



BUSINESS DEVELOPMENT SERVICES VOUCHER PROGRAMME CLIENT APPLICATION FORM

Introduction

Umsobomvu Youth Fund was established by the South African government and has been operational since January 2001. It is the single largest investment that the government has made to address the youth unemployment challenge in South Africa.

Business Development Services Voucher Programme

The Umsobomvu has pioneered the launch of the first Business Development Services Voucher Programme (BDSVP) in South Africa. The BDSVP is the flagship business development support programme aimed at assisting young entrepreneurs to access quality business development services.

A voucher is a document that is given to selected clients and entitles them to buy business support services from UYF approved Service Providers.

Objectives of the Voucher Programme

- To create a conducive environment for youth entrepreneurs (ages 18 – 35) to access relevant technical assistance and managerial support for their businesses
- To empower youth entrepreneurs by providing them with means to purchase the technical assistance and managerial support that they need
- To support the creation of sustainable and competitive youth owned enterprises that are active in growth oriented sectors of the South African economy
- To support Service Providers to continuously develop innovative and demand driven products through capacity building

Business Development Services

The Voucher Programme is designed to assist young entrepreneurs to access the following business development support services:

- Accounting (R 5 000)
- Bookkeeping Services (R 3 000)
- Branding & Design of Business Forms (R 5 000)
- Business Plan Development (R 7 000)
- Legal Services (R 2 000 to R 4 000)
- Tendering Support (R 4 500)
- Business Administration and Financial Administration (R 15 000)
- Business Process Re-engineering (R 18 000)
- Business feasibility (R 5 000)
- Due Diligence (R 18 000)
- Marketing Plans (R 10 000)
- Web Design for Marketing Purposes (R 6 500)

Target Sectors

Preference will be given to clients operating in the following growth orientated sectors:

- Tourism
- Information, Communication and Technology
- Manufacturing
- Construction
- Agro-processing

Implementation Of The Voucher Programme

The voucher programme is implemented through the following key players:

- **Allocation Agent**

The Allocating Agent (AA) is an organisation appointed by the UYF to facilitate the implementation of the Voucher Programme in the selected locality or province. The role of the AA is to market the BDS voucher programme to young people, recruit prospective clients, assess the client's business support needs and monitoring of service provision by the Service Providers.

- **Service Provider**

A Service Provider (SP) is a private/ public sector organisation with specialist business development skills that has been contracted by Umsobomvu to offer approved business development services to clients selected for the BDS Voucher Programme.

Client Process Flow

- Obtain and complete an application form from the Allocating Agent
- Secure an appointment with the AA for application assessment
- Post assessment, receive Notification of Outcome of Application (Approval letter required to progress further within the programme)
- Select preferred Service Provider from the SP Directory
- Pay required contribution (R 200.00) to selected SP
- Hand deposit slip and receipt from SP to AA
- Receive voucher from AA (Client required to collect and sign for voucher in person)
- Meet with Service Provider at agreed times for the rendering of service.
- Prepare a personal action plan with the assistance of the Service Provider
- Sign the voucher to indicate satisfaction with service and complete the evaluation form to assess the SP intervention
- Surrender voucher to the Service Provider to enable SP to obtain payment from UYF
- Be available for on going support and after care by the AA to ensure that action plan is implemented.

Programme Rules

- South African Identity Document must be submitted with the application form
- Percentage Contribution is not refundable
- Voucher is not transferable
- Voucher has no value outside of the programme and will not be exchanged for cash
- Voucher is valid for three months
- Voucher entitle clients to access services at the prescribed voucher value
- Voucher can only be serviced by approved Service Providers

REQUIRED DOCUMENTATION/INFORMATION Identity Number, Proof of Qualifications, Research Documents and References

An ITC Report will be requested upon application for a Business Plan Development Voucher

For queries and the processing of application forms, please contact your nearest Allocating Agent:

Eastern Cape –
COMSEC Port Elizabeth --
Telephone (041) 487 3996
or 0861 COMSEC
(0861 266732)

Facsimile (041) 484 3943

COMSEC East London –
Telephone (043) 722 2657
Facsimile (043) 722 2668

COMSEC Umtata –
Telephone (047) 531 1082
Facsimile (047) 531 1282

Highest Formal Education/ Training Courses Attended/ Formal Qualifications/Technical Orientation

Work/Employment History and Experience

Identified Premises for Business Operations

Potential Customers/Identified Market (Individuals, Shops/Retailers, Wholesalers, Exporters)

Competition (Who are your Competitors) and Envisaged Marketing Activities

Number of Jobs to be Created and Responsibilities: Management Technical Labourers

Personal Investment in Business (Time, Money, Equipment, office space, etc.)

Required Service: _____

How will the service assist you to start your business: _____

Declaration

1. I hereby declare that the information provided in this application is, to the best of my knowledge, true and accurate;
2. I understand that the Allocating Agent reserves the right in its absolute discretion to refuse to accept this application and to require any client to cease to be part of this programme for any reason whatsoever;
3. I hereby declare that I understand the Business Development Services Voucher Programme terms and conditions and undertake to abide by such terms and conditions;
4. I hereby indemnify Umsobomvu Youth Fund, the Allocating Agent and its Service Providers for any loss or damages whatsoever incurred as a result of an intervention rendered by the Service Provider in good faith.

Client's Signature _____ Date