



## THE ECDC/NMBBC ENTERPRISE DEVELOPMENT PROGRAMME: Application Form

Thank you for your interest in the ECDC/NMBBC Enterprise Development Programme. This multifaceted programme combines mentorship and skills training to develop small businesses.

The ECDC/NMBBC Enterprise Development Programme:

- Helps participants to understand the elements of being market ready, growing their businesses and creating sustainable jobs.
- Offers an effective combination of mentorship and skills development.
- Combines core courses through classroom training, soft skills and informational workshops.

### What the Participant commits to:

- To attend 80% of all the **NMU Business School classroom** courses.
- To participate in **22 hours of counselling, mentoring and coaching** for capacity building of the entrepreneur and business. This is a multi-prong approach & will focus on business growth and turnaround.
- To attend **3 sessions x 1.5 Hour One on One** Mentoring Sessions which will provide technical support through virtual engagements between one-on-one sessions. This will facilitate completion of Strategy Map.
- To attend **3-hour Group Mentoring Sessions (x6)** which will happen through the attendance of EYB, networking and linkage Sessions
- To attend **8 Coffee Mornings** – 2 hour sessions

### Application Requirements:

Complete and return this application form, with supporting documents attached (see Supporting Documents Checklist below), to the Business Chamber before **30 July 2021**. This Programme is open to all small businesses in all sectors

- You must be a Manager/Owner running Exempt Micro Enterprises (EME), as per the Dti's definition of EMEs;
- A BBEE certificate or a letter from an auditor or accounting officer verifying that the business is an EME;
- For profit businesses that have been operational for at least 18 months to two years
- Businesses that seek to expand their businesses to other markets;
- Businesses registered with the Companies and Intellectual Property Commission (CIPC); and
- In good standing with the South African Revenue Services (SARS).
- Computer Literate
- ***Able to pay deposit fee of R750 as a commitment fee refundable upon successful completion of programme.***

## Supporting Documents Checklist

Kindly ensure the following documents are attached

SUPPORTING DOCUMENTS					
Completed application form					
Copy of Company registration					
Copy of ID					
Valid Tax Clearance Certificate					
BBBEE certificate or letter from an auditor or an accounting officer					
Company Business Profile					
Bank verification letter					
High school qualification (minimum Grade 10)					
PERSONAL DETAILS					
Name				Surname	
Gender	Male		Female	Age	
Ethnicity	African		White	Telephone	
	Coloured		Chinese	Cell Phone	
	Indian		Other	Email	
BUSINESS DETAILS					
Business name				Registration number	
Tax Clearance no				BEE Level	
Years' operating		Number of owners			Number of employees
Form of enterprise	Sole Trader			Business Sector	
	Close Corporation			Business three main products/ services	
	Private Company				
	Partnership				
REQUIRED SKILLS/ INTERVENTION					
Handling Workplace Labour Relations				Business Writing Skills	
Time Management				Business Etiquette Workshop	
Creative Problem Solving and Decision Making				Stress Management	
Report Writing Skills				Tender to secure	
Excellence in service workshop				Other, please specify	
Creative Selling Techniques					

Any other information you may wish to add. (e.g. work experience, previous courses attended)

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**Terms and condition**

**Clause 1: Programme Objectives**

The ECDC/NMBBC Enterprise Development Programme offers a combination of **mentorship and skills development** as a means to develop business owner/managers over a nine-ten-month period. Each SME will be paired with a mentor in the field/area the mentee expresses a need for mentorship. The skills development aspect entails classroom training, soft skills and information workshops with Core and Elective courses. Participants are obligated to commit to a period of nine-ten months attendance to all compulsory courses and to meet with their mentors monthly.

**Clause 2: Termination of Agreement**

If the participant terminates the agreement before the agreement termination date or if he/she fails to follow the agreement in accordance with the rules, he/she will have to refund 100% of the programme cost.

**Clause 3: Absenteeism**

In the event of non-attendance for more than two (2) training days, the participant is required to produce a medical certificate as prove of the incapacity. Such certificate may be issued only by a medical practitioner who is certified to diagnose and treat illnesses.

I \_\_\_\_\_ agree to the terms and conditions that govern the ECDC/NMBBC Enterprise Development Programme.

Signed at \_\_\_\_\_ on this \_\_\_\_ day of the \_\_\_\_\_ month of the 20\_\_\_\_ year.

Signed: \_\_\_\_\_  
**APPLICANT**

Signed: \_\_\_\_\_  
**ECDC**

Signed: \_\_\_\_\_  
**NMBBC**