



**UMSOBOMVU**  
**YOUTH FUND**

ESTABLISHED 2001

11 Broadwalk Avenue, Halfway House, 1683, Midrand, South Africa

**DOCUMENT NAME:**  
**Business Development Services**  
**Voucher Programme: Client Brochure & Application Form**

**DOCUMENT NUMBER:**  
**BDS/VOU-TMP-04-03-06/00/2006**



## Business Consultancy Services (Voucher) Client Information Brochure and Application Form for Clients

### 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.

### Mandate

To facilitate and promote the creation of jobs and skills Consultancy for South African young people (18-35).

The role of Umsobomvu Youth Fund (UYF) is to make strategic investments that can facilitate opportunities for young people to acquire skills, to access job opportunities and/or create meaningful employment for themselves by creating viable small businesses.

### Entrepreneurship

The Youth Entrepreneurship Programme is a key strategy of Umsobomvu Youth Fund. The aim of the programme is to enhance the participation of young people in the mainstream of the economy by helping them access sustainable business opportunities through finance and business consultancy services. It will achieve this by working in partnership with intermediary organisations that are already active in the Small Micro and Medium Enterprises (SMME) sector.

### Business Consultancy Services (Voucher)

The Umsobomvu is pioneering the launch of the first Business Consultancy Services (Voucher) in South Africa. The BCS (voucher) will be the flagship business consultancy support programme aimed at assisting young entrepreneurs to access quality business consultancy 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 Business Consultancy Services

- 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 Consultancy Services

The Voucher Product is designed to assist young entrepreneurs to access the following business consultancy services:

- Accounting and Bookkeeping Services
- Branding and Design of Business Forms
- Business Plans Development
- Legal Services and Tendering Support
- Business Administration and Financial Administration

- Business Process Re-engineering
- Business feasibility and Due Diligence
- Legal Services and Tendering Support
- Market Planning and Brokerage
- Web Design for Marketing Purposes

### Implementation of the consultancy services

The voucher programme is implemented through the following key players:

- **Allocating 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 BCS (voucher) product 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 consultancy skills that has been contracted by Umsobomvu to offer approved business consultancy services to clients selected for the BCS (voucher).

- **Client (Youth Entrepreneurs)**

1. Obtain and complete an application form from the Allocating Agent
2. Secure an appointment with the Allocating Agent for application assessment
3. Upon approval of application, select a preferred Service Provider from the Directory of Services
4. Pay required R200.00 contribution per voucher required to the Service Provider
5. Receive Invoice/receipt or deposit slip from Service Provider
6. Present the Bank deposit slip/ receipt and receive voucher from Allocating Agent
7. Meet with Service Provider at agreed times for the rendering of service.
8. Prepare a personal action plan with the assistance of the Service Provider
9. Sign the voucher to indicate satisfaction with service and complete the evaluation form to assess the SP intervention
10. Surrender voucher to the Service Provider to enable SP to obtain payment from UYF

11. 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
- R200.00 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 from date of issue
- Voucher entitle clients to access services at the prescribed voucher value
- Voucher can only be serviced by approved Service Providers.
- Young entrepreneurs is entitled to 4 vouchers in the cycle of voucher programme (one voucher=one service).
- Voucher at hand of the Service provider is only valid for 3 months.
- Only applicable to South African citizens.



## Section B: Business Information for new business (not yet trading).

Name of Business: \_\_\_\_\_

Type of Business \_\_\_\_\_

Legal Entity: Close Corporation\_\_ PTY\_\_ Co-ops\_\_ Other---

Position in Business: \_\_\_\_\_

Names of other partners/Owners/Managers:

Specific Sector: Agro-processing  Construction  Tourism

Information Communication & Technology  Manufacturing  Other

## Section C: Business Information for existing business (trading).

Name of Business: \_\_\_\_\_

Year Established: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Legal Entity: Close Corporation\_\_\_\_\_ PTY\_\_\_\_\_ Co-ops\_\_\_\_\_ Other\_\_\_\_\_

Company Registration Number: \_\_\_\_\_ VAT Registration Number \_\_\_\_\_ SETA Number \_\_\_\_\_

Position in Business: \_\_\_\_\_

Names of other partners/Owners/Managers: \_\_\_\_\_

Number of Employees: Total\_\_ Male:\_\_ Female:\_\_ Black\_\_ White:\_\_ Indian\_\_ Coloured\_\_ Disabled\_\_

Annual Turnover: \_\_\_\_\_

HDI Participation: Shareholding % \_\_\_\_\_ Management % \_\_\_\_\_ Employees % \_\_\_\_\_

Business Size (Refer to description pg.7): \_\_\_\_\_ Small: \_\_\_\_\_

Medium: \_\_ Micro: \_\_

Specific Sector: Agro-processing \_\_\_\_\_ Construction \_\_\_\_\_ Tourism \_\_\_\_\_

Information Communication & Technology  Manufacturing  Other

Physical Address of Business: \_\_\_\_\_

\_\_\_\_\_ (Code) \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ (Code) \_\_\_\_\_

Telephone Number (Bus): \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

MANAGEMENT INFORMATION.

Surname	First name	Function/Duties	Gender(M/F)	HDI(Y/N)	Disability(Y/N)	Qualification	% of ownership.

Brief Description of Business.

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Business Premises/Offices

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Customers/Market (Individuals, Shops/Retailers, Wholesalers, Exporters, other)

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Competition and Current Marketing Activities

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

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

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List of Assets

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Future Business Goals (Next 2-3 years):

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Required Service:\_\_\_\_\_

How will the service assist you to improve your business\_\_\_\_\_

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**REQUIRED DOCUMENTATION/INFORMATION**

**Identity Document, Proof of Qualifications, Proof of Registration, Business documentation, Financial Records, References (previous employers/customers), Samples of products/work**

# 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 Consultancy Services (voucher) 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  D/ D/ M/ M Y/ Y/ Y/ Y/

Please return your completed application form to the nearest Allocating Agent for processing:

**Eastern Cape:** - Community Self Employment Centre (COMSEC) -- (041) 487 3996

**Free State:** - Maximiz Pty Ltd - (051) 448 9203

**Gauteng:** - The Business Place –Joburg (011) 836 9000  
- Tshwane Retail --(012) 664 7275

**KwaZulu-Natal:** SEDA eThekwini (031) 309 5432/7908

**Limpopo:** UYF Limpopo office (015) 291 1940

**Mpumalanga:** - Pel Africa (013) 755 2067

**Northern Cape:** Frances Baardt SMME Trust (053) 831 6696

**North West::** SEDA NW - (018) 381 3914/5/6

**Western Cape:** The Business Place eKapa - (021) 422 2794

## DESCRIPTIONS

### 1. Size/ Class of Business

- **Micro**
  - Businesses with combined assets of less than R50 000
  - Business with a turnover of less than R50 000
  - Employing less than 5 people
- **Small**
  - Business with combined assets between R50 000 and R500 000
  - Business with a turnover of between R50 000 and R500 000
  - Employing between 5 and 10 people
- **Medium**
  - Businesses with combined assets between R500 000 and R5m
  - Business with a turnover of between R500 000 and R5m
  - Employing between 20 and 100 people

1. **Profitability** – Refers to Net Profits (After the deductions of all Operational Expenses/ Taxes/ Interest)

2. **Methods of Capitalisation** – Refers to Capital raised through Debt, Owners Equity, Donations