national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

The 5ᵗʰ call for proposals for the General Budget Support of the EU-funded National Development Policy Support Programme

Submission window for proposals: 08h00 Friday 12 July – 17h00 Tuesday 16 July 2018

PLEASE READ THIS DOCUMENT FIRST

National Treasury has funds available for the 2020 Medium Term Expenditure Framework (MTEF) under the General Budget Support (GBS) component of the European Union (EU)-funded National Development Policy Support Programme.

This electronic pack provides you with four necessary documents (including this "Read This First" document) you will need to apply for the available funding for this call. The electronic pack consists of the following documents:

1	Read This First document (in PDF)	The "Read This First" document provides an overview of the Call for Proposals. It also briefly explains each of the documents in the electronic pack and what the applicants should do with each of the documents. It further sets out the steps the applicants should follow in order to complete the application process.
2	A Guideline (in PDF)	The Guideline explains the process, focus of the Call, the criteria for eligibility and the process of assessment in awarding the funding. Please read the guideline carefully and ensure that your institution and proposal will be eligible to apply for the funding before you start the application process.
3	A Business Plan (in MS Word)	The Business Plan guides applicants to complete the Business Plan which would include the necessary documentation that make up the business plan such as the results framework and checklist.
		The Business Plan has been designed to assist you, the Applicant, to develop and finalise the actual proposal in a particular format. The information required in this template will enable the Evaluation Committee to fully assess your project proposal. Where possible, explanatory notes are provided under each section to guide you and to refer you to the relevant sections of either the Guidelines or other sections within the Business Plan.
4	Budget Input Tables (in MS Excel	The Budget Input Tables allows you to provide a detailed financial breakdown of the use of funds, fully aligned to your project proposal (Results Framework, milestones and activities) and consists of:
		• Component Input Tables (six separate spreadsheets);
		• a Budget Summary, and
		• a cash flow projection spreadsheet
		You need to insert all the budget items and the projected financing thereof for each of the relevant components. You only need to complete spreadsheets for the number of components your project has. In order to preserve the integrity of the formulas in the spreadsheets, certain cells in the spreadsheet cannot be altered. The Budget Summary spreadsheet has been set up in such a way that it is automatically populated with information provided from the Component spreadsheets. You, therefore, need not have to transpose any calculations and totals from your Component Input Tables into the Budget Summary spreadsheet. The cash flow projection sheet needs to be completed and this will show the cash projected usage and the disbursement schedule.

PROCESS STEPS

Step One
By reading this "1 Read This First 5th CfP New" document you have started Step One of the process.

Step Two
You should then open the "2 Guidelines 5th CfP New" document where you will find information on the call and instructions on applying. Please study the criteria for eligibility carefully to decide whether or not you should continue with your application.

Step Three

- If you have not done so yet, please plan your project thoroughly making use of any project planning tools that you have at your disposal. We have included the Results Framework Matrix which you should use as the planning tool for your proposal.
- Complete the Business Plan (making use of the completed Results Framework Matrix) which is the "3 Business Plan 5th CfP New" document.
- Attach to this the type of Partnership Agreement you have with a partner and ensure that both the municipality and the partner signatures are on the document (if applicable).
- Complete the Budget Input Tables (once again making use of the completed Results Framework Matrix) which is the "4 Budget Input Tables 5th CfP New" document.

Step Four
Compare your Business Plan proposal against the compliance checklist in Annexure 2 of the Business Plan and make the appropriate ticks against each of the statements made. (this completed checklist must be included as part of your Business Plan). (Note: should the content of the proposal not be compatible with the completed checklist it will be administratively non-compliant)

Step Five
Ensure that your Municipal Manager (MM) approves the Business Plan (proposal) being submitted. He/she should sign-off on the Business Plan (page 1 of the Business Plan) as an indication that the budget for the project being proposed has been approved within the Municipality. (Note: without the MM's signature, the proposal will be administratively non-compliant). If the person in the Municipal Manager Position is "Acting", please include a copy of the appointment letter of the "Acting" Municipal Manager.

Step Six
Collate the hard copy of your proposal as follows: (1) the completed and signed by the MM Business Plan (which includes annexure 1, the Results Framework, (2) the completed Excel Budgets (Budget Input Tables), (3) the completed Partnership Agreement/s (if applicable) and (4) the completed Annexure 2, Compliance Checklist. Scan and save this as a PDF Document.

Together with the scanned PDF document, you should also electronically send the soft copies of (1) the completed Business Plan (MS Word), (2) the completed Budget Input Tables (MS Excel), (3) the completed Partnership Agreement/s (if applicable) and (4) the completed Annexure 2 Compliance Checklist to the email address provided.

Step Seven
Make sure that you meet the deadline for the submission of the application and that you have completed and included all the required documentation, as you, the applicant, bear sole responsibility for meeting the deadline and ensuring that all documents reach the National Treasury. Any application submitted after the deadline or does not have all documentation included, will be automatically rejected.