



**DISCRETIONARY
GRANT FUNDING**

2023

**EWSETA
DG APPLICATION SYSTEM
USER MANUAL**

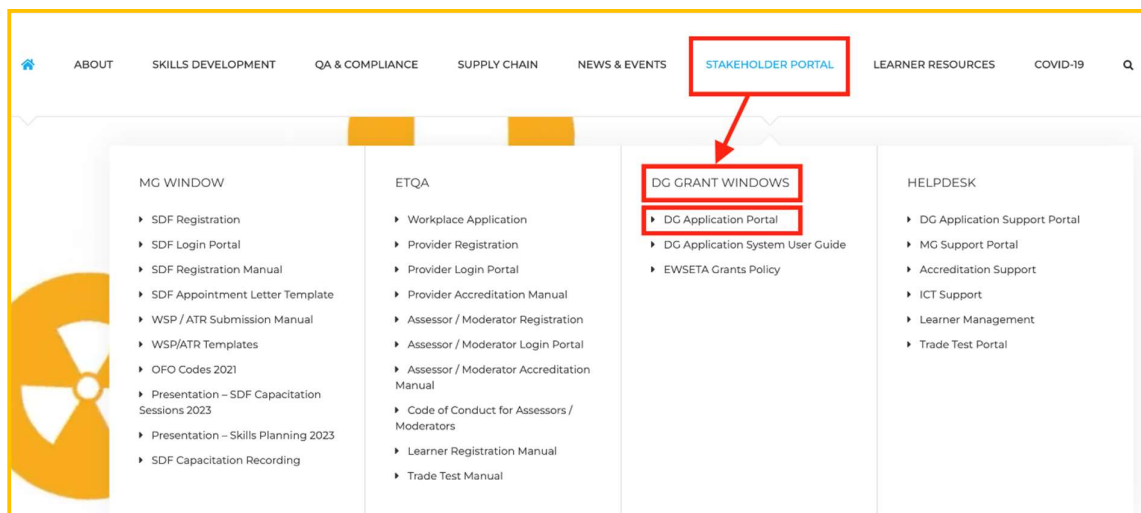


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Registration

1. To start the Registration Process, go to EWSETA Website by clicking <https://ewseta.org.za/> on your browser.
2. On the top menu click on the “**STAKEHOLDER PORTAL**” Menu, then under the “**DG GRANT WINDOWS**” Sub-Menu, Click on the “**DG Application Portal**” link.



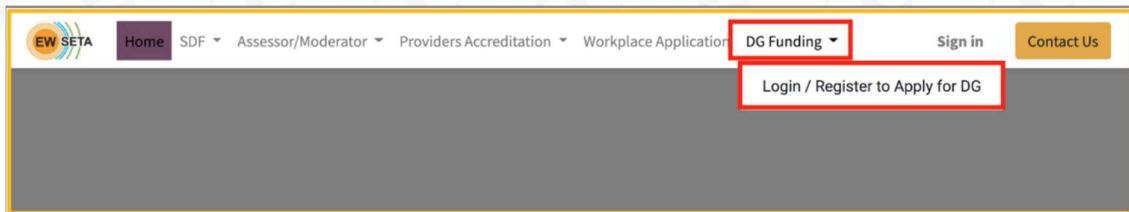
3. You will be redirected to the “**InteGREAT**” MIS System to begin.



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4. On the top menu click on DG Funding “Menu” then “Login / Registration to Apply for DG” Sub-Menu.



When you click on the Login / Registration to Apply for DG “Sub-Menu”, you will be directed to the Registration form where you must capture the required details.

If you are a new user and do not have login details, follow the process below.

1. If you are accessing the system for the first time, click on the “**Don’t have an account**” button.
2. Enter the required information and click on the “**Sign up**” button.



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Your Email

Your Name

Password

Confirm Password

Sign up

[Already have an account?](#)

Note: Not all fields are 'Mandatory' at this stage – you need only capture fields marked with an asterisk *****

1. Once you have successfully signed up, you will be automatically logged into the system.
2. On the 'Documents' section, you will see a menu '**DG Projects***' which has several sub-menus.
3. Click on '**Apply for DG Funding***' which will take you to the DG Application Process.



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EW SETA Home SDF Assessor/Moderator Providers Accreditation Workplace Application DG Funding New User Contact Us

Documents

DG Projects ▾

- Apply for DG Funding
- View Your Applications
- View Your Projects

Details [Edit](#)

New User

✉ new_user@ewseta.org.za

[Manage payment methods](#)

Account Security

[Edit Security Settings](#)

If you already have login details, then enter your email and Password.

EW SETA Home SDF Assessor/Moderator Providers Accreditation Workplace Application DG Funding Sign in

Email

Email

Password

Password

Log in

[Don't have an account?](#) [Reset Password](#)

[Log in as superuser](#)

As an existing user, when you log in, you will have a few Menus, but you will need to click on the Menu called ***“Apply for D.G”***.



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In No.	Name
	Impilonhle Trading & Projects 8
	Elangeni TVET College
	Esogo EnviroTech Engineers and Investments

Expression of Interest

The first part of your application is the '*Expression of Interest or EOI*'

1. You will need to download the DG Submission Guides.
2. Fill in the next set of fields.
3. Click next.



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Download DG Submission Guides and Documentation

IMPORTANT: DOWNLOAD AND COMPLETE THE DOCUMENTS



5. Popia declaration.pdf



4. SBD 4 Form.docx



3. Proposal template.docx



2. Discretionary grants
guideline.docx



1. Grants policy.pdf

Intervention Selection

Application Stage *

EXPRESSION OF INTEREST

Funding Window *

DG WINDOW

Funding Intervention *

Internship Programme



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Targeted Geographic Areas

The next page will allow you to specify the Province(s) and District(s) you will be operating in..

N.B. This page allows you to add One or Multiple Provinces and Multiple Districts.

By default, the first Province and District are added for you and should not remove it.

To expand and see more information about a Province, you will need to click on the name of the province, for example, the green name called “[Province #1](#)”.



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Targeted Geographic Areas
PLEASE INDICATED AREAS THAT YOUR PROJECT IS TARGETING

Funding Window DG WINDOW **Funding Intervention** Internship Programme

Province #1

Target Province *
Eastern Cape

District #1.1
Add district Remove

Back Add New Province Remove Province Save Next

After clicking and expanding on the Province, you will see the “**Target Province**” field. Here you can select the target province for your first Province option.

Note: Fields marked * are mandatory.

After selecting your “**Target Province**” click on “**District #1.1**” to expand it and see fields to fill in for the District. See the image below.



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Targeted Geographic Areas
PLEASE INDICATED AREAS THAT YOUR PROJECT IS TARGETING

Funding Window DG WINDOW

Funding Intervention Internship Programme

Province #1
Target Province *
Eastern Cape

District #1.1

District *
Joe Gqabi

Municipality *
Amahlathi

Funding Type / Year *
Internship Programme - 2022

Subcategory / Specialisation *
Internship Programme

Qualification / Programme *
× Internship (specify clearly in proposal)

Employment Status *
Employed

Add district Remove

Back

Add New Province

Remove Province

Save

Next



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District #1.1

District *
Select District

Municipality *
Select Municipality

Funding Type / Year *
Select Funding Type

Subcategory / Specialisation *
– Select Specialisation –

Qualification / Programme *
[Text Field]

Employment Status *
– Select Employed Status –

[Add district](#) [Remove](#)

Note: To add a second District to this particular province, click on the “[Add District](#)” button.

To remove the District that you have added, click on the “[Remove](#)” button.

Targeted Geographic Areas

PLEASE INDICATED AREAS THAT YOUR PROJECT IS TARGETING

Funding Window DG WINDOW **Funding Intervention** ARPL for Employed Learners

Province #1
[Add district](#) [Remove](#)

Province #2
[Add district](#) [Remove](#)

[Back](#) [Add New Province](#) [Remove Province](#) [Save](#) [Next](#)

Note: To add another Province, click on the “[Add Province](#)” button.



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To remove the Province that you have added, click on the [“Remove Province”](#) button.

After adding an additional Province, you will need to repeat the previous process of clicking and expanding the new Province you added e.g. [“Province #2”](#) and clicking and expanding the Districts for the new province.

Once you are done, you can either click **“Next”** button or **“Save”** button.

Note: Every page in the process has a **“Save”** button where you can save your information before completing the whole process. It allows you to leave and return and finish or update the rest of the process.




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Capture the applicant's personal details and click next.

Note: Fields marked * are mandatory

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Applicant's Personal Details

Title *	First Name *
<input type="text"/>	<input type="text"/>
Last Name *	Citizen Resident Status *
<input type="text"/>	<input type="text"/>
Country Of Nationality	R.S.A. Identification No
<input type="text"/>	<input type="text"/>
Date Of Birth *	National ID
<input type="text"/>	<input type="text"/>
Passport Number	Race *
<input type="text"/>	<input type="text"/>
Persons Living with Disability? *	Gender *
<input type="text"/>	<input type="text"/>

Next



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Capture the applicant's contact details and click next.



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Applicant's Contact Details

Mobile Number *	Telephone Number
<input type="text" value="1234567890"/>	<input type="text" value="Telephone Number"/>
Physical Address *	Postal Address *
<input type="text" value="Street Address"/>	<input type="text" value="Postal Address"/>
<input type="text" value="South Africa"/>	<input type="text" value="South Africa"/>
<input type="text" value="Select Province"/>	<input type="text" value="Select Province"/>
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="Select Suburb"/>	<input type="text" value="Select Suburb"/>
<input type="text" value="Code"/>	<input type="text" value="Code"/>
Same as Physical Address <input type="checkbox"/>	
Email *	
<input type="text" value=""/>	

Note: Fields marked * are mandatory.



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Capture company details and click next.

Note: Fields marked * are mandatory



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Company Details

Company No. *	SDL Number.
<input type="text" value="Company Number"/>	<input type="text" value="SDL Number"/>
Sector *	Type of Entity *
<input type="text"/>	<input type="text"/>
Sub-Sector *	Industry *
<input type="text"/>	<input type="text"/>
Company Name *	Trading Name *
<input type="text" value="Company Name"/>	<input type="text" value="Trading Name"/>
Size *	Core of the Business *
<input type="text"/>	<input type="text" value="Core of the Business"/>
Province *	
<input type="text"/>	
Municipality *	
<input type="text"/>	

[Back](#)[Next](#)


Capture company contact details and click next.



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Note: Fields marked * are mandatory

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Company Contact Details

Telephone Details	Email Address *
<input type="text"/>	<input type="text"/>
Physical Address *	Postal Address *
<input type="text" value="Street Address"/>	<input type="text" value="Postal Address"/>
<input type="text" value="South Africa"/> ▾	<input type="text" value="South Africa"/> ▾
<input type="text" value="Select Province"/> ▾	<input type="text" value="Select Province"/> ▾
<input type="text"/>	<input type="text"/>
<input type="text" value="Select Suburb"/> ▾	<input type="text" value="Select Suburb"/> ▾
<input type="text" value="Code"/>	<input type="text" value="Code"/>
<input type="checkbox"/> Same as Physical Address	
<input type="button" value="Back"/>	<input type="button" value="Next"/>


Capture details for the company CEO and click submit.

Note: Fields marked * are mandatory



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CEO Details

Title *	First Name *
<input type="text" value="Select"/>	<input type="text" value="First Name"/>
Last Name *	National ID
<input type="text" value="Last Name"/>	<input type="text"/>
Passport Number	Mobile Number
<input type="text"/>	<input type="text" value="1234567890"/>
Telephone Number	Email
<input type="text" value="Telephone Number"/>	<input type="text" value="Email"/>


[Back](#)[Submit](#)

Upload the required documents and click **Submit**.



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Expression of Interest Details

Uploaded Documents

Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
1	ID Document	<input type="button" value="Choose file"/> No file chosen *	2022-07-15	kufyd@mailinator.com
2	POPIA declaration	<input type="button" value="Choose file"/> No file chosen *	2022-07-15	kufyd@mailinator.com
3	Project Proposal	<input type="button" value="Choose file"/> No file chosen *	2022-07-15	kufyd@mailinator.com

Entity Documents

Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
-----------	-------------	--------	------------------------	----------------------


[Submit](#)



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Once you have received the notification as detailed below and a reference number, your application is complete.

 Home SDF ▾ Assessor/Moderator ▾ Providers Accreditation ▾ Workplace Application DG Funding ▾ New User ▾

Expressions of Interest Submitted.

Thank you for your D.G Application.
Your Application will be evaluated.
Your Reference Number is : **DG-REF0000022**

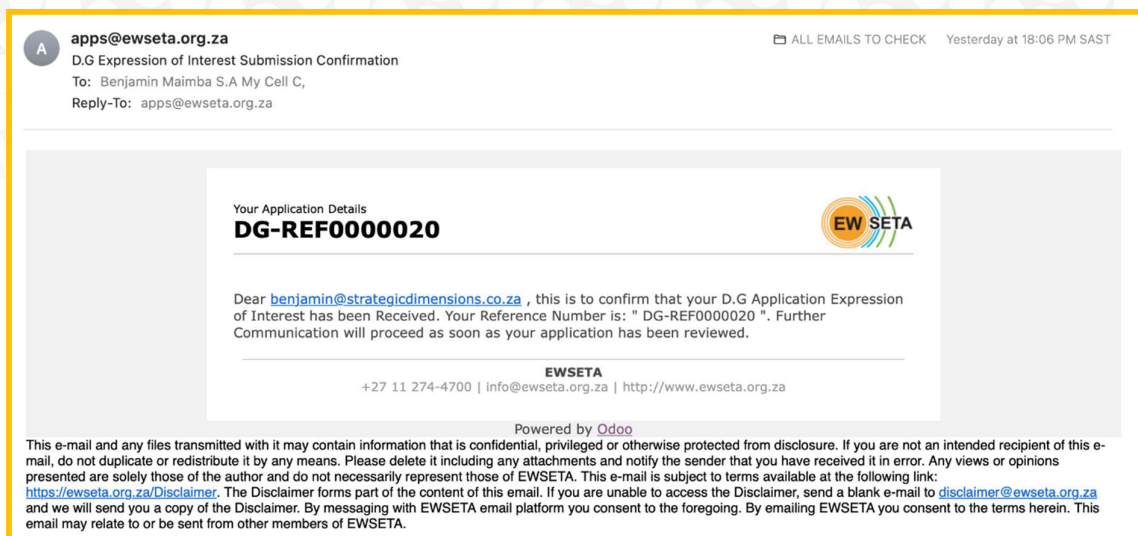
The submission of an Expression of Interest Application does not mean that the application to participate in the Programmes is approved.

Approval of applications and allocation of funding is the sole discretion of the SETA.

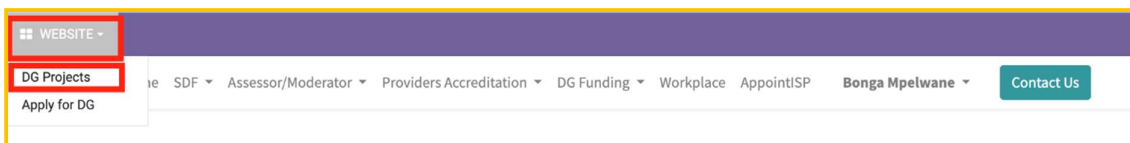


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Viewing Your Applications



If you have saved your information and want to view your application(s), you can click on the menu that is in the Top Left corner, called “**WEBSITE**”, and click on the arrow pointing down to expand the menu and see more options/sub-menus.





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On the “**WEBSITE**” menu, click the “**DG Projects**” sub-menu to be redirected to view all the applications that you have created, See the image below.

D.G Application Details							
Created on	Name	Application Type	Intervention	Applicant Name	Last Name	Email Address	Stage
23/06/2023 11:28:37	DG-REF0000815	EXPRESSION OF INTEREST	ARPL for Employed Learners	Bonga Mpelwane		mdevelopmentprojects@gmail.com	Draft Edit Application
23/06/2023 11:13:25	DG-REF0000814	EXPRESSION OF INTEREST	ARPL for Employed Learners	Bonga Mpelwane		mdevelopmentprojects@gmail.com	Draft Edit Application

If you have any "Draft" stage applications, click "Edit Application" to update or complete the process for that application. When you click the button, you will return to the application process with your previously added information pre-filled. You can then update or complete the remaining pages until you reach the final page to submit the application and receive a reference number.

D.G Application Details							
Created on	Name	Application Type	Intervention	Applicant Name	Last Name	Email Address	Stage
23/06/2023 11:28:37	DG-REF0000815	EXPRESSION OF INTEREST	ARPL for Employed Learners	Bonga Mpelwane		mdevelopmentprojects@gmail.com	Draft Edit Application
23/06/2023 11:13:25	DG-REF0000814	EXPRESSION OF INTEREST	ARPL for Employed Learners	Bonga Mpelwane		mdevelopmentprojects@gmail.com	Draft Edit Application

To “**Open and View**” the information you have submitted on an application, click anywhere on the line for the application you want to view, this will open



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the “Form View” and display more information about the application, see the image below.

Through this form, you can view and track where each application is.. You will also be able to see communication related to this application, these are also sent to you via email and logged against the application.



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DG Projects DG Applications Project Management Bonga Mpelwane

D.G Application Details / DG-REF0000815 1 / 2

[Edit Application](#) [Draft](#) [Expression of Interest](#) [Verification](#) [Verified](#) [Query Documents](#) [Expression of Interest Rejection](#)

DG-REF0000815

Application (WINDOW) Type
Organisation Project
Related Organisation
Organisation SDL No
Related Applicant User

EXPRESSION OF INTEREST

[Applicant Details](#) [Checklist](#) [Project Details](#) [Due Diligence](#) [Recommendation](#) [Geo-Location](#) [Responsibles](#) [Tracking](#)

Stage	Checklist Docs	Other Docs	Document	Checked	Compliant	Comment	Proof of Doc
Draft	Applicant's ID Document						

[Send message](#) [Log note](#) % 0 Following 1

Today

B Bonga Mpelwane - 1 hour ago
Application Details created

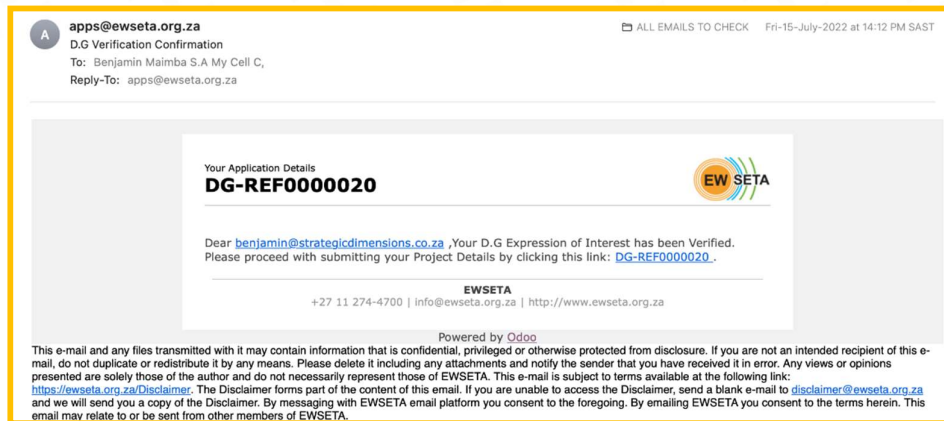


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Full Application Submission

After your '**Expression of Interest (EOI)**' has been reviewed, you will receive a confirmation email to proceed with submitting Full Application details.



You will need to follow the instructions on the email, to proceed by clicking on the Link.

When you click on the link, you will be redirected to the “**Full Application Process**” page.



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DG WINDOW APPLICATION - Project Details			
Reference	DG-REF0000858 1	Funding Window	3 DG WINDOW <input type="text"/>
Organisation	Organisation Salas and Carlson Plc 2	Provinces	4 Gauteng,KwaZulu-Natal
Funding Intervention	Learnerships RPL <input type="text"/> 5		
Funding Type *	Learning Projects <input type="text"/> 6		
Project Name *	DG WINDOW APPLICATION - Project Name <input type="text"/> 7		
Project Duration *	9 Months <input type="text"/> 8		
EWSETA Provider?	Yes <input type="radio"/> No <input type="radio"/> Other <input checked="" type="radio"/> 9		
Proposed Project Budget *	2,345,245 <input type="text"/> 10		
Strategic Indicator *	SIDSA <input type="text"/> 11		
Province # 1 12			
Province # 2 13			
Next			

On this page, you will see a few fields and sections, as per the table below.

#	Field	Description
1	Reference	This is the reference to the application you are submitting to.



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2	Organisation	This is the name of the Organisation linked to the application.
3	Funding Window	The Funding Window for this application
4	Provinces	The Provinces that the projects will be running in.
5	Funding Intervention	The intervention for these projects and the application.
6	Funding Type	The Funding Type N.B Currently you can only select " Learning Projects "
7	Project Name	Name of the project you will be running, you can specify the name of your choice.
8	Project Duration	The Duration (in months) of how long you will be running this project.
9	EWSETA Provider	If you are an Accredited EWSETA Service Provider or you will be working with an Accredited EWSETA provider select " Yes ". Or else you can select an Accredited Service Provider from another SETA by clicking " No ". If you are an individual and not working with any SETA Accredited Provider, then select " Other ".
10	Proposed Project Budget	For the Budget for your project, N.B. please enter the monetary/integer values only.
11	Strategic Indicator	The Strategic Indicator of your project.
12	Province(s)	The Province you will be operating from, and the Computation of the Number of



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	(Computation of Number of Learners)	Learners in that province. N.B. Please Click on the name of the province, for example, the green name called “ Province #1 ” so that it can expand and display fields to populate the number of Learners.
13	Province(s)	If you previously selected multiple Provinces, the number of Provinces you will see here will be equivalent to the number you specified initially. To Expand and compute the number of learners for the next province, repeat point #12 above. N.B. you will not be able to move on without filling in the number of Learners for each province.

The “**EWSETA Provider?**” field requires you to specify if you are or are working with an EWSETA Provider, or a Provider from another SETA or not.
If you are an existing “EWSETA Accredited” provider, you can select “Yes”, and on the “**Select EWSETA Provider**”, then select the provider’s name.



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Funding Type *	Learning Projects
Project Name *	Avey Boone
Project Duration *	9 Months
EWSETA Provider?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Select EWSETA Provider *	ESKOM
Proposed Project Budget *	2,345,245
Strategic Indicator *	

If you are Not an existing “EWSETA Accredited” provider or working with an **“EWSETA Accredited”** provider, select “No”.

When you click “No”, you will be required to select the other SETA’s which you are “Accredited” with, or you have an MOU.

You will need to upload your “Accreditation Letter” in the **“Upload Accreditation Letter”** field.

Once you are done, Click the “Next” Button.



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Funding Type *	Learning Projects
Project Name *	Avey Boone
Project Duration *	9 Months
EWSETA Provider?	Yes <input type="radio"/> No <input checked="" type="radio"/> Other <input type="radio"/>
Select SETA *	FASSET - Financial and Accounting Services
Upload Accreditation Letter *	Choose file No file chosen *
Proposed Project Budget *	2,345,245
Strategic Indicator *	

On the next page, you will need to capture the ***“Learner Details”***.

Note:

- The ***“Total No. of Learners”*** is auto-calculated based on the learners you would have captured.
- The ***“Cost Per Learner”*** is auto-computed based on the intervention you would have chosen previously.
- The ***“Total Cost”*** is auto-calculated based on the ***“Total No. of Learners”*** times the ***“Cost Per Learner”***.

Once you are done, click “Next” to be directed to the next page.



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Province # 1

Target Province Eastern Cape

District	Municipality	Funding Type	Sub Category	Qualifications	Employment
Joe Gqabi	Amahlathi	ARPL for Employed Learners	Trade	OFO 641201 Bricklayer OFO 671101 Electrician	Employed

No. of Learners Employed *	50	Total No. of Learners *	100
No. of Learners Unemployed *	50	Cost Per Learner *	35000
		Total Cost *	3500000
No. of Males *	40	No. of Females *	60
No. of New Learners *	70	No. Continuing Learners *	30
No. of Learners in Urban Area *	20	No. of Learners of Rural Area *	80
No. of Youths *	100	Total No. of Learners with Disabilities *	20

On this page, you are required to upload the “**Supporting Documents**”, then click “Next”.



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Upload Supporting Documents

Reference: DG-REF0000029

Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
Intervention Documents				
Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
1	Accreditation / MOU with Accredited Provider	<input type="button" value="Browse..."/> No file selected.	2022-07-18	benjamin@strategicdimensions.co.za
2	Workplace MOU	<input type="button" value="Browse..."/> No file selected.	2022-07-18	benjamin@strategicdimensions.co.za
Entity Documents				
Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
1	COIDA Letter of Good Standing	<input type="button" value="Browse..."/> No file selected.	2022-07-18	benjamin@strategicdimensions.co.za

On the next page, you must agree to the “**Terms and Conditions**”, by clicking the Checkbox on the “**I Agree with Above Terms & Conditions**” field, then click “**Submit**”.



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Final Submission of DG-REF0000029

Terms and Conditions

INFORMATION PRIVACY STATEMENT NOTICE

EWSETA is sensitive to personal information privacy issues, and it is important for us to protect the information provided to us. Accordingly, EWSETA provides this information privacy and information practices policy statement to inform you about our information practices, the kinds of information we may collect, how we intend to use and share that information, and how you can correct or change such information ("Information Privacy Policy"). By using the EWSETA.org.za, you expressly consent to the information handling practices described in this notice.

In terms of the Protection of Personal Information Act 4 of 2013 (POPI Act) and accompanying Regulations, EWSETA is required to give notice to stakeholders regarding collection, processing, storage and use of their personal information. Thus, where you have consented to EWSETA's Processing of your Personal Information or Sensitive Personal Information, you may withdraw that consent at any time and request to withdraw (opt-out) by informing EWSETA at privacy@ewseta.org.za.

Prior to disclosing Sensitive Data to a Third Party or Processing Sensitive Data for a purpose other than its original purpose or the purpose authorised subsequently by the you (Data Subject), EWSETA will endeavour to obtain each Data Subject's explicit consent (opt-in). Where consent of the Data Subject for the Processing of Personal Information is otherwise required by law or contract, EWSETA will comply with the law or contract,

☐ I Agree With Above Terms & Conditions

Back

Submit


On the next page, you will get an Application Submission confirmation on the screen. You will also receive confirmation via email.



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Application Submitted
Successfully
DG-REF0000029

 **apps@ewseta.org.za**
D.G Full Application Submission Confirmation
To: Benjamin Maimba S.A My Cell C,
Reply-To: apps@ewseta.org.za

Inbox - benja...gicdimensions.co.za 12:30 PM SAST

Your Application Details
DG-REF0000029



Dear benjamin@strategicdimensions.co.za, this is to confirm that your D.G Application Submission has been Received. With Reference Number : " DG-REF0000029 ". Further Communication will proceed as soon as your application has been reviewed.

EWSETA
+27 11 274-4700 | info@ewseta.org.za | <http://www.ewseta.org.za>

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Approval of Application

At this point, your application will be submitted for review by EWSETA.
Should your application be approved, you will receive communication on the outcome of your application.
If your application has been approved, you will receive confirmation via email.

