



MANDATORY GRANT DISBURSEMENT POLICY

Signed as approved: _____

MARCH 2009

AGRISETA MANDATORY GRANT POLICY

1. Overview

This document covers the policies and principles governing the disbursement of grants by AgriSeta where employers claim 50% of the Skills Development Levy (SDL) paid over to SARS from their respective SETAS.

The Policy aims to address matter relating to the:

- Allocation of Mandatory Grants by SETA;
- Communication with stakeholders and employees;
- Timeframes of submissions and grant payments;
- Quality of submissions;
- Treatment of unclaimed grants; and
- Classification of employers

2. Legislation Governing Policy

This policy is governed by certain pieces of legislation and regulations relating to this legislation:

- i. Skills Development Act as Amended (No. 31 of 2003)
- ii. Skills Development Levies Act (1999)
- iii. Grant regulations regarding monies received by a Seta and related matters, Regulation R713 of 2005) (the Regulation)

3. Timeframes

The closing date for application for year 7 – 10 (2007 - 2010) is no later than 30 June of each year.

Submissions format:

- Completed electronically on the Seta Management System SMS – preferred submission;
- Emailed in excel format (amandie@agriseta.co.za);
- Faxed hard copy to 012-325-5845 or 086-532-7041
- Registered post to PO Box 26024 Arcadia 0007; or
- Hand delivered to 529 Belvedere Street, AgriSETA House, Arcadia, Pretoria, 0083.

The legislation does not allow for any extensions to the submission dates except under the following condition.

“A SETA Board or Council may grant an extension up to a maximum period of one month for late submission of an application for a mandatory grant subject to a written request by an employer”

Late submissions will lead to non-payment.

Also refer to minimum requirements, for the application to be accepted as submitted, under point four, quality control.

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In all cases where the original WSP is not received by the SETA, the signature page and banking details if any changes should be faxed to the SETA.

Properly completed applications received by the AgriSETA grants division should be approved before the next grant payment is due.

3. Timeframes (continued)

Insufficient detail or errors on applications need to be corrected and resubmitted AgriSETA no later than 29 January 2010. If plans are not resubmitted within this timeframe, the submission will be regarded as a late submission

Grant payments are required to be made quarterly. The prospective dates for grant payments are:

- March, June, September and December

Stakeholders will be advised of the exact payment date in the month prior to payment. Refer to www.agriseta.co.za

4. Quality Control

All fields on the application must be comprehensively completed. The appropriate person(s)/ stakeholders must sign the authorisation page.

The latest banking details, if not previously submitted, or changes thereto must be submitted to the AgriSeta. Acceptable forms are:

- An original/ copy of a cancelled cheque – preferred option;
- Letter from bank confirming banking details

Section 10 (2) of the Regulations requires that in order for AgriSETA to disburse a grant payment to an employer organisation, the levies must have been received by AgriSeta up to the date upon which the grant payment is calculated.

The timely submissions of applications will be verified by the AgriSeta appropriate manner, depending on the format of submission being:

- Stamped as received with the post-marked date;
- Stamped as received with the date that the fax is received
- Electronic submission date

With effect from 2006-2007, and subsequent years, the training report in respect of the previous year must be received by AgriSeta before the current years Workplace Skills Plan can be paid.

The appropriate application should be completed as there are separate applications depending on the number of employees also refer point employer classification

5. Treatment of unclaimed grants

Employers who fail to meet the prescribed quality criteria will forfeit their grant. These funds will be transferred to the Discretionary Reserves to be utilised for payments as discretionary grants.

6. Classification of Employers

The skills regulations distinguish between two classes of employers:

If you submit and the L-numbers are linked and these constitute > 50 employers, then the application for >50 employees must be used.

The average number of employees is defined as the number of employees reported on the employer's last EMP201 submission.

For which each class, the format of the submissions differs. These are clearly defined on the website.