CALL FOR PROPOSALS TO STEMI OLYMPIAD COMPETITION ORGANISERS: SA Maths Foundation and Eskom Expo for Young Scientists

by the

South African Agency for Science and Technology Advancement (NRF-SAASTA)

for the

Department of Science and Innovation (DSI)

Name of Organization:	
Contact Person:	
Contact telephone number:	

Which Category does your Organization fall under?			
Category	**Tick where applicable**	**Category**	**Tick where applicable**
Universities		Botanical Gardens	
Science Councils		Zoos	
STEMI Olympiads and Competitions **(SAMF & Eskom Expo only)**		Museums	
DSI Accredited Science Centres			

Grant number:	NRF-SAASTA ASTEMI2022	
Closing date:	20 June 2022	
All proposals must be emailed to astemigrants@saasta.ac.za by 20 June 2022. Submissions received after this date and time will not be considered. Applicants are encouraged to submit their proposals on time. ***Proposals submitted in any other format will not be considered***.		
Technical enquiries may be directed in writing to:		Grants management enquiries may be directed in writing to:
Section	Project content enquiries	Grants process enquiries
Contact person	Msizi Khathide Simon Rametse	Maphefo Chauke
E-mail address	mcziktd@gmail.com Simon@saasta.ac.za	maphefo@saasta.ac.za

ASTEMI FUNDING

INTRODUCTION TO THE NRF

The National Research Foundation Act, Act 19 of 2018, establishes the National Research Foundation (NRF) as the juristic legal entity that makes the provision for grant funding will enter into a contract (grant) with the awarded science engagement partners. The NRF supports and promotes research and human capital development through funding, provision of National Research Facilities and science outreach platforms and programmes to the broader community in all fields of science and technology, including natural science, engineering and social science and humanities. Please visit the NRF website (https://www.nrf.ac.za) for more information.

INTRODUCTION TO THE NRF-SAASTA BUSINESS UNIT

The South African Agency for Science and Technology Advancement (NRF-SAASTA), a business unit of the National Research Foundation (NRF) with the mandate to advance public awareness, appreciation and engagement of science, technology, engineering, mathematics and innovation (STEMI) in South Africa. NRF-SAASTA aims to be the leading science advancement agency communicating the value and impact of science and technology in a dynamic knowledge economy, and simultaneously building the science engineering technology human resource based in South Africa. Please visit the NRF-SAASTA website (https://www.saasta.ac.za) for more information.

CONTEXT OF THIS CALL

The Science Engagement Strategy (SES) of the Department of Science and Innovation (DSI), adopted in January 2015, presents a comprehensive approach to enhance South Africans' understanding of science towards building a society that is knowledgeable about science, able to form independent opinions on science issues and be scientifically literate.

The SES Implementation Plan, which outlines projects or initiatives addressing the Strategy (SES), includes a sector-focused initiative that promotes, raise awareness and build citizens' knowledge about the priority areas of the DSI. The NRF-SAASTA, in its capacity as the national coordinator of science engagement in South Africa, is responsible for the execution of the Implementation Plan and related activities.

NEED FOR INTERVENTION SUPPORT

NRF-SAASTA is inviting proposals from Olympiad and Competition Organisers, Maths Foundation and Eskom Expo for Young Scientists, to assist schools and their educators in increasing their learner participation in STEMI Olympiads and Competitions through entrance fee support and other support that contribute to learners' participation and performance. Learner support to STEMI Olympiads and competitions can also be through delivering training workshops to educators, mentors, and coaches as well as utilising their knowledge of the competitions' fields to source young mentors and coaches for the learners entered into the competitions. This support intervention is targeting learners from grade 1 to grade 12 in rural, town, township and peri-urban areas.

BACKGROUND TO PROGRAMME (STEMI OLYMPIADS AND COMPETITIONS)

Education and training, research and development are some of the key elements of the National System of Innovation (NSI). One of the major challenges facing our science system is inadequate renewal of the science, engineering and technology (SET) human capital and making it representative of the country's demographics. It is against this background that the Department of Science and Innovation (DSI) initiated the youth into science initiative. This strategy aims to broaden the pool of matriculates with passes in Mathematics and

Sciences to enter for science-based degree studies at higher education institutions and ultimately increase the SET capital in South Africa.

Central to the implementation of the youth into science initiative is the use of science, technology, engineering, mathematics and innovation (STEMI) Olympiads and Competitions as instruments to identify learners with this potential. The DSI Science Engagement Strategy, adopted in January 2015, and the Youth into Science initiative identifies Olympiads and Competitions as effective tools to engage learners in STEMI in building a culture of Science Engineering and Technology.

TARGETED BENEFICIARIES

The primary beneficiaries will be learners enrolled at any public school (as listed on the Department of Basic Education's database) in South Africa with specific focus on learners from grade 1 to grade 12 in rural, town, township and peri-urban areas and the secondary beneficiaries will be the educators and grant recipients, namely the organisers of the STEMI Olympiads and Competitions.

GRANT PROJECTS REQUIRED

To use funds to register more learners and offer training workshops for educators, mentors and coaches, these contribute to the improvement of the learner's participation and performance in Olympiads and competition.

LINK TO LISTS OF SCHOOLS IN SOUTH AFRICA (**Note: only public schools apply)**

The link contains downloadable Excel spreadsheets of all the public and independent schools in South Africa (per province). Please note that the 'SECTOR' refers to the type of school i.e. public, independent, or private.

https://www.education.gov.za/Programmes/EMIS/EMISDownloads.aspx

While the intended resources support the formal curriculum, they are to be non-formal and will not be part of the prescribed formal list of resources as per the Department of Basic Education (DBE). The main aim of these resources is to complement the prescribed resources and enhance the relationship between what is theoretically learnt in the classroom with the practical application in the areas in which South Africa has a geographic advantage versus other countries globally and have been prioritised by the DSI.

CANCELATION OF THIS CALL PRIOR TO AWARD

NRF-SAASTA reserves the right to cancel the award prior to issuing the funding letter and signing the contract form.

CONTRACT PERIOD

The contract period for the implementation of this project commences from the date that both parties sign the contract, terminating at end of the ASTEMI project.

IMPLMENTATION APPROACH

1 **FUNDING SUPPORT DETAILS**

1.1 The grant holder must complete all the fields below in as much detail as possible for the evaluation panel to evaluate the Grant.

1.2 Grant holders select their Olympiad/Competition from the below table utilising each categories' objectives. The grant holder must outline their project plan according to these objectives with the municipal districts targeted. Grant holders only have to reach at least one objective.

1.3 Grant holders insert as many lines as needed for all their activities.

1.4 We count the number of individuals that you reach. If you have two activities which will reach the same individuals twice, please only list them once.

NAME OF OLYMPIAD/COMPETITION:

SELECT YOUR CATEGORY ➜	☐ **Paper-based/Online based** ⬇	☐ **Research-based** ⬇
OBJECTIVE PER CATEGORY ➜ **(INFORMATION)**	1. Supplement to increase the footprint and reach of the Olympiad / Competition in pre-identified district that consistently record a low or no participation. 2. Implement a workshop within this district that focus on mentoring/coaching skills and Olympiad/Competition preparation (limited number of schools) 3. Consider including an incentive category for the educator of the high-performing learners.	1. Provide orientation coaches/mentors 2. Provide intens coaching and mentor for learners 3. Provide support

2 *EXAMPLE* **OF HOW TO COMPLETE THE PROJECT PLAN**

3 **PROJECT PLAN SUBMISSION**

3.1 **Grant holders must complete and submit a separate project plan on the provided template.**

3.2 **Grant holders must complete A SEPARATE template for the 2021/22 and 2022/23 academic years AND CLEARLY INDICATE WHICH ONE IS WHICH**

4 *EXAMPLE* OF HOW TO COMPLETE THE PROJECT PLAN

OBJECTIVES ⬇	ACTIVITY ⬇	ACTIVITY OUTLINE ⬇	TARGET AUDIENCE ⬇	TIMELINE ⬇	COST ⬇
Which objective are you addressing?	What are you going to do?	How are you going to do it?	Who and how many are you going to engage?	When are you going to implement your activity?	How much is it going to cost?
(1) Intensive training to be provided to mentors/educators	**Activity 1** Facilitate a coaching workshop for educators	Conduct a workshop on how to train learners in robotics and provide support during the competition phase.	100 Educators	15 – 18 November 2022	R 20 000.00 (Please note that this should be a consolidated amount as per the budget breakdown attached)
	Activity 2				
	Activity 3				
Total number to be reached (please remember that if you offer more than one activity to the same audience, you may only count them once)					

4.1

OBJECTIVES ⬇	ACTIVITY ⬇	ACTIVITY OUTLINE ⬇	TARGET AUDIENCE ⬇
Which objective are you addressing?	**What are you going to do?**	**How are you going to do it?**	**Who and how many are you going to engage?**
	Activity 1		
	Activity 2		
	Activity 3		

5   **PROJECT PLAN SUBMISSION**

5.1   **Grant holders must complete and submit a separate project plan on the provided template.**

5.2   **Grant holders must complete A SEPARATE template for the 2021/22 and 2022/23 academic years AND CLEARLY INDICATE WHICH ONE IS WHICH**

6   **MUNICIPAL DISTRICTS IN SOUTH AFRICA**

6.1   https://en.wikipedia.org/wiki/Districts_of_South_Africa

6.2   Grant holders must state in the third column below where they are currently holding Olympiads and/or competitions.

6.3   Grant holders must state in the fourth column below where they are intending to extend/consolidate their reach.

DISTRICT NAME	PROVINCE	CURRENT FOOTPRINT REACH	INTENDED FOOTPRINT REACH
Alfred Nzo District Municipality	EC		
Amathole District Municipality			
Buffalo City Metropolitan Municipality			
Cacadu District Municipality			
Chris Hani District Municipality			
Joe Gqabi District Municipality			
Nelson Mandela Bay Metropolitan Municipality			

OR Tambo District Municipality			
Fezile Dabi District Municipality	FS		
Lejweleputswa District Municipality			
Mangaung Metropolitan Municipality			
Thabo Mofutsanyana District Municipality			
Xhariep District Municipality			
City of Johannesburg Metropolitan Municipality	GP		
City of Tshwane Metropolitan Municipality			
Ekurhuleni Metropolitan Municipality			
Sedibeng District Municipality			
West Rand District Municipality			
Amajuba District Municipality	KZN		
eThekwini Metropolitan Municipality			
iLembe District Municipality			
Sisonke District Municipality			
Ugu District Municipality			
uMgungundlovu District Municipality			
uMkhanyakude District Municipality			
uMzinyathi District Municipality			
uThukela District Municipality			
uThungulu District Municipality			
Zululand District Municipality			
Capricorn District Municipality	LP		
Mopani District Municipality			
Sekhukhune District Municipality			
Vhembe District Municipality			
Waterberg District Municipality			
Ehlanzeni District Municipality	MP		
Gert Sibande District Municipality			
Nkangala District Municipality			
Frances Baard District Municipality	NC		
John Taolo Gaetsewe District Municipality			
Namakwa District Municipality			
Pixley ka Seme District Municipality			
ZF Mgcawu District Municipality			
Bojanala Platinum District Municipality	NW		
Dr Kenneth Kaunda District Municipality			
Dr Ruth Segomotsi Mompati District Municipality			
Ngaka Modiri Molema District Municipality			
Cape Winelands District Municipality	WC		
Central Karoo District Municipality			
City of Cape Town Metropolitan Municipality			
Eden District Municipality			
Overberg District Municipality			
West Coast District Municipality			

REQUIREMENTS

TO PROVIDE GRANT PROJECTS FOR 24 MONTHS FOR:

- **MANAGING APPLICATIONS FROM SCHOOLS FOR ENTRANCE FEES SUBSIDIES OF LEARNERS PARICIPATING IN EXISTING, SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS AND INNOVATION (STEMI) OLYMPIADS AND COMPETITIONS**
- **PROVIDING STEMI OLYMPIAD MENTORING AND COACHING ACTIVITIES**
- **PROVIDING EDUCATOR DEVELOPMENT IN SET OLYMPIADS AT SCHOOLS**

DETAILED GRANT REQUIREMENTS

7   **Managing applications for financial support from schools**

7.1   The grant holder engages with the schools that have registered interest with the Olympiad/competition.

7.2   The grant holder receives applications from educators of learners in need of financial assistance.

7.3   The grant holder reviews the applications with school's principal.

7.4   The grant holder acknowledges support for the learner.

7.5   The grant holder maintains full records of these applications, the amount of financial assistance issued, the learners receiving this,

and the learners' performance in the Olympiad/competition.

7.6   The grant holder keeps records between fees rescinded, fees subsidies, and technology assistance especially in the high technology competitions

8   **Managing SET Olympiad technology assistance**

8.1   The grant holder engages with the schools that have registered interest with the Olympiad/competition.

8.2   The grant holder reviews which categories of Olympiad/competition they are running at schools inclusive of what support is needed

to assist learners to perform.

8.3   The grant holder applies for the funding indicated for the specific category. Funding is linked to categories as each category requirements defines the funding allocated to the category.

8.4   The grant holder and the schools determine what support is needed and what is available in the funding pool.

8.5   The grant holder documents all decisions for providing the requested technology assistance.

8.6   The grant holder acquires the requested technology assistance and delivers these to the schools.

8.7   The grant holder maintains full records of these applications, the invoices for the acquired technological assistance, the details

of the schools delivered, the details of the learners making use of the technology assistance, the Olympiad/competition the learners are registered in, and the outcome   results of the Olympiad/competition.

9 **Managing SET Olympiad mentoring and coaching activities to participating learners at schools**

9.1 The grant holder engages with the schools that have registered interest with the Olympiad/competition.

9.2 The grant holder receives applications from educators of learners in need of coaching and/or mentoring for the Olympiad/competition the learners are registered in.

9.3 The grant holder reviews the applications with school's principal.

9.4 The grant holder acknowledges support for the learner.

9.5 The grant holder reviews which categories of Olympiad/competition they are running at schools inclusive of what mentoring and coaching activities is needed to assist learners to perform.

9.6 The grant holder, utilising its experience in the Olympiad/competition as well as its access to its pool of mentors and coaches, sources agreement from such mentors and coaches to assist the learners at the relevant schools.

9.7 The grant holder documents all decisions for providing the requested mentoring and coaching activities.

9.8 The grant holder acquires the requested technology assistance and delivers these to the schools.

9.9 The grant holder maintains full records of these applications, the invoices of payments to mentors and coaches, the details of the schools involved, the details of the learners making use of the mentoring/coaching activities, the attendance registers, the Olympiad/competition the learners are registered in, and the outcome results of the Olympiad/competition.

10 **Providing educator development in SET Olympiads at schools**

10.1 The grant holder engages with the schools that have registered interest with the Olympiad/competition.

10.2 The grant holder receives applications from schools to conduct workshops to educate educators of learners in supporting learners in registering for Olympiads/competitions, supporting learners in their preparation, and supporting learners in their participation of such competitions.

10.3 The grant holder reviews the applications with schools' principal.

10.4 The grant holder consolidates such nominations and conducts workshops at schools within a district to maximize educator attendance for the cost of the workshop.

10.5 The grant holder documents all decisions relating to the educator workshops.

10.6 The grant holder maintains full records of these workshops, the invoices of payments to trainers where applicable, details of where the workshops are held, details of the educators and their schools that attend, and details of the topics covered in the workshops.

11 **Submissions and reporting**

11.1 The grant holder must provide NRF-SAASTA with their detailed list of activities stating under which Grant Project it falls using the mandatory template in this document.

11.2 The grant holder must provide the records listed under each Grant Project where applicable

11.3 The grant holder must submit its implementation report and financial report after the project roll-out as per the deadline and reporting stipulations in the contract as agreed with the NRF-SAASTA contract manager. NRF-SAASTA provides the template for both the implementation and financial reports upon signature of the written grant contract. The reports are compulsory.

12 Project management

12.1 The grant holder provides a draft project plan detailing its planned project management, the learners targeted, the schools targeted, and the educators targeted for each of the school years.

12.2 The grant holder and the NRF-SAASTA contract manager, upon appointment of the grant holder, will have the first meeting in which the draft project plan will be finalised and agreed by both parties stating clearly the commencement and completion dates for each stage of the implementation.

13 Managing actual costs within the category ceiling

13.1 Grant holders adhere to the ceiling budget amount per category of Olympiad and competition that they are supporting (see the category table for ceiling caps - Funding Category Framework).

13.2 The ceiling budget amount for the category is inclusive of the grant holder's management fee for managing these Grant Projects.

13.3 The funding ceiling available for one category per grant applicant.

14 Municipal District Footprint - Municipal Districts in South Africa

14.1 Grant holders must state the municipal district footprint that they are going to Grant Project. This could be a new district or a district where you consolidate your efforts of the past year.

14.2 The Municipal district footprint must be taken from the Municipal Districts in South Africa in this document.

14.3 Grant holders are disqualified where this evidence is not provided during the application process and the subsequent grant contract management.

14.4 The evidence is completed using the Municipal Districts in South Africa template in this document.

15 Target audience

15.1 The grant holder limits itself to public school learners, educators and/or learner coaches/mentors.

15.2 Failure of this condition is disqualification in the application stage and breach of contract in the contract management stage.

16 Performance indicators

16.1 The NRF-SAASTA contract manager provides the performance indicators with their time lines and deadline dates to the grant holder.

16.2 NRF-SAASTA provides performance indicators for each outcome for all activities and provides those applicable to the grant holder upon contract signing.

17 **Category Framework per Academic year (2021/22 and 2021/23)**

CATEGORY	OBJECTIVES	FUNDING ALLOCATION
Paper-Based	- Supplement to increase the footprint and reach of the Olympiad / Competition in pre-identified district that consistently record a low or no participation. - Implement a workshop within this district that focus on mentoring skills and Olympiad/Competition preparation (limited number of schools) - Consider including an incentive category for the educator of the high-performing learners.	R500 000 .00
Research-Based	- Provide orientation for coaches/mentors - Provide intensive coaching and mentoring for learners - Provide support to learners	R 1 681 000.00

18 **Evidence of grant holder's ability to deliver the contract**

18.1   The grant holder must state the Municipal Districts/Metros the grant holder had previously covered in its competition offer.

18.2   The grant holder must state the Municipal Districts / Metros the grant holder will render this Grant Project in on the prescribed form contained in this document to ensure Grant Project delivery nationally. South Africa is demarcated into District Municipalities and/or Metros.

19 **Ethical requirements**

19.1   The applicant has no interests with the NRF, clean past grant practises, and has determined its Grant independently from others.

20 **Contract due diligence during the contract period**

20.1   NRF-SAASTA has the right to conduct due diligence including attending educators workshops and learner coaching/mentoring activities.

21 **Performance monitoring**

21.1 The NRF-SAASTA contract manager will measure delivered performance against the Grant Project levels in this document.

21.2 Performance monitoring: narrative report (site report) and financial report

21.2.1   These reports are compulsory and form part of the deliverables.

21.2.2   NRF-SAASTA provides the template upon signing the contract with the grant holder.

21.2.3   NRF-SAASTA does not accept any other template.

21.2.4   It is in the interests of the grant holder as these form part of the payment condition below.

21.3 The grant holder deals with any queries from NRF/NRF-SAASTA within 72 hours.

21.4 The grant holder adheres to deadlines for reporting inclusive of narrative and financial reporting.

21.5 The grant holder must disclose all expenditures and supporting evidence in the financial report.

21.6 The grant holder attaches proof of expenditure and proof of payment and its delivery in terms of the above Grant Projects.

21.7 The grant holder provides a reference table linking each expense claim (invoice and corresponding proof of payment for it), to the line item number corresponding with the list of expenditures stated in their approved project budget. Grant holders must ensure the referencing is clear to expedite payment such as writing on the proof of expenditure the line item number corresponding with the list of expenditures stated in the budget.

22 **Poor performance escalation where the applicant fails to meet any performance level:**

22.1 The applicant shall investigate and report on the root causes of the performance level failure to NRF-SAASTA;

22.2 The applicant promptly correct the failure and begin meeting the set performance levels;

22.3 The applicant advise NRF-SAASTA as to the extent requested by NRF-SAASTA of the status of remedial efforts being undertaken with respect to such performance level failure; and

22.4 The applicant takes preventive measures to prevent the recurrence of the performance level failure.

23 **Statement of Grant Project performance levels**

Performance being measured	Measurement	Penalty trigger level	Penalty
Increased participation of learners in Science, Technology, Engineering, Mathematics and/or Innovation (STEMI).	Number of application for rescinding fees and/or financial support approved and funded	The targeted number of learners not reached	Any costs associated with the number not reached to be deducted
Delivery of the implementation report and financial report after the project roll-out	Report is in the templates provided by NRF-SAASTA	Non-delivery	Recall of any pre-payments, advances, and 80% upfront payment
Delivery of the implementation report and financial report at the deadlines set by the contract manager and the grant holder	Number of days after the agreed deadline	From one day after the deadline date	No payment will be made 2% of the contract value per day late

Workshops conducted with educators	Return of completed attendance register (template provided by NRF-SAASTA), signed with the details of where, when, subject matter, and contact details of each participant.	Non-delivery	Non-payment of costs associated with line item	
Workshops conducted with coaches and mentors	Return of completed attendance register (template provided by NRF-SAASTA), signed with the details of where, when, subject matter, and contact details of each participant.	Non-delivery	Non-payment of costs associated with line item	
Learner coaching and mentoring	Return of attendance Summary form (template supplied by NRF-SAASTA) completed in full by the participating schools and signed by a representative of the school preferable the principal or relevant educator	Non-delivery	Non-payment of costs associated with line item	
Learner coaching and mentoring	Return of schedule of names, surnames and grades of the learners who participated in the Olympiad/competition signed by a representative of the school preferable the principal or member of the school board.	Non-delivery	Non-payment of costs associated with line item	

24 **Payment**

24.1 NRF-SAASTA undertakes to pay provided that all the necessary documents were submitted with the minimum being

24.1.1   Acceptable proof of expenditure per item claimed,

24.1.2   Acceptable proof of payment per item claimed and

24.1.3   expenditure approved in the agreed/signed budget

25 **New and unapproved expenses not listed in the budget cost sheet during the application process**

25.1 Where the grant holder as new expenses not previously approved, the grant holder provides these to the NRF-SAASTA contract manager.

25.2 NRF-SAASTA contract manager will review these for relevance to the category framework.

25.3 Where the NRF-SAASTA contract manager approves such expenses, the approval will be in writing.

25.4 Where the grant holder claims such expenditure, the grant holder must attach this approval to the respective invoice.

26 **Termination for Default**

26.1   In the event of the non-performance as per the agreed contract, NRF-SAASTA will appoint an alternative grant holder at

the cost of the applicant. The defaulting applicant is obliged to settle the damages/additional costs that NRF-SAASTA has incurred as result of the defaulting applicant's non-performance. The defaulting applicant with the replacement applicant will set up a handover process that ensures all people are payed at the stated payment dates.
27

BRANDING

- All documents/items to be developed for the project, e.g. notes, forms, programmes, etc., must comply with the branding rules as set out in the contract.
- The successful applicant agrees, for publicity purposes, to use the DSI and NRF-SAASTA logos on all materials (this includes educational material) produced for this project. Logos are available for download from: http://www.saasta.ac.za/resource-centre/logo-library/. When using these logos, the DSI logo should always take a position of priority (e.g. top centre). The SAASTA-NRF logo must be next, prominent in position and your own logo to follow. All documents must be submitted to NRF-SAASTA for approval prior to printing and distribution in order to ensure correct branding. Submit to Msizi Khathide, msizi@saasta.ac.za.

ACKNOWLEDGE DSI'S SUPPORT IN ALL APPROPRIATE CORPORATE MATERIALS e.g. ANNUAL REPORTS, CERTIFICATES, PRIZES, etc.

REPORTING CONDITIONS

Organizations who receive grant funding agree to the following:

- Submit financial reports, narrative site reports, attendance registers and good quality photos (maximum 20) on the last working day of February.
- Address any request for additional information or documents required by NRF-SAASTA and reply within **one week** of receiving a query from NRF-SAASTA.

GRANT HOLDER SELECTION PROCESS

Stage 1 – Compliance to submission requirements (MANDATORY)

DESCRIPTION	YES/NO
The organization belongs to the approved category as stipulated in the eligibility to apply - Page 1 refers	

NB: If the response above is *YES*, the organization will go through to Stage 2 of the evaluation. If *NO*, the panel will not consider the proposal for further evaluations.

Stage 2 – Evaluation of Proposals against Requirements of the Call

- Stage 2A – Evaluation of Proposed ASTEMI Activities against the requirements of the call.

- Stage 2B – Revision of their Proposed Activities (if necessary).

NRF-SAASTA reserves the right to communicate recommendations/queries and the right to request the potential ASTEMI grant holder to provide a revision of their original proposal in terms of such recommendations/queries and for this revision to be returned to NRF-SAASTA as per the instructed deadline provided in the feedback.

Stage 3 – Funding Award and Contract Signing

Grant holders who passes through the above stages will be approved and provided with:
- Letter of Award and
- NRF-SAASTA will enter into a grant funding contract with them.

EVALUATION CRITERIA

Stage 2 – Evaluation of Proposals against Requirements of the Call

Criteria (All criteria are weighted equally to each other)		SCORE	Reference to Applicant's document
Is the grant holder registered with ASTEMI? membership	M	❑ Yes ❑ No	
Does the grant holder have any outstanding ASTEMI Grant reports due to NRF-SAASTA?	O	❑ Yes ❑ No	
Has the grant holder signed this Grant Application?	M	❑ Yes ❑ No	
Criteria (All criteria are weighted equally to each other)		SCORE	Reference to Applicant's document
Does the grant holder's project plan meet the objectives of the selected funding category?	M	❑ Yes ❑ No	
Does the grant holder's Municipality District's footprint meet the specification requirements?	M	❑ Yes ❑ No	
Does the grant holder adhere to the selected funding category budget ceiling including their management fee payable to them?	M	❑ Yes ❑ No	
Is the grant holder's target audience as per specification?	M	❑ Yes ❑ No	
Does the grant holder's project plan meet the objectives of this intervention?	M	❑ Yes ❑ No	

ANNEXURE A: PROPOSAL APPLICATION AND SUBMISSION FORM

Please complete all fields of this form, stating N/A (not applicable) where appropriate. Additional information may be provided at the end of the document.

SECTION A: ORGANIZATION PROFILE

Organizations' Background Information	
Name of Organization / Institution	
Type of Organization / Institution	
Province where the Organization / Institution is located	
District Municipality where the Organization / Institution is located	
Physical Address for courier purposes (Please complete if different from the Project Leader)	
Organizations' Contact Details (Please supply both landline and Cellular Number)	
Organizations' / Institution's e-mail address	
Alternative contact person in case the project leader is unable to complete his/her obligations:			
Name and Surname		Position	

	General Project Administration Information		
Authorised Signatory for Organization / Institution	**Name**	**Email Address**	**Position**
Name and designation of Project Financial Administrator	**Name**	**Email Address**	**Position**
Email Address		Contact Numbers	
Organization / Institution Banking Details – these details must be the same as the CSD report			
CSD reference number (MAAA…)			
Name of account holder			

Type of account	
Name of Bank	
Bank Branch Code	
Bank Account Number	

Organization / Institution Business Profile		
Number of Employees		
Organization Type: i.e. company, partnership, sole venture		
Organization Management (Example: CEO, Director, HOD, partners etc.)	**Name**	**Position**
Nature of Core Business		
Indicate Financial Controls in Place		
Date of Last Audited Annual Financial Statement		
Name and Address of Auditors		

Details of Project Leader				
Title				
Full Names Surname				
Nationality				
Identity Number				
Current Position in the Organization / Institution				
Similar Projects Undertaken Previously				
Contact Number (Landline and Cellular Phone)	Landline:		Cell:	
E-mail Address				
Alternate E-mail Address				
Physical Address				
Highest Academic Qualifications				
Summary of Relevant Experience				
Brief Career History				

Number of team members assisting Project Leader	

Details of Project Team (add more rows if needed)			
List the potential team members (including facilitators)	Highest Qualification	Relevant Experience	Responsible for

List of potential Collaborators participating in ASTEMI (add more rows if need be)	
Potential Collaborators	Responsible for (where applicable)

State in detail, a contingency plan to ensure successful implementation of activities should unforeseen circumstances e.g. strikes, power outages, some staff related issues, etc., occur.

B2 - REQUEST FOR FUNDING SUPPORT

STEMI Olympiads and Competitions 2022
FUNDING REQUEST BUDGET

APPLICANT'S NAME:

Indicate Outsourced Grant Project s		Line item number	Note: Add in extra lines if necessary			
YES	NO	1	PROFESSIONAL COSTS:	Activity Number/s:	Cost per line item	Total per Item
		1.1			R	R
		1.2			R	R
		1.3			R	R
YES	NO	2	TRAVEL AND SUBSISTENCE: **Maximum R150 per meal**	Activity Number/s:	Cost per line item	Total
		2.1			R	R
		2.2			R	R
		2.3			R	R
YES	NO	3	TRANSPORT: **Participants Transport:** Transportation has to be compliant to the Traffic Act	Activity Number/s:	Cost per line item	Total
		3.1			R	R
		3.2			R	R
		3.3			R	R
YES	NO	4	CONSUMABLES:	Activity Number/s:	Cost per line item	Total
		4.1			R	R
		4.2			R	R
		4.3			R	R
YES	NO	5	ENTRY FEES (Where applicable)	Activity Number/s:	Cost per line item	Total
		5.1			R	R
		5.2			R	R
		5.3			R	R
YES	NO	6	PRODUCTION AND PRINTING:	Activity Number/s:	Cost per line item	Total
		6.1			R	R
		6.2			R	R
		6.3			R	R
YES	NO	7	ADMIN AND SUPPORT:	Activity Number/s:	Cost per line item	Total
		7.1			R	R
		7.2			R	R
		7.3			R	R
					SUB TOTAL:	R
		8	MANAGEMENT FEE: Maximum 10 %	**Indicate the Percentage claiming:**	__ %	R
				TOTAL AMOUNT: (SUB TOTAL + MANAGEMENT)		R

NB: PLEASE CHANGE THE ITEMS AS PER YOUR NEEDS

B2 - REQUEST FOR FUNDING SUPPORT

STEMI Olympiads and Competitions 2023
FUNDING REQUEST BUDGET

APPLICANT'S NAME:

Indicate Outsourced Grant Project s		Line item number	Note: Add in extra lines if necessary			
YES	NO	1	PROFESSIONAL COSTS:	Activity Number/s:	Cost per line item	Total per Item
		1.1			R	R
		1.2			R	R
		1.3			R	R
YES	NO	2	TRAVEL AND SUBSISTENCE: **Maximum R150 per meal**	Activity Number/s:	Cost per line item	Total
		2.1			R	R
		2.2			R	R
		2.3			R	R
YES	NO	3	TRANSPORT: **Participants Transport:** Transportation has to be compliant to the Traffic Act	Activity Number/s:	Cost per line item	Total
		3.1			R	R
		3.2			R	R
		3.3			R	R
YES	NO	4	CONSUMABLES:	Activity Number/s:	Cost per line item	Total
		4.1			R	R
		4.2			R	R
		4.3			R	R
YES	NO	5	ENTRY FEES (Where applicable)	Activity Number/s:	Cost per line item	Total
		5.1			R	R
		5.2			R	R
		5.3			R	R
YES	NO	6	PRODUCTION AND PRINTING:	Activity Number/s:	Cost per line item	Total
		6.1			R	R
		6.2			R	R
		6.3			R	R
YES	NO	7	ADMIN AND SUPPORT:	Activity Number/s:	Cost per line item	Total
		7.1			R	R
		7.2			R	R
		7.3			R	R
					SUB TOTAL:	R
		8	MANAGEMENT FEE: Maximum 10 %	**Indicate the Percentage claiming:**	__ %	R
				TOTAL AMOUNT: (SUB TOTAL + MANAGEMENT)		R

BUDGET SUBMISSION REQUIREMENTS

1. **Commitment of funding to the Contract:** The NRF-SAASTA, when issuing the written and approved Letter of Award under the contract guarantees that the funding is available to the value in the contract.

2. Budget proposed In terms of the contract should be in South African Rands

3. *Prices and items in the proposal should be fully inclusive of all costs including VAT.*

GRANT HOLDER'S RETURNABLE DOCUMENTS CHECKLIST		
Detail of document		**Tick where applicable**
Grant Call and Proposal submission Form	COMPULSORY	
Funding request template (Budget)	COMPULSORY	
CSD Report (to be attached)	OPTIONAL	

ELIGIBILITY CRITERIA	
All documents as set out in the Returnable Document List have been submitted	**YES / NO**

I confirm that I have satisfied myself as to the correctness and validity of my proposal in response to this Grant Call; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Grant Call; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Grant Call as the principal liable for the due fulfilment of the subsequent contract if awarded to me.
I declare that I have had no participation in any collusive practices with any Potential grant holder or any other person regarding this or any other Proposal.
I certify that the information furnished in these declarations is correct and I accept that the NRF-SAASTA may reject the Proposal or act against me should these declarations prove to be false.
I confirm that I am duly authorised to sign this offer/proposal response.

NAME (PRINT)	

CAPACITY	
SIGNATURE	
DATE	