



APPLICATION FORM

Special Projects and Partnership Proposals

Please complete every section in full. Click a field to type or choose from a list, and tick the relevant boxes. Submit the supporting documents listed in Section 8 together with this form.

SECTION 1: PROJECT OVERVIEW

Type of Application	Choose an item
Project Title	
MQA Priority Area	Choose an item
Province of Implementation	Choose an item
Municipal Area of Implementation	
Project Start Date (dd/mm/yyyy)	
Project End Date (dd/mm/yyyy)	
Total Project Duration (Months)	

SECTION 2: APPLICANT DETAILS

Legal Name of Organisation	
Trading Name (if applicable)	
Registration Number	
VAT Number (if applicable)	
Tax Compliance Status PIN	
Organisation Type	Choose an item
Physical Address	
Website Address	

SECTION 3: CONTACT PERSON

Full Name	
Position	
Telephone Number	
Cell Number	
Email Address	

SECTION 4: ORGANISATIONAL PROFILE

Year Organisation Established	
Permanent Number of Employees	
Temporary Number of Employees	
Brief Description of Organisation	
Core Areas of Expertise	
Previous Experience in Skills Development Projects	
Number of Similar Projects Successfully Completed	

Mining and Minerals Sector Experience

Key Strategic Partners

SECTION 5: PROJECT PROPOSAL

Background and Problem Statement

Project Objectives

Proposed Activities and Interventions

Expected Outputs	
Expected Outcomes and Impact	
How does the project support MQA priorities and sector skills needs?	
Target Beneficiaries (tick all that apply)	☐ Learners ☐ Youth ☐ Women ☐ Persons with Disabilities ☐ Mine Communities ☐ Workers ☐ SMMEs ☐ Researchers ☐ Other
Number of Beneficiaries	
Explain how beneficiaries will be selected	



Sustainability Plan after MQA funding ends

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SECTION 6: PROJECT MANAGEMENT CAPACITY

Project Manager Name

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Project Manager Qualifications

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Project Team Experience

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Risk Management Plan

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Monitoring and Evaluation Approach

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SECTION 7: FUNDING REQUIREMENTS

Total Project Cost (R)	
Funding Requested from MQA (R)	
Own Contribution (R)	
Other Funding Sources (R)	
Provide a summary budget breakdown	

SECTION 8: SUPPORTING DOCUMENTS

Company Registration Documents	☐ Attached ☐ Not applicable File name / Annexure no.:
Tax Compliance Certificate/PIN	☐ Attached ☐ Not applicable File name / Annexure no.:
Audited Financial Statements or Financial Reports	☐ Attached ☐ Not applicable File name / Annexure no.:
Bank Confirmation Letter	☐ Attached ☐ Not applicable File name / Annexure no.:
Detailed Project Proposal	☐ Attached ☐ Not applicable File name / Annexure no.:
Detailed Budget	☐ Attached ☐ Not applicable File name / Annexure no.:
Constitution/Founding Documents (where applicable)	☐ Attached ☐ Not applicable File name / Annexure no.:
Proof of Relevant Accreditation (where applicable)	☐ Attached ☐ Not applicable File name / Annexure no.:

SECTION 9: DECLARATION

Declaration	<i>I certify that the information provided is true and correct. I understand that the MQA may verify any information supplied and may reject applications containing false or misleading information.</i> ☐ I Agree
Name of Authorised Representative	
Position	
Date (dd/mm/yyyy)	

All applications and supporting documents must be submitted electronically to:

Email: specialprojects@mqa.org.za

Applicants are encouraged to ensure that all required documentation is included before submission.

