

# STEP 2

# What is required BEFORE applying?

The main requirements are that the training provider must have designed and developed a quality income-oriented short-course that satisfies the general guidelines of the SDTF. The preparation of the applications is the responsibility of the training providers that seek funding from the SDTF.

- ✓ community needs?
- ✓ develop short-course?
- ✓ training needs?
- ✓ itemized budget?
- ✓ trainees?
- ✓ training material?
- ✓ qualified instructor?
- ✓ basic bookkeeping skills?

**Before applying to the SDTF the training provider must:**

- Identify specific training needs in a community that improve income earning opportunities for participants.
- Develop a detailed short-course in a vocational and/or entrepreneurial skill.
- Provide evidence of training needs and demand for the training course.
- Prepare an itemized budget showing the detailed costs of the training course.
- Demonstrate potential trainees available & committed.
- Develop detailed training course material in support of the short-course.
- Identify a suitably qualified instructor to deliver the proposed short-course.
- Possess basic bookkeeping skills so the training provider can provide acceptable acquittals for the funds received from the SDTF.

**BUDGET**

UNIVERSITY OF SOUTHERN AFRICA  
SCHOOL OF DISTANCE EDUCATION  
DEPARTMENT OF EDUCATION  
PROVIDER'S NO.

DATE: / /

PROVIDER'S NO.

Item	Quantity	Unit Price	Total Price	Notes
1. Training Material				
2. Training Venue				
3. Training Equipment				
4. Training Transport				
5. Training Food & Beverage				
6. Training Accommodation				
7. Training Other				
8. Training Total				
9. Training Material				
10. Training Venue				
11. Training Equipment				
12. Training Transport				
13. Training Food & Beverage				
14. Training Accommodation				
15. Training Other				
16. Training Total				

\*Please indicate on the budget items the Training Provider's contribution.

