



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

PROGRAMME GUIDELINES

SECTOR SPECIFIC ASSISTANCE SCHEME FOR PROJECT FUNDING

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1. DEFINITION OF THE SECTOR SPECIFIC ASSISTANCE SCHEME

The Sector Specific Assistance is a reimbursable 80:20 cost-sharing grant scheme whereby financial support is granted to Export Councils, Joint Action Groups and Industry Associations. The Sector Specific Assistance Scheme comprises of Project Funding and Generic Funding.

2. THE AIM OF SSAS IS TO ACHIEVE THE DTI'S OVERALL OBJECTIVE IN TERMS OF

- Developing an industry sector as a whole
- Developing new export markets
- Stimulate job creation
- Broadening the export base
- Proposing solutions to factors inhibiting export growth
- Promote broader participation of black owned and SMME's to the economy.

3. NATURE OF SSAS PROJECTS

- A project is a task with a pre-determined outcome, a defined or short-term time frame and measurable milestones.
- The Project must be essentially developmental or promotional in nature.
Note: Any research/studies undertaken or databases obtained will become the property of **the dti**.
- Project should benefit the sector as a whole in terms of the SSAS objectives

4. CATEGORIES OF QUALIFYING APPLICANTS

Export Councils established through application to **the dti**. An Export Council is a Section 21 (non-profit) company that represents the developmental and promotional objectives of a particular industry/industries on a national level.

Industry Associations: Representative of sectors or sub-sectors of industry prioritized for development and promotion by **the dti**, as determined by the relevant Customised Sector Desk and Export Promotion.

Joint Action Groups (JAGS): Groups of three or more entities. These groups seek to co-operate on a project in a particular sector or sub-sector of industry prioritised for development and promotion by **the dti**.

5. ELIGIBLE INDUSTRIES AND SECTORS

An eligible industry must be a registered tax paying entity or non –profit organisation

Activities of entities seeking SSAS incentive should fall within the South African industry sectors or sub-sectors prioritised for development and promotion by **the dti**. The industries applying for the incentive should be distinct and independent with regard to their operations and ownership

The Qualifying Sectors include: Aerospace Rail and Marine; Agro-processing; Automotive; Business Process Outsourcing services; Capital Equipment and Allied Services; Chemical Allied Industries; Creative Industries; Electro technical; Film production; Metals and Allied Industries; Pre-qualified ICT services; Pre-qualified Tourism services, only for investment purposes excluding real estate agents; Textile and Clothing.

6. QUALIFYING EXPENDITURE

- Export development costs such as market research, consultancy fees and other expenses
- Export promotion costs such as consultancy fees and other expenses
- Product development costs such as consultancy fees and other expenses
- Company development costs such as consultancy fees and expenses towards installing or improving Quality Management Systems
- Service development such as consultancy fees and other expenses
- Advertising and publicity (international)
- The applicant who receives funding from **the dti** cannot apply for funding/ financial assistance scheme, neither from **the dti**, nor from any government (national, provincial and municipal or its agencies).

7. NON-ELIGIBLE EXPENDITURE

- Acquisition of assets of a capital or working capital in nature to be used in the production process
- Activities under Generic Funding
- Any activity that is partially supported by another government scheme and quasi government
- Employment of staff
- Foreign Vat
- Magazine subscription
- Motor vehicle fuel when renting a car
- Routine and administrative activities of the applicant's organizations are not considered projects.
- South African Value Added Tax
- Travel insurance

8. APPLICATIONS PROCEDURE

- All application forms are submitted to the EMIA Application Section.
- Submit the application form two months prior to the commencement of the project.
- The applicant will receive an acknowledgement letter within four (4) working days.
- Outstanding documentation will be requested and the applicant would be allowed five (5) working days to submit the documents.
- The adjudication committee will consider only complete applications.
- An approval/rejection letter will be send to the industry within 20 working days from submission of a complete application.
- The application should ensure that written confirmation of approval is received prior commencing the project. **the dti** will not be held liable for any expenses incurred by applicants in respect of projects prior to receiving the letter of approval.
- **the dti** has a right to reject application based on the availability of funding and priorities of **the dti**.
- **the dti** will not be held responsible for delays resulting from the provision by the applicant of inadequate documentation or unclear cost breakdown structures.

9. CLAIMS PROCEDURE

- Claim form together with the supporting documents should accompany the approval
- No late claims will be considered for payments.
- The claimant will receive a letter of acknowledgement within four (4) working days.
- If a claim is complete with all the necessary supporting documentation as required on
- The claim form and the checklist, the claim will be paid in 30 working days.
- Extensions should be requested in writing to the Senior Manager before the termination date and when approved, will be granted for a period of three months from the termination date. Claims not received after the extension will be automatically cancelled.

10. DESCRIPTION OF APPLICATION DOCUMENTATION AND OTHER REQUIREMENTS

Funds requested by applicants are likely to be used to pay third party service providers would be the ultimate recipients terms of a fair and transparent process, using a system of three quotes. The applicant must therefore provide three quotations for every service. Project description and terms of reference for tender to source service providers.

11. DESCRIPTION OF CLAIMS DOCUMENTATION AND OTHER REQUIREMENTS

- Upfront payments are not allowed. Successful applicants must make all necessary payments and subsequently submit claims to **the dti**

- All invoices and proofs of payment must be in the name of the approved entity.
- Invoices without verifiable VAT registration numbers, entity registration numbers, telephone and fax numbers, and without addresses will not be considered for the claim as they cannot be authenticated.
- Original or certified copy of the bank statement showing the beneficiary in a case where the beneficiary does not show a copy of a cheque is required.
- Internet bank statements are not acceptable.
- Applicants will not be reimbursed for air tickets where Voyager miles were utilised.
- In case where the passport has not been scanned, a claimant will have to submit boarding passes as proof of entry/exit into or out of South Africa
- In respect of Project Funding, claimants may either claim according to budgeted amounts in respect of milestones achieved on a project, or otherwise on completion of the entire project. Any deviations/variances require a written explanation from the applicant.
- Payments to claimants are effected electronically into bona-fide bank accounts. The only acceptable means of payment are: cheque, credit card, bank draft and electronic banking transfer. Offset payments, cash payments, third party payments are not permissible.
- A fully completed original credit order instruction form with a bank stamp. An original or certified copy of a cancelled
- An original current/valid tax clearance certificate must accompany all claims and a certified copy will not be accepted. The tax clearance must be valid at the date of payment of the claim.

Cost breakdown structure

A clear cost breakdown structure must be provided. Failure to provide clarity in this regard results in unnecessary delays and the possibility of the application being rejected. **the dti** reserves the right to reject any claims where it is found that the rates requested are clearly not market-related. **the dti** reserves the right of ownership with respect to electronic databases/market research etc.

12. PROJECT MONITORING

Commitments made by **the dti** to fund projects that have not commenced within 3 months of the stated starting date will be withdrawn.

Should the applicant not achieve the project's stated objectives, the applicant may be required to reimburse **the dti** for the amount/s, directly proportional to milestones and outcomes not achieved.

13. HOW TO CONTACT THE SSAS ADMINISTRATORS

Description	Contact Details
General Enquiries: the dti contact centre the dti website	0861 843 384 www.thedti.gov.za
General Customer Care Line <ul style="list-style-type: none"> Clarification on issues pertaining to EMIA service levels EMIA report back questionnaires 	012 394 1121 / 1037 / 1716 / 1443 (Sector Specific Assistance Scheme for Emerging Exporters)
Applications Customer Care Line <ul style="list-style-type: none"> Enquiries related to status of applications and appeals Clarification on EMIA rules Request for application forms 	012 394 1121 / 1037 / 1716 / 1443 (Sector Specific Assistance Scheme for Emerging Exporters)
Claims Customer Care Line/Claims Helpdesk <ul style="list-style-type: none"> Enquiries related to status of claims Request for claim forms 	012 394 1121 / 1037 / 1716 / 1443 (Sector Specific Assistance Scheme for Emerging Exporters)
Physical Address Emerging Exporters Funding 77 Meintjies Street Sunnyside 0002	Postal Address Emerging Exporters Funding Private Bag X 84 Pretoria 0001