**APPLICATION TEMPLATE**

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| Application No |  |
| (for official use only) | |

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| Type of institution | Cooperative |  |
| Sole proprietorship |  |
| Private company (Pty) Ltd |  |
| Section 21 Company |  |
| Non-Profit Organisation (NPO) |  |
| Partnership |  |
| Other |  |
| Company/Entity name |  | |
| Company/Entity registration no. |  | |
| Year established |  | |
| No. of years operational |  | |
| Location of head office:  Town, Province and Country |  | |
| Other provinces and countries where you have offices |  | |
| Region from where plant material/ingredient used is sourced |  | |
| Entity’s B-BBEE status (please attach certificate) | Level: | |

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| Physical address of business |  |
| Postal address of business |  |
| Website address (if you have one) |  |

**Any change in the addresses, phone numbers or email must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.**

**Contact person information:**

Select the appropriate:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Male/Female | Title: | Mr / Mrs / Ms / Dr | Age: |  |

Please complete below, in print/type:

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Landline no. |  |
| Cell no. |  |
| E-mail address |  |

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| --- | --- | --- | --- |
| Owner/Partner (name and surname) | Citizenship / Permanent Residency | No. of total permanent jobs | No. of total seasonal jobs |
|  |  |  |  |

* If a cooperative, please provide a copy of the list of members and your constitution.

Tell us about your business/organisation, including your vision, mission and growth strategy, and your general strategy from 2020-2022 (no more than 400 words):

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| * 1. **Vision, Mission**   2. **In which Value Chain are you involved** (Marula, Buchu, Rooibos, Cyclopia (Honeybush) Species, Essential Oils?Please also describe whether collecting, harvesting or processing. If your company is involved in various value chains, please indicate for which value chain you would require for support (only 1 value chain of these will be supported)   3. **For how long is your business already involved in the supply chain that you have selected?**   4. **Please describe your Growth Strategy**   5. **Please list the key challenges in terms of skills that you experience in your processes.** |

What type of training/technical assistance do you require to improve and to grow your business - this could include, but not limited to, aspects such as (underline the ones that your business **requires the most** and add ones that you require but are not on the list):

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| **Harvesting and collection / Processing:**  **Sustainable use**: cultivation skills, harvesting practices;  **Business skills:** understanding what clients require and how to prepare the right information, understanding the impact of seasonality on cash flow and how to manage it, understanding how to cost and price your products, how to interpret financial statements, corporate governance, how to build a compelling business case, how to negotiate with business partners  **Quality:** improving the quality of the raw material, extracted ingredient or processed product;  **Market Access:** understanding what a CRM (customer relationship management) system is and its advantages, understanding local and international distribution, understanding how to do market research, effective branding, internet visibility, effective websites, media communication, be informed on key markets and how to communicate with these markets, how to access markets;  **Compliance and Regulatory Issues:** understanding on how to complywith regulation on Access and benefit-Sharing (ABS) in particular with view to Prior Informed Consent (PIC), Material Transfer Agreement (MTA- IBR),Benefit-Sharing Agreement (BSA-IBR) and Benefit-Sharing Agreement with Holders of Traditional Knowledge (BSA-TK) as well as understanding what the requirements are to access local and/or export markets and how to comply, knowing how to interpret laboratory results, understanding quality issues,  **Communication skills** and how to influence customers’ perceptions, presentation skills, social media  **Other skills (called soft skills but not so soft at all):** masteringbusiness protocol, customer care intelligence (position your brand through your team, shape your brand, customer facing protocol, personal perception management tools, tools to establish trust and credibility with customers, conflict management);  **Other (please mention):** |

What will the impact on your business be if you had these skills?

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Please list all the programmes from which you have received assistance before, (e.g. CECOSA, CBI export programme, BioFISA, CSIR BIDC, IDC, PhytoTrade Africa, Innovation Hub, SAEOPA, SEOBI, SAOSO, the dtic, SEDA, TIA, etc.) This assistance could have been financial, training, market linkages, technical assistance, mentoring, etc. Please describe in detail the assistance that you have received, including funding amounts and the period in which you received assistance.

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I, the undersigned, hereby consent that our records might be checked with any credit reference agency and that fraud prevention checks might be carried out.

I, the undersigned, hereby declare all the information given above and submitted are complete and correct.

I hereby warrant that I am duly authorised and have the legal capacity to sign this application for technical assistance on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the entity).

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Signed by:

For:

Date: