



Entrepreneurship development Funding Application Template 2025-2026

GENERAL INSTRUCTIONS:

- **Read this document carefully before completing, signing and submitting this application.**
- Make sure you have completed **ALL** the sections– application forms with incomplete information **will not be considered.**
- Use **BLOCK LETTERS** to fill in your sections.
- Attach all **supporting documents** requested.
- Proposals must be uploaded on the HWSETA online portal
- **No** Proposals may be **couriered** to the HWSETA, or **hand delivered**.
- All Proposals must be submitted by **06 February 2026.**

SECTION A – DETAILS OF THE ORGANISATION

Full name of organisation:						
Size of the organisation:	1-49 employees	<input checked="" type="checkbox"/>	50 – 149 employees		150 + employees	
Is your organisation exempt from paying tax?	<input checked="" type="checkbox"/> YES	NO	If YES, please provide tax exemption number:			
Company registration no:						
Physical Address						
					Postal code:	
Postal Address:						
					Postal Code:	
Province & Nearest Town:	Province (Please tick)	Eastern Cape	Gauteng	Free State		
		Western Cape	North West	Kwa-Zulu Natal		
		Northern Cape	Limpopo	Mpumalanga		
	Municipality (Please specify Local Municipality)					
CONTACT DETAILS OF PERSON RESPONSIBLE FOR THIS PROPOSAL						
Full name						
Position in organisation						
Telephone numbers:	Office (include area code)		Cell Phone			
	Fax (include area code)		Email address:			
REGISTERED ORGANISATIONS						
Is your organisation registered as a training provider?						
Quality Assuring Body registered with		Training provider Number				

SECTION B – DETAILS OF THE PROPOSAL

Organisations should note that the HWSETA requires full details of the proposed project, and all proposals must include the following:

1. Details of the programme
 - Indicate if the Training programme is credit-bearing or non-credit bearing.
 - Indicate duration of the training.
 - Indicate accreditation details of training provider (attach proof).
 - Indicate how learners will be recruited.
 - Provide a breakdown of the training content areas as indicated in the advert.

2. Capacity of Training Provider
 - Indicate the organisation's experience in project management
 - Please included organogram
 - Please attach CIPC registration documents indicating all Directors of the organisation
 - Please include project plan indicating start and end date of training, activities and deliverables

3. Previous Experience in Managing Similar Project
 - Indicate the number of years the organisation has providing training of a similar nature.
 - Provide 2 references letters as proof of entrepreneurship development training provided in the past 5 years.

4. Risk and mitigating factors
 - Indicate the risks and provide mitigating factors for managing these risks

5. Marketing of project
 - Indicate how the HWSETA will be publicised in the implementation of project

Please Note:

1. The proposal must follow on from Section A of this document, and must address all the requirements listed in Section B.
2. The application must be in the format of a proposal. Each of the above bullet points must form the headings for each requirement. If any of the bullet points indicated above are not included, this may negatively affect the assessment of your proposal. This will have an impact on the outcome of your application.
3. The following documents must be submitted together with the full application:
 - a. A **valid** Tax Pin
 - b. CIPC registration
 - c. Proof of Accreditation
 - d. Three (3) months bank statement
 - e. Two (2) reference letters of proof of training provided to SMEs
 - f. Project plan

SECTION C - DECLARATION

1. I declare that all the information provided in this application is true and correct.
2. I acknowledge that if any of the information provided in this application is found to be untrue, my application will not be considered.

Full name of person responsible for this application:	
Position in the organisation:	
Signature:	
Date:	