



# Online Application Guidance Form 01 August – 05 September 2023

## 1. User registration

### To create login details

Require: Business owner’s name, surname and email address.

After successful User Registration, you will receive an **email notification**:  
**“SAB Foundation – User registration confirmation” with username and password**

Register

First Name:  \*

Surname:  \*

Email:  \*

Email Again:  \*

Complete the sum below

What is 14 + 4?

Register

**USER REGISTRATION**

You have been successfully registered.

Your username is:  
Your password is:

Registration Email successfully sent.

When you click the LOGIN button, you will automatically be logged into the system.

Once logged in, you may change your password by following the "Profile & Password" menu link.

LOGIN

### Useful Hints:

- Your email address will always be your username. If you have multiple email addresses, you will have to remember which one you used for registration
- Change your password to one that is easy to remember for easy access to the system the next time you log in. (Select Profile and Password at the home page then Change Password)





## 2. Create an application

### To create your business's application


Require: Business name, Province and How did you hear about the Programme and the Eligibility Criteria


You have now logged in successfully and are on the home page.

The top table (**MY APPLICATIONS AND WORK**) will show all the applications you are working on or have submitted. **To view or edit or complete your application, click the  icon on the right of the relevant line in this top table.**

The bottom table (**CREATE A NEW APPLICATION**) will show all the grant windows that are open to accept new applications. **To create your application, click the  icon on the right of the relevant line in this top table.**


**MY APPLICATIONS AND WORK**

Click on  to edit or to view. This list contains all your current applications and review work.  
 The list of review work includes all submitted in the last  days

Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App Reports
12129/01	SIA 2019	Mariska Test SIA 2019	SIA	Phase One	Lead applicant	Submitted by online user	04/05/2019	

**CREATE A NEW APPLICATION**

Click on the green plus (+) sign on the right hand side of the row to create a new application. You do not have to complete the application in one go - you can work on it, save it, exit, come back later and edit it from the list above.

Reference	Grant Window	Window Description	Type	Closing Date / Time	
TP12	TEP 2019	Tholoana Enterprise Programme (All Provinces)	Phase One		

**THOLOANA ENTERPRISE PROGRAMME (ALL PROVINCES) PROJECT REGISTRATION PAGE**

**Business Details**

Name of Business\*

In which province is this business located? \*

**How did you hear?**

How did you hear:

Please specify\*

words left

**Eligibility Criteria**

What percentage of your business is black owned? \*

How long has the business been operational? \*

Date when operations started? \*  
 Month:  Year:

Are you a South African citizen? \*

Are you working full time in this business? \*

Indicate your Business type? \*

**NB: If your answers does not match the SAB Foundation Tholoana Programme Eligibility Criteria, you will unfortunately not be able to proceed with your application.** If you match the eligibility criteria, you will be able to complete the **Application Registration Page**



After successful Application, you will receive an **email notification**:  
**“SAB Foundation Application successfully created” with unique Project Number**

**Useful Hints:**

Keep your unique project number with you at all times as this will be your reference number in all your correspondence with the SAB Foundation

### 3. Complete online application from

#### Online Application Form

After you successfully registered and created an application, you are now ready to start the online application process.

**Useful Hints:**

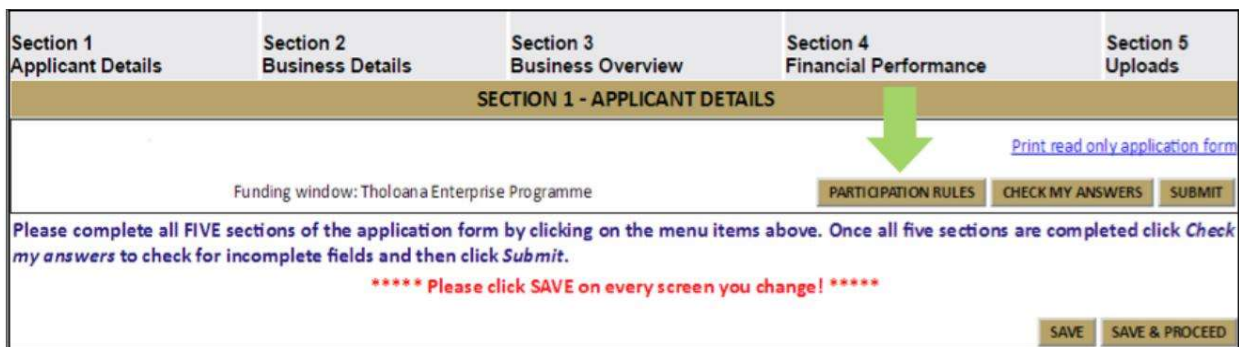
- There are 5 Sections to be completed and you can jump between the different sections by selecting the Section button you want to go to at the top of the page

1. Applicant details
2. Business details
3. Business overview
4. Financial performance
5. Uploads



### 4. Participation rules

You have to complete the Participation rules before you can submit your completed application. You will find this button next to the discussion box on the right-hand corner of the page. Tick the block and select the **Accept** button to accept the Terms and Conditions.



**TERMS AND CONDITIONS & DECLARATION**



**General Terms and Conditions**

Completion of this Application Form constitutes acceptance of the terms and conditions set out hereunder.

Notwithstanding the completion of this Application Form, **SAB Foundation and their associated programmes** as the implementation partner may call upon you ("the Applicant") to provide additional information. Should **SAB Foundation and their associated programmes** do so, you shall be obliged to make such further information available within the time provided by **SAB Foundation and their associated programmes** to fulfil its request, failing the stipulation of a time by **SAB Foundation and their associated programmes**, within a reasonable time after the request is made. Your application shall not be considered, unless and until all the information requested is made available. Failure to provide the information required in the Application form, and any additional information required shall render the Applicant disqualified and **SAB Foundation and their associated programmes** shall be under no obligation to consider your Application any further, or at all.

Nothing herein contained shall be deemed to be a guarantee or undertaking on the part of **SAB Foundation and their associated programmes** that you shall be granted the funding requested.

In the event that your application is successful, **SAB Foundation and their associated programmes** will require that you enter into an agreement regulating the terms and conditions of the funding ("Grant Agreement"). I, the applicant, confirm that I have read, understand and will adhere to these Terms and Conditions & Declaration.  **ACCEPT**

**5. Submit application**

After completing all the sections on the online application form, accepted the Participation Rules and uploaded required documents, **select** the **"SUBMIT"** button (next to the discussion board).

After successful submission, you will receive an **email notification:**

**"Application successfully submitted to SAB Foundation"**

**Only then** has your application been received by the SAB Foundation Tholoana Team.

The screenshot shows the application form interface with five sections: Applicant Details, Business Details, Business Overview, Financial Performance, and Uploads. A green arrow points to the 'SUBMIT' button in the top right corner. Below the form, there are two 'APPLICATION VALIDATION' messages. The first message states 'Application is complete. You may submit the application' with a 'SUBMIT' button. The second message states 'Your application has been submitted to the SAB Foundation. Your application will continue to appear on your 'home' page after you log in and it's status will reflect the progress. You will still be able to view your application. Application submission notification Email successfully sent.'



Your applications status can be viewed on the home page screen:

MY APPLICATIONS AND WORK								
Click on  to edit or to view. This list contains all your current applications and review work.								
The list of review work includes all submitted in the last <input type="text" value="21"/> days <input type="button" value="REFRESH"/>								
Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App Reports
4430/01	TEP 2017	Mariskas Best Donuts	TEP	Phase One	Lead applicant	Submitted by online user		

## Important Information

- Allow sufficient time to complete the application form - you will need at least half a day for completion, and you also need to gather important information and documentation before you can submit your form.
- If you are going to start with completing your application form on the last day of the application period, you will not have enough time to complete it.
- The application will be available for completion online from **01 August – 05 September 2023, closing at 12:00, midday.**
- Read the online application form before starting to complete it. Notice the important information that will be required from you (such as documentation required for uploading and financial performance information).
- Remember to Save regularly and always save before you move to another section
- Any queries? Use the Discussion Board on the right-hand corner and a member of the SAB Foundation Tholoana team will respond to you (during office hours only).

Section 1 Applicant Details	Section 2 Business Details	Section 3 Business Overview	Section 4 Financial Performance	Section 5 Uploads	Discussion Board
<b>SECTION 1 - APPLICANT DETAILS</b>					Use this discussion board to log any queries about your application form. Someone from the SAB Foundation will respond to your query within 24 working hours.
<a href="#">Print read only application form</a>					
Funding window: Tholoana Enterprise Programme Please complete all FIVE sections of the application form by clicking on the menu items above. Once all five sections are completed click <i>Check my answers</i> to check for incomplete fields and then click <i>Submit</i> . ***** Please click SAVE on every screen you change! *****					

- **“CHECK MY ANSWERS”**: Select this button next to the Discussion Board to show you outstanding information on the application form that is required before you can submit your application successfully. Once you have completed all the required fields, then only will you be able to submit your application:
- Ensure all supporting documentation has been uploaded under **SECTION 5: UPLOADS**

Section 1 Applicant Details	Section 2 Business Details	Section 3 Business Overview	Section 4 Financial Performance	Section 5 Uploads
<b>SECTION 1 - APPLICANT DETAILS</b>				
<a href="#">Print read only application form</a>				
Funding window: Tholoana Enterprise Programme <input type="button" value="PARTICIPATION RULES"/> <input type="button" value="CHECK MY ANSWERS"/> <input type="button" value="SUBMIT"/>				
Please complete all FIVE sections of the application form by clicking on the menu items above. Once all five sections are completed click <i>Check my answers</i> to check for incomplete fields and then click <i>Submit</i> . ***** Please click SAVE on every screen you change! *****				
<input type="button" value="SAVE"/> <input type="button" value="SAVE &amp; PROCEED"/>				

- Ensure that you select the SUBMIT button prior to the closing date. No applications will be accepted after the due date on **05 September 2023 at 12h00, midday.**
- Only online applications will be accepted (please do not send any applications directly to SAB Foundation. No faxes, written or hand delivered documents will be accepted).
- Fill out the forms in an honest, detailed, clear and concise manner.
- Clearly communicate the competitive advantage of your business and demonstrate viability and growth opportunities.

- Forgot your password? Click the Forgot Password link on the home page and your password will be emailed to you.



### Stuck?

To speak to a member of the SAB Foundation Tholoana Team regarding your online application, please have your **unique project number** with you and contact one of the numbers below (during office hours).

☎: **086 111 1690**

✉: **[sabfoundationtholoana@fetola.co.za](mailto:sabfoundationtholoana@fetola.co.za)**

**Good luck!**