

Desktop Discretionary Grant Window Evaluation Template For 2025/2026 FY

Name of Applicant: _____

Section A: Desktop Evaluation of DG Open Window for Levy and Non-Levy Paying Applications

Criteria	Description	State Yes/No/Partial or N/A	Confirmation of Information
General			
1. Levy-Paying or Non-Levy Paying Application	Confirm and indicate type of stakeholder: 1.1 LGSETA Levy -Paying Entities: Including Metros/District Municipalities and Local Municipalities as well as Municipal Entities and Local Government Entities and Agencies etc. 1.2 Non-Levy Paying Organisations to LGSETA that support local government context including federations, NPOs and CBOs/NGOs, Cooperatives, SMMEs, Professional bodies etc. 1.3 TVET Colleges/Private Colleges; 1.4 HEIs (Public/Private), 1.5 Government Departments and entities, 1.6 Community Education and Training (CET) Colleges 1.7 Service Providers of High School Development Programmes 1.8 Other specify_____	Confirm	
2. Entity Size	Number of employees	Confirm	

3. B-BBEE Status (If relevant)	Confirm and indicate Company level 1-8 status; Not relevant for public entities	Confirm		
4. Confirm if a training provider is appointed by the municipality/entity (if relevant to intervention)	Yes/No	Confirm		
5. Confirm if applicant has received DG funding from LGSETA previously	Confirm and indicate number of times received funding in the last three years.	Confirm		
Project Focus Alignment				
6. Beneficiaries	Confirm and indicate number of employed and/or unemployed beneficiaries	Confirm	(18.1) Employed	
			(18.2) Unemployed	
7. Contribution to Equity	Confirm and indicate number of black, women, persons with disabilities, contributing to occupation/skills priority areas	Confirm	# of black Beneficiaries	
			# of Women Beneficiaries	
			# of persons with disabilities	

Criteria	Description	State Yes/No/Partial/ or N/A	Confirmation of Information
8. Contribution to disadvantaged learners/ rural learners	Confirm and indicate number of learners from disadvantaged backgrounds or rural areas according to List of Rural Municipalities (Local/District) contributing to priority occupations and skills gaps.	Confirm	

9. Youth focus	Confirm and indicate number of youth aged from 18 -35 years of age contributing to occupation/skills priority areas.	Confirm	
10. Location of the project	Confirm and indicate name of Province/Area and/or Metropolitan/District/Local Municipal area if relevant.	Confirm	
11. Confirm and Indicate Type of intervention - Compulsory – (SAQA ID, NQF Level, Credits)		State Yes/No/ Partial/ or N/A	Confirm which intervention and also state how it is linked to: LGSETA Focus Areas, DDM, Occupational Shortage (Scarce) and Skills Gap (Critical Skills) and/or DG Priority Areas
11.1 Learnership	Name and Level and linkage to LGSETA Strategic Focus Areas and occupational priorities and skills gaps or national/provincial/district priority skills areas	Confirm	State information relevant to Intervention, if chosen
11.2 Apprenticeship	Name and Level and linkage to LGSETA Strategic Focus Areas and occupational priorities and skills gaps or national/provincial/district priority skills areas	Confirm	State information relevant to Intervention, if chosen
11.3 Internship/Work Experience	Name and Level of Qualification and linkage to LGSETA Strategic Focus Areas and occupational priorities and skills gaps or national/provincial/district priority skills areas.	Confirm	State information relevant to Intervention, if chosen
11.4 WIL for University/TVET	Name and Level of Qualification and linkage to LGSETA Strategic Focus Areas and occupational priorities and skills gaps or national/provincial/district priority skills areas.	Confirm	State information relevant to Intervention, if chosen
11.5 RPL/ARPL	Name and Level of Qualification and linkage to LGSETA Strategic Focus Areas and occupational priorities and skills gaps or national/provincial/district priority skills areas.	Confirm	State information relevant to Intervention, if chosen

11.6 Skills Programme (PIVOTAL)	Name and level of Qualification and LGSETA Strategic Focus Areas and linkage to occupational priorities and skills gaps or national/provincial/district priority skills areas.	Confirm	State information relevant to Intervention, if chosen
11.7 Short Course (Non-PIVOTAL)	Name of programme and relevance to the LG sector and skills gaps.	Confirm	State information relevant to Intervention, if chosen
11.8 Bursaries	Name and level of Qualification and LGSETA Strategic Focus Areas and linkage to occupational priorities and skills gaps or national/provincial/district priority skills areas.	Confirm	State information relevant to Intervention, if chosen
11.9 AET	Basic Education Programmes level 1 – 4 and NSC Programme.	Confirm	State information relevant to Intervention, if chosen
11.10 Candidacy	Name of the professional body candidacy linked to priority occupational/skills areas.	Confirm	State information relevant to Intervention, if chosen
11.11 High School Development Programme	Name of Training/Service Provider and name of programme regarding Mathematics/Physical Science/Accounting and Technology.	Confirm	State information relevant to Intervention, if chosen
Quality Assurance			
12. Confirm Learnership/ qualification registration status (if relevant)	Confirm if LGSETA intervention or not. Verify learnership/qualification registration status (Confirm correct SAQA ID if qualification is valid and current).	Confirm	Indicate details of registered intervention(s)
13. Confirm Workplace approvals, if relevant	Confirm workplace approval by relevant SETA It remains the responsibility of the SETA to approve workplace(s). Workplace approvals apply to workplace-base interventions namely; Learnership, Apprenticeship, Internship, Work Integrated Learning (WIL), or Candidacy.	Confirm	Indicate details of registered intervention

	List of mentors provided for workplaces is indicated. Workplace approvals for hosting of learners to be confirmed during due diligence		
14. Accreditation of service provider – Compulsory for interventions that require Skills Development Provider (SDP)	Confirm and indicate accreditation status and programme approvals are valid and current at the time of application. List of facilitators, assessors and moderators registered and valid (Confirm documents at Due Diligence)	Confirm	Indicate details of accreditation
15. Proof of Appointment of Skills Development Practitioner	Confirm appointment letter of SDP or SLA and MOU signed. NOTE: If a panel of SDPs – proof of appointment letter for relevant intervention NOTE: MOU on its own is not binding and therefore must be with a valid SLA.	Confirm	Indicate details of signed appointment letter and/or SLA and MoU with the employer.
Criteria	Description	Yes/No/Partial/ or N/A	Confirmation of Recommendation
Allocation of Discretionary Grants			
16. Recommendation of Desktop Analysis	Confirm recommendations for approval or not; and indicate the reasons for interventions and state any issues to be addressed at Due Diligence.	Confirm	

Section B1: Evaluation Criteria Definition for Section B only

Scale	Rating	Definitions (Choose and/or Modify as Appropriate)
3 points	Addresses requirements clearly	<p>Applicant addresses all aspects of the criteria and demonstrates an ability to successfully meet LGSETA requirements to ensure effective performance. All criteria were met; no deficiencies exist in the areas assessed.</p> <p>Evidence provided demonstrate the likelihood of successfully meeting the LGSETA requirements to ensure effective performance</p>
2 points	Partially addresses requirements	<p>The applicant has not met some of the criteria. Some deficiencies exist in the areas assessed and are of major concern.</p> <p>The evidence presented partially demonstrate the likelihood of successfully meeting the LGSETA requirements to ensure effective performance.</p>
1 point	Not clear in addressing requirements	<p>Applicant does not adequately address the criteria. The evidence presented does not demonstrate the likelihood of successfully meeting the LGSETA requirements to ensure effective performance. Not all the criteria were met; deficiencies exist in the areas assessed and are of major concern.</p>
0 points	No Information	<p>Applicant did not provide any relevant information and/or submit any documents required.</p>

Section B2: Evaluation Scoring Criteria for DG Applications

DESCRIPTION	WEIGHTING/POINTS	SCORES	COMMENTS
<p>1. Purpose of the Proposal - Confirm what the proposal is aiming to achieve?</p>	<p>3 = addresses clear project purpose 2= partially addresses project purpose 1= proposal not clear in terms of purpose 0 = no information</p>		
<p>2. Strategic Intent of the Proposal – Confirm how does the proposal link to any of the the following: 2.1 Response to LGSETA Strategic Focus Areas/ Occupational Shortage (Scarce Skills) and Skills Gaps (Critical Skills)/LGSETA Discretionary Grant Strategic Priority Areas /District Development Model and Municipal Key Service Areas</p>	<p>3 = addresses clear project intentions 2= partially addresses project intentions 1= proposal not clear in terms of project intentions 0 = no information</p>		
<p>3. Target Group or Beneficiaries 3.1 Include Learner status (employed or unemployed) 3.2 Include Equity details of the learners or beneficiaries 3.3 Include Geographical location of learners (Rural or Urban) 3.4 Indicate % of learner with disability status and nature of disability, if included 3.5 Indicate how the learners will be recruited.</p>	<p>3 = addresses clear project demographics 2= partially addresses project demographics 1= proposal not sufficient in demographics 0 = no information</p>		

DESCRIPTION	WEIGHTING/POINTS	SCORES	COMMENTS
<p>4. Details of the programme – Learning Interventions applied</p> <p>4.1 Indicate full programme name and ID.</p> <p>4.2. Is the programme credit bearing or non- credit bearing?</p> <p>4.3. Indicate duration of the Project</p> <p>4.4. Indicate if successful completion will recognition in a specific occupation and lead to registration with a professional body</p> <p>4.5. Indicate location (where project is going to take place: Province/Area/Metro/District/Local)</p> <p>4.6. Indicate the amount of time that learners will be in workplaces and the classroom</p> <p>4.7. Indicate Mentors availability in workplace</p> <p>4.8. Indicate whether workplace approval was done by the LGSETA or by other SETA.</p> <p>4.9. Indicate the training provider and accreditation details of training provider (attach proof). If Applicable</p>	<p>3 =addresses all areas of programme clearly 2= partially addresses programme requirements 1= No clarity on programme requirements 0 = no information</p>		

DESCRIPTION	WEIGHTING/POINTS	SCORES	COMMENTS
<p>4.10.Indicate the appointment letter of SDP/SLA/signed between SDP and Employer/proof of panel of providers.</p> <p>Not Applicable where entities applied for interventions that does not require a training provider</p>			
<p>5. Project Implementation</p> <p>5.1Detail Project Plan to be attached in the proposal</p> <p>5.2Method of delivery of training (blended/face to face/e-learning)</p>	<p>3 =addresses all areas of project implementation clearly</p> <p>2= partially addresses project implementation requirements</p> <p>1= No clarity on project implementation requirements</p> <p>0 = no information</p>		

DESCRIPTION	WEIGHTING/POINTS	SCORES	COMMENTS
<p>6. Opportunities Upon Completion – Exit Strategy.</p> <p>6.1 Indicate how the project will impact on the learner’s life.</p> <p>6.2 Indicate if there will be any employment opportunities upon completion/ absorption /placements/self-employment (Will the organisation employ them, negotiate employment with other employers, etc)</p>	<p>3 = addresses all areas of opportunities upon completion clearly 2= partially addresses opportunities upon completion requirements 1= No clarity on opportunities upon completion requirements 0 = no information</p>		
<p>7. Capacity to manage the project (Provide evidence for both applicant and SDP).</p> <p>7.1. Indicate experience in project management.</p> <ul style="list-style-type: none"> - Project name - Client/Name of contracting institution - Project budget - Number of learners - Project duration (with start and end dates) 	<p>3 = addresses capacity to manage project clear with supporting evidence 2= partially addresses capacity to manage project 1= No clarity on capacity to manage project 0 = no information</p>		

DESCRIPTION	WEIGHTING/POINTS	SCORES	COMMENTS
<p>8. Previous Experience in Managing Similar Project. (Provide evidence for both applicant and SDP)</p> <p>8.1 Indication of any SETA funding (or other sponsor) received previously and performance by organisation in this regard (attach proof)</p>	<p>3 = addresses previous experience in managing similar project with supporting evidence 2= partially addresses previous experience in managing similar project 1= No clarity on previous experience in managing similar project 0 = no information</p>		
<p>9. Budget</p> <p>9.1 Budget based on actual costs and cost per beneficiary analysis.</p> <p>9.2 Budget and actual costs to be in line with LGSETA Grants Policy</p>	<p>3 = addresses budget linked to project requirements and costs 2= partially provides budget linked to project requirements and costs 1= proposal not linking budget to project requirements and costs 0 = no information</p>		
<p>10. Risk and mitigating factors</p> <p>10.1 Indicate the risks and provide mitigating factors for managing these risks</p>	<p>3 = addresses risks and mitigating factors linked to project activities 2= partially addresses risks and mitigating factors linked to project activities 1= proposal not linking risks and mitigating factors to projects activities. 0 = no information</p>		

Final Recommendation and Score	Score	Comments
<p>11. Recommendation for Due Diligence</p> <p>Application meets the necessary requirements including appropriate intervention (s) outlining:</p> <ul style="list-style-type: none"> • Purpose and strategic intent • Details of the training intervention in line with the qualification/intervention requirements • Project implementation plan • Risks identified and mitigation plan • Capacity to deliver project successfully and timeously • Beneficiaries (Rural/Youth/Disability/Race/Women) • Duration period • Budget/project costs aligned to the project plan <p>Exit strategy (absorption or placements or self-employment of unemployed learners in a workplace) in place</p>	<p>Indicate overall score</p>	<p>Outline reasons if application is approved or not, and indicate reasons why and/or if there are any issues that are identified.</p> <p>NB: List the recommended interventions, and/or qualification details, and number of beneficiaries and type of beneficiaries e.g., 18.1 or 18.2, if applicable</p>

Section C: Declaration

Description	Yes/No	Confirmation of Information
<p>Section C1: Declaration (Entity to provide proof of Authority to sign Application form confirming delegation of Authority)</p> <p>1. Validate the following in the application:</p> <p>1.1 Full name of person responsible for the application</p> <p>1.2 Position in the organization</p> <p>1.3 Confirm if application has been signed</p>		
<p>2. First Evaluator</p> <p>2.1 Full name of person responsible for the Evaluation: _____</p> <p>2.2 Position in the organization: _____</p> <p>2.3 Signature: _____</p> <p>2.4 Date: _____</p>		
<p>3. Second Evaluator</p> <p>3.1 Full name of person responsible for the Evaluation: _____</p> <p>3.2 Position in the organization: _____</p> <p>3.3 Signature: _____</p> <p>3.4 Date: _____</p>		

SECTION D: SCORE THRESHOLD

The minimum threshold of 21 points (70%) will proceed to due diligence phase.

Evaluation Scale	Scoring	Evaluation Outcome
0 - 69%	0 - 20	Not Proceeding to Due Diligence Phase
70% -100%	21 - 30	Proceeding to Due Diligence Phase