



The 4th call for proposals for the General Budget Support of the EU-funded National Development Policy Support Programme

Deadline for submission of proposals – Friday 13 July 2018

PLEASE READ THIS DOCUMENT FIRST

National Treasury has funds available for the 2019 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 and Budget which would include the necessary documentation that make up the business plan such as the results framework, the partnership agreement 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 and consists of: <ul style="list-style-type: none">• Component Input Tables (six separate spreadsheets)• a Budget Summary• 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 4th CfP” document you have started Step One of the process.

Step Two

You should then open the “2 Guidelines 4th CfP” 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. If you so wish, you can add whatever project planning matrix you used as an addition to your proposal.
- Complete the Business Plan (including the Results Framework) which is the “3 Business Plan 4th CfP” document.
- Complete the Budget Input Tables which is the “4 Budget Input Tables 4th CfP” document.
- Complete the Partnership Agreement and signature of the partner if applicable (part of the Business Plan)

Step Four

Compare your Business Plan proposal against the compliance checklist in Annexure 3 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).

Step Five

Ensure that your Department’s CFO 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 Department. (Note: without the signature, the proposal will be administratively non-compliant)

Step Six

Collate the hard copy of your proposal as follows: (1) the completed Business Plan, (2) the completed Excel Budgets (Budget Input Tables), (3) the completed Partnership Agreement/s (if applicable) and (4) the completed Annexure 3 Compliance Checklist.

You should also save the soft (electronic) copies of (1) the completed Business Plan, (2) the completed Excel Budgets (Budget Input Tables), (3) the completed Partnership Agreement/s (if applicable) and (4) the completed Annexure 2 Compliance Checklist to a flash drive and include this with your hard copy submission.

Step Seven

Make sure that you meet the deadline for the submission of the application to your Public Finance Official at National Treasury – you, as the applicant, bears sole responsibility for meeting the deadline. Any application submitted after the deadline will be automatically rejected.