

FINANCING FOR IMPACT LOAN FUND



Online Application Guidance Document

STEP 1: Log in

You would have received your user registration information via the SAB Foundation Grant Management Portal. Use those details to log in to the portal:

The image shows two screenshots from the SAB Foundation portal. The left screenshot is the login page, featuring the SAB Foundation logo and the tagline 'IT STARTS HERE.' Below this is a 'Login' form with fields for 'User Name' and 'Password', and a 'Login' button. A 'Forgot Password' link is also present. A note at the bottom states: 'Please note that you will be automatically logged out after 20 minutes of inactivity. If you are working on a form, remember to save regularly to keep your connection open.' The right screenshot shows a user profile menu with options: 'Home', 'Profile & Password', and 'Log out'. The 'Profile & Password' option is expanded, showing sub-options: 'Update Profile' and 'Change Password'.

Registration useful hints

1. Your **email address** will always be your **username**. If you have multiple email addresses, you will have to remember which one you used for registration
2. If you **Forgot your password**, click the Forgot Password link on the home page and your password will be emailed to you
3. You can change your password to one that is easy to remember by selecting **Profile & Password > Change Password**

STEP 2: Create an application:

- 2.1 To create your application, select the **FFIP 2024 - Jan** at the bottom of the home screen and click on the **Green +** sign.

CREATE A NEW APPLICATION				
Click on the green plus (+) sign on the right hand side of the row to create a new application. You do not have to complete the application in one go - you can work on it, save it, exit, come back later and edit it from the list above.				
Reference	Grant Window	Window Description	Type	Closing Date / Time
FFIP 2024	FFIP 2024 -JAN	FFIP Impact Programme 2024 -JAN	SABF Financing for Impact	25/03/2024 12:00:00

STEP 3: Application Registration

- 3.1 Once you have selected the **application**, you will get to the Application Registration Page
- 3.2 You will notice your previous Project at the drop-down box and select it to proceed.
- 3.3 Once you have completed the Application Registration page you will be directed to the FFIP application form and receive an **email notification** with your new applications unique **project number**.

APPLICATION REGISTRATION PAGE

Existing Projects
Select a project for which you want funding?*

Innovation Details
Name of Innovation*

Business Details
If you are entering as an individual or team, please fill in individual's name.
Trading Name of Business *

Business Segment *

STEP 4: Complete online application form

- 4.1 Complete all four sections of the application form

SECTION 1 - APPLICANT DETAILS

Section 1 Applicant Details | Section 2 Business Details | Section 3 Business Insights | Section 4 Uploads

Status: **Registered** | Funding needed: R50 000 000.00 | September 2023

Business segment: Agricultural | Funding window: SAB Foundation Financing for Impact Project

[PARTICIPATION RULES](#) | [CHECK MY ANSWERS](#) | [SUBMIT](#)

Please complete all FOUR sections of the application form by clicking on the menu items above. Once all four sections are completed click *Check my answers* to check for incomplete fields and then click *Submit*.

***** Please click SAVE on every screen you change! *****

4.2 Validate your application answers:

Once you have completed all the sections, you can check your answers by selecting the “CHECK MY ANSWERS” button. A validation screen will come up which will show you exactly what is outstanding to submit the application. You can select the sections at the top to take you back to the applicable section to make the required updates and/or print this page if needed and go back to your application form to input the outstanding information required:

The screenshot shows the top navigation bar with four sections: Section 1 Applicant Details, Section 2 Business Details, Section 3 Business Insights, and Section 4 Uploads. Below this is a header for 'SECTION 1 - APPLICANT DETAILS'. The main content area includes a status of 'Registered', funding needed of 'R50 000 000.00', and a date of 'September 2023'. There are buttons for 'PARTICIPATION RULES', 'CHECK MY ANSWERS', and 'SUBMIT'. A red message states: 'Please complete all FOUR sections of the application form by clicking on the menu items above. Once all four sections are completed click Check my answers to check for incomplete fields and then click Submit.' Below this is a red warning: '***** Please click SAVE on every screen you change! *****'. At the bottom right are 'SAVE' and 'SAVE & PROCEED' buttons.

The screenshot shows the 'APPLICATION VALIDATION' screen. It features a 'Sections Completed' section with a circular progress indicator showing 4 out of 4 sections completed. A legend indicates that green represents 'Complete' and red represents 'Incomplete'. Below this, a red message states: 'Your application form is incomplete. Please see below for details'. The screen is divided into two main sections: 'Section 1 - Applicant Details' and 'Section 2 - Business Details'. Section 1 includes 'Business Owner's Details' (Alternate Contact's Name) and 'SABF Programme' (Selection for 1. Which SABF programme have you most recently been part of?). Section 2 includes 'Business Registration' (Indicate your Business type), 'Business Contact Details' (Mobile number, Postal address, Physical address), and 'Business Details' (Select Provinces in which business operates, Year business operations started, No. of full time employees, No. of part time employees, Any seasonal workers?). A 'CLOSE & RETURN TO FORM' button is highlighted with a red box at the bottom right.

4.3. Complete the Participation Rules

4.3.1 Select “Participation Rules” button at top section

The screenshot shows the top navigation bar with four sections: Section 1 Applicant Details, Section 2 Business Details, Section 3 Business Insights, and Section 4 Uploads. Below this is a header for 'SECTION 1 - APPLICANT DETAILS'. The main content area includes the user ID '185/06', a 'Registered' status, funding details ('Funding needed: R50 000 000.00 | September 2023'), and business information ('Business segment: Agricultural | Funding window: SAB Foundation Financing for Impact Project'). A navigation menu contains 'PARTICIPATION RULES', 'CHECK MY ANSWERS', and 'SUBMIT'. A red instruction states: 'Please complete all FOUR sections of the application form by clicking on the menu items above. Once all four sections are completed click Check my answers to check for incomplete fields and then click Submit.' A red warning message reads: '***** Please click SAVE on every screen you change! *****'. At the bottom right, there are 'SAVE' and 'SAVE & PROCEED' buttons.

4.3.2 Accept the “General Terms and Conditions”

The screenshot shows a dialog box titled 'FFI PARTICIPATION RULES' with the SAB Foundation logo. The section is titled 'General Terms and Conditions'. The text states: 'Completion of this Application Form constitutes acceptance of the terms and conditions set out hereunder.' A bulleted list of terms follows, including: 'Notwithstanding the completion of this Application Form, SAB Foundation and Lead Impact Capital as the fund manager and other associated programme partners may call upon you ("the Applicant") to provide additional information.', 'Should SAB Foundation, the fund-manager and associated programme partners request additional information, you shall be obliged to make such further information available within the time provided by SAB Foundation, fund manager and their associated programme partners.', 'Failure to provide the information required in the Application form, and any additional information required shall render the Applicant disqualified and SAB Foundation the fund manager and their associated programme partners shall be under no obligation to consider your Application any further, or at all.', and 'Nothing herein contained shall be deemed to be a guarantee or undertaking on the part of SAB Foundation, the fund manager and associated programme partners that you shall be'. A checkbox is checked and contains the text: 'I, the applicant, confirm that I have read, understand and will adhere to these Terms and Conditions & Declaration.' A 'CLOSE & RETURN TO FORM' button is at the bottom right.

4.4 Submit your application

Once you are done with the below requirements, you will be able to submit your application:

- 4.4.1 Completed all four sections of the application form.
- 4.4.2 Accepted the Participation rules.
- 4.4.3 Uploaded all the necessary documents.
- 4.4.4 And Validation has been completed

Section 1 Applicant Details	Section 2 Business Details	Section 3 Funding Requirements	Section 4 Financial Controls	Section 5 Business Insights	Section 6 Strategy & Business Team	Section 7 Uploads
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SECTION 1 - APPLICANT DETAILS

185/05 [Print read only application form](#)

Status: Registered

Business segment: Formal Funding window: SAB Foundation Financing for Impact Project

[PARTICIPATION RULES](#) [CHECK MY ANSWERS](#) [SUBMIT](#)

Please complete all SEVEN sections of the application form by clicking on the menu items above. Once all seven sections are completed click *Check my answers* to check for incomplete fields and then click *Submit*.

***** Please click SAVE on every screen you change! *****

[SAVE](#) [SAVE & PROCEED](#)

- You will receive a system notice as well as an **email notification**:
“Application successfully submitted”

Your application has been submitted to the SAB Foundation.

Your application will continue to appear on your 'home' page after you log in and it's status will reflect the progress. You will still be able to view your application.

Application submission notification Email successfully sent.

General Application Information

- Only once you have received the above message and the “Application successfully submitted” email has your application been received by the FFIP Team.
- Your applications status can be viewed on the home page screen at “**My applications and Work**”. Only if your Application Status display “**Submitted by online user**” have your application been successfully received by the FFIP Team.

Home You have now logged in successfully and are on the home page.

The top table (**MY APPLICATIONS AND WORK**) will show all the applications you are working on or have submitted. **To view or edit or complete your application, click the icon on the right of the relevant line in this top table.**

Profile & Password ▶ The bottom table (**CREATE A NEW APPLICATION**) will show all the grant windows that are open to accept new applications. **To create your application, click the icon on the right of the relevant line in this top table.**

Log out

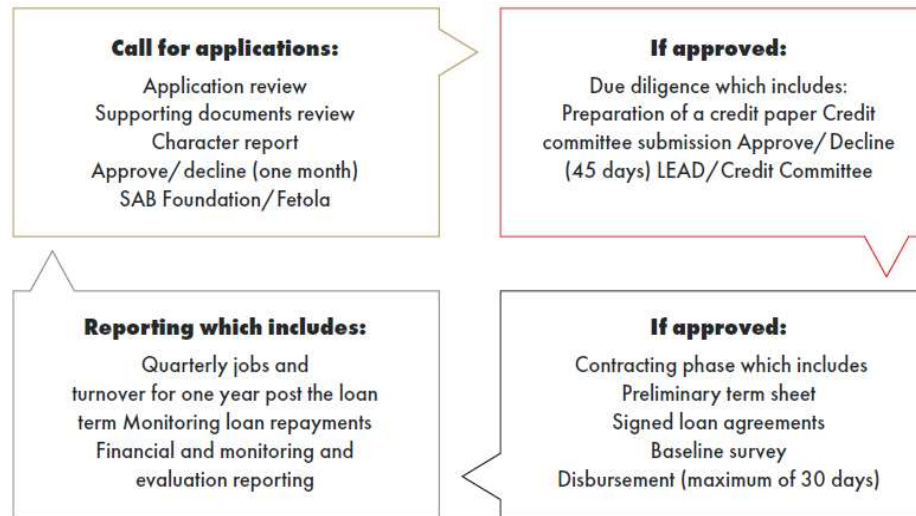
MY APPLICATIONS AND WORK

Click on to edit or to view. This list contains all your current applications and review work.

The list of review work includes all submitted in the last days [REFRESH](#)

Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App	Reports
185/05	FFIP 2023		SABF_FF1	FFIP - Impact programme 23	Lead applicant	Registered	23/07/2023		
19988/01	TEP 2022		TEP	Phase One	Lead applicant	Registered	06/10/2023		
6708/05	SIF 2022		SIAF	SABF Social Innovation Fund 2022	Lead applicant	Registered	23/07/2023		
19976/01	SHARP Awards 2022		RAM	SHARP Awards	Lead applicant	Submitted by online user			

- Once your application has been submitted, it has been entered into the **review phase** and processed as follows:



- Read the online application form before starting to complete it. Notice the important information that will be required from you (such as documentation required for uploading and financial information).
- Remember to **save** regularly and **always save** before you move to another section.
- Only **online applications** will be accepted (please do not send any applications directly to the SAB Foundation. No faxes, written or hand delivered documents will be accepted).

The Fund will close for the first application window for 2024 on **25 March 2024**.

If you believe you are ready to apply for a loan, please contact the Fetola HelpDesk on 066 473 7773 or email Sello Matshego using this email address smatshego@fetola.co.za. Fetola will assist you in determining if you are “loan ready” and if you should proceed with the loan application.

Best of luck with your application!