EWSETA
DG APPLICATION SYSTEM
USER MANUAL

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.
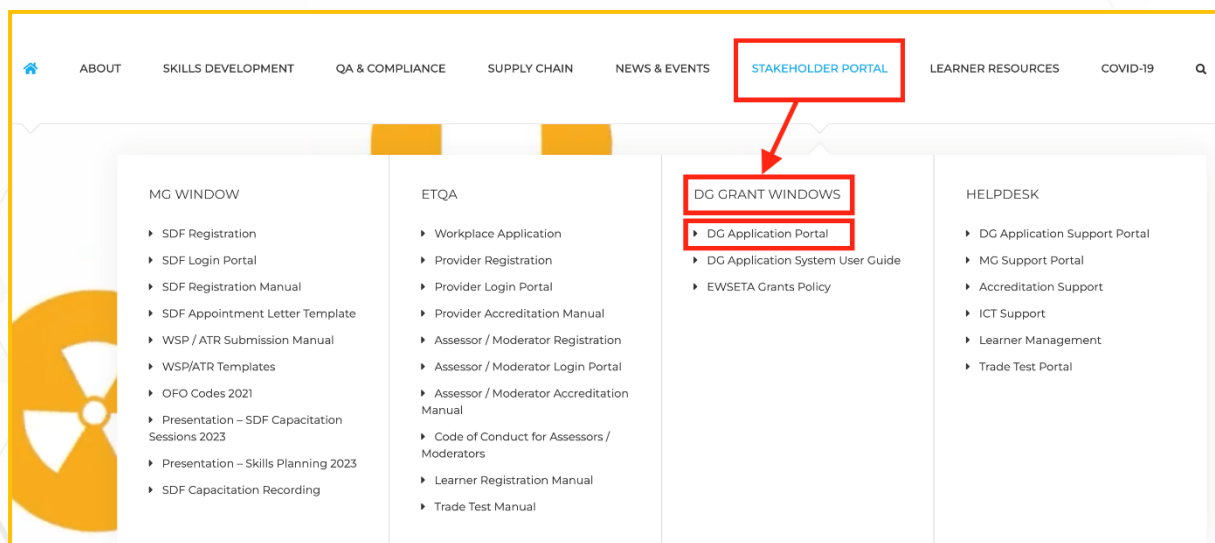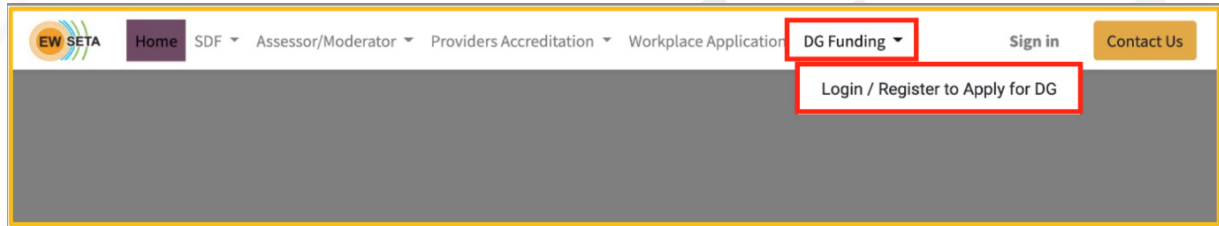

3. You will be redirected to the "**InteGREAT**" MIS System to begin.

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.

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

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

If you already have login details, then enter your email and Password.
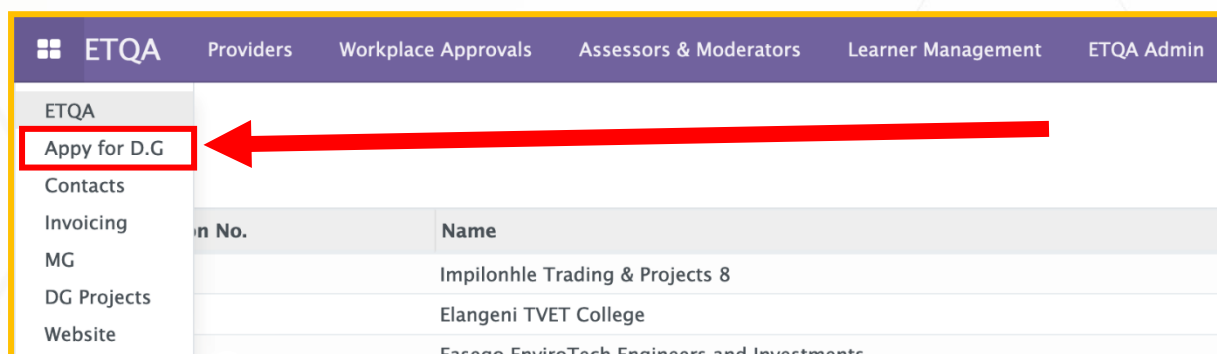
As an existing user, when you log in, you will have a few Menus, but you will need to click on the Menu called "**Apply for D.G**".

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.

DISCRETIONARY GRANT FUNDING

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

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***".

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.

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

District #1.1

District *
[Select District ▼]

Municipality *
[Select Municipality ▼]

Funding Type / Year *
[Select Funding Type ▼]

Subcategory / Specialisation *
[-- Select Specialisation -- ▼]

Qualification / Programme *
[   ]

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.

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.

Capture the applicant's personal details and click next.

Note: Fields marked * are mandatory

Applicant's Personal Details

Title *

First Name *

First Name

Last Name *

Last Name

Citizen Resident Status *

Country Of Nationality

R.S.A.Identification No

Enter Your Valid ID No.

Date Of Birth *

Birth Date: MM/DD/YYYY

National ID

Nationality ID

Passport Number

Passport No

Race *

Persons Living with Disability? *

Gender *

Next

Capture the applicant's contact details and click next.

Note: Fields marked ***** are mandatory.

Capture company details and click next.

Note: Fields marked * are mandatory

Company Details

Company No. *	SDL Number.
Company Number	SDL Number
Sector *	Type of Entity *
Sub-Sector *	Industry *
Company Name *	Trading Name *
Company Name	Trading Name
Size *	Core of the Business *
	Core of the Business
Province *	
Municipality *	

Back   Next

Capture company contact details and click next.

Note: Fields marked * are mandatory

Company Contact Details

Telephone Details

Email Address *

Physical Address *

Street Address

South Africa

Select Province

Select Suburb

Code

Postal Address *

Postal Address

South Africa

Select Province

Select Suburb

Code

Same as Physical Address ☐

Back

Next

Capture details for the company CEO and click submit.

Note: Fields marked * are mandatory

APPLY NOW

DISCRETIONARY GRAND FUNDING

2024

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

CEO Details

Title *

Select

First Name *

First Name

Last Name *

Last Name

National ID

Passport Number

Mobile Number

1234567890

Telephone Number

Telephone Number

Email

Email

Back   Submit

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

EW SETA

Expression of Interest Details

Uploaded Documents

Check No.	Description	Upload		Date Evidence Uploaded	Evidence Uploadeded By
1	ID Document	Choose file	No file chosen *	2022-07-15	kufyd@mailinator.com
2	POPIA declaration	Choose file	No file chosen *	2022-07-15	kufyd@mailinator.com
3	Project Proposal	Choose file	No file chosen *	2022-07-15	kufyd@mailinator.com

Entity Documents

Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploadeded By

Submit

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

EW SETA   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.
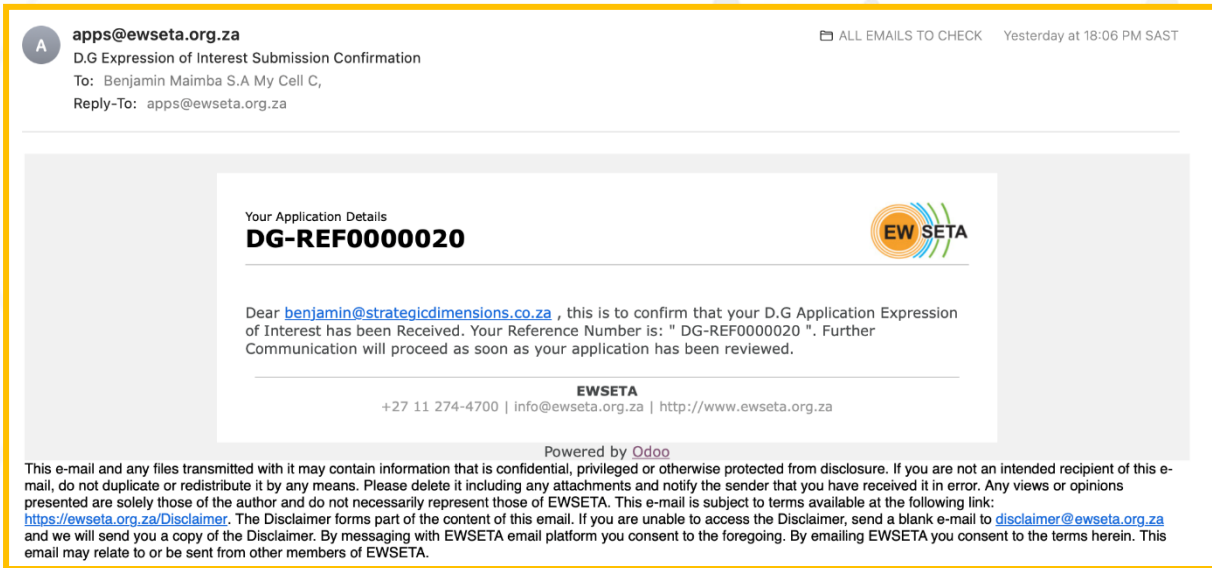Your Reference Number is : **DG-REF0000022**

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
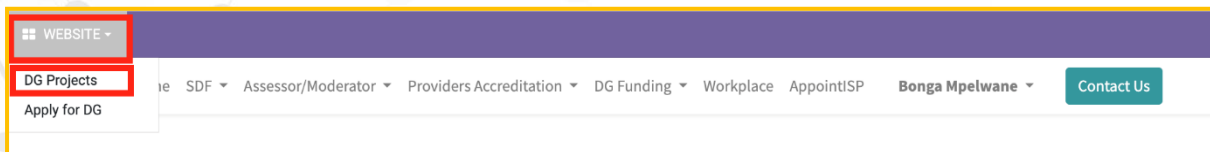funding is the sole discretion of the SETA.

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.

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.

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.

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 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.
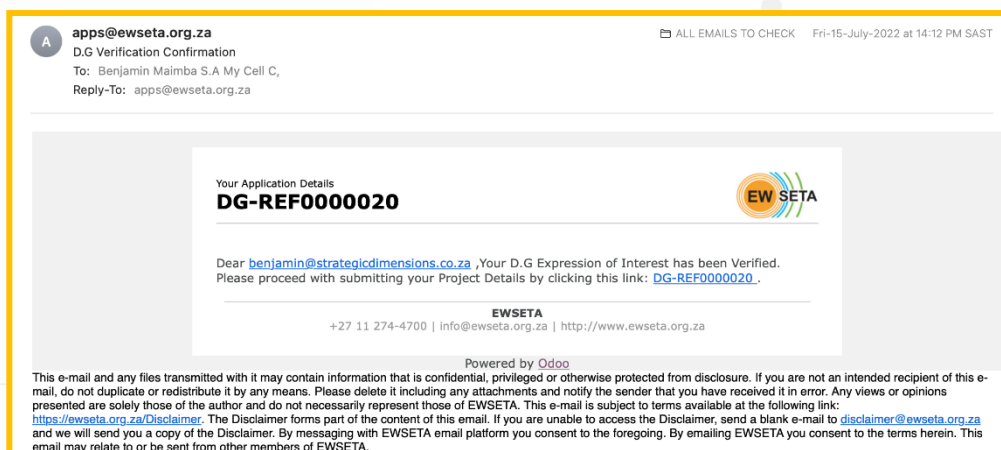
Full Application Submission

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.

DG WINDOW APPLICATION - Project Details

Reference	DG-REF0000858 *1*	Funding Window	*3* DG WINDOW
Organisation	Organisation Salas and Carlson Plc *2*	Provinces	*4* Gauteng,KwaZulu-Natal
Funding Intervention	Learnerships RPL *5*		

Funding Type *	Learning Projects	*6*
Project Name *	DG WINDOW APPLICATION - Project Name	*7*
Project Duration *	9 Months	*8*
EWSETA Provider?	Yes ○ No ○ Other ◉	*9*
Proposed Project Budget *	2,345,245	*10*
Strategic Indicator *	SIDSA	*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.
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) (Computation of Number of Learners)	The Province you will be operating from, and the Computation of the Number of 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.

Funding Type *	Learning Projects
Project Name *	Avye Boone
Project Duration *	9 Months
EWSETA Provider?	Yes ● No ○ 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.

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.

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 Disablities *	20	

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

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	Browse... No file selected.	2022-07-18	benjamin@strategicdimensions.co.za
2	Workplace MOU	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	Browse... No file selected.	2022-07-18	benjamin@strategicdimensions.co.za

| Back | | | | Next |

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*".

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.

Application Submitted Successfully
DG-REF0000029

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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

EW SETA

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.

A	**apps@ewseta.org.za**		🗁 Inbox - benja...gicdimensions.co.za	12:45 PM SAST
	D.G Application Approved			📎
	To: Benjamin Maimba S.A My Cell C,			
	Reply-To: apps@ewseta.org.za			

Your Application Details
DG-REF0000029

EW SETA

Dear Virginia Dunn
Your D.G Application DG-REF0000029 has been Approved.
Please Log in to System and view your Application on the following link: DG-REF0000029 .
Please use your existing login details to access the system.

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

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