Tholoana Enterprise Programme Print read only application form				
Please complete all FIVE sections of the application form by clicking on the menu items above. Once all five sections are completed click Check my answers to check for incomplete fields and then click Submit . ***** Please click SAVE on every screen you change! *****				
PARTICIPATION RULES CHECK MY ANSWERS SUBMIT SAVE SAVE & PROCEED				

- Ensure that you select the SUBMIT button prior to the closing date. No applications will be accepted after the due date on **13 October 2026 at 12h00, midday.**
- Only online applications will be accepted (please do not send any applications directly to SAB Foundation. No faxes, written or hand delivered documents will be accepted).
- Fill out the forms in an honest, detailed, clear and concise manner.
- Clearly communicate the competitive advantage of your business and demonstrate viability and growth opportunities.

- Forgot your password? Click the Forgot Password link on the home page and your password will be emailed to you.



Stuck?

To speak to a member of the SAB Foundation Tholoana Team regarding your online application, please have your **unique project number** with you and contact one of the numbers below (during office hours).

📞: **086 111 1690**

✉: **sabfoundationtholoana@fetola.co.za**

Good luck!