



SAWCIT

NORMS, PROCEDURES AND CONDITIONS FOR FUNDING



LAST REVISED – JULY 2024

Research Proposals

Procedures, Deadlines and Instructions

The South African Winter Cereal Industry Trust (SAWCIT) is committed to funding research to the benefit of the winter cereal industry in terms of the following mission: “Market and production related scientific and/or technical research in respect of winter cereals and the acquisition, assimilation and dissemination of market information in respect of the winter cereal industry”.

Researchers and research institutions are annually invited to submit funding applications for research to the Trust. Researchers who are interested in applying for funding are advised to take cognisance of the Trust’s Norms, Procedures and Conditions for Funding as contained in this document.

Researchers who wish to submit a proposal to the Trust are kindly requested to complete and electronically submit the Research Proposal form(s) according to the closing dates as per the timeline attachment attached to this document. Kindly note, only proposals in pdf format on the prescribed application form(s), which are submitted before or on the stipulated closing date, will be considered. The forms have been designed to provide a logical flow of activities and outcomes that are necessary to reach the project goal(s).

All research proposals will be subject to review by South African experts. The reports of the reviewers will be assessed by the Trust’s appropriate Technical Research Committees comprising of industry role-players. Should a proposal be deemed appropriate for submission to the Trustees for consideration, the applicable candidate will be asked to present the project to the Technical Committee. The Technical Committee will evaluate and prioritise the research proposals on merit in terms of the reviewer reports and the presentations of the applicants and make recommendations regarding the possible funding of the proposals to the Trust.

A final decision will be taken by the Trust regarding the funding of the proposals and the researchers and research administration offices of the various institutions will be informed about the Trust’s decisions as indicated in the attached diagram. The first 80% of the approved funding will be paid to successful applicants, followed by further payments as and when the progress reports are approved by the Trust.

Researchers are encouraged to actively pursue the possibility of co-funding within their own institutions, or from other sources, as the Trust has limited funds and is compelled to focus on critical research proposals that will benefit the winter cereal industry. Researchers are also encouraged to collaborate with other researchers in their projects.

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You are welcome to approach the Trust's Administrators should you require clarification on any research or technical matters related to the proposals or the applications to be made. All administrative or financial enquiries may also be referred to the Administrators, which can be contacted at beatrix@agrimanage.co.za / admin@agrimange.co.za, or at (012) 807 3958.

Norms and Conditions

1. Applications in electronic format must reach the Trust **before or on before 31 July**.
2. The Trust will only consider proposals in the prescribed format that are submitted before or on the date as stipulated.
3. All research proposals will be sent for review to South African experts (*applicants are requested to submit the names and contact details of appropriate experts*).
4. The reports of the reviewers will be assessed by the Trust's Technical Research Committee comprising of industry experts. The Technical Committee will evaluate and prioritise the various proposals based on the reviewers' feedback.
5. The Technical Committee will inform the Trustees of their recommendations. The Trust's Administrators will inform the researchers and the research administration offices of the various institutions about the Trust's decisions thereafter.
6. The Trust strongly prefers and wishes to promote meaningful collaborative research. However, it is accepted that in some instances researchers may wish to pursue their own research interests.
7. Researchers are further encouraged to actively pursue the possibility of co-funding within their own institutions or from other local and international funding agencies, as the Trust does not have unlimited funds.
8. Although each application will be considered on merit, the Trustees will, *inter alia*, take the following into consideration:
 - a. the requirements of the South African Winter Cereal Industry;
 - b. the availability of funds and the cost factor of the specific application;
 - c. the benefit that an application may have for the industry as a whole;
 - d. any other matters that the Trustees may deem appropriate.
9. The Trustees may, in their discretion, prioritise the different applications and reject the funding of any capital items or overseas travelling costs that may be included in an application. The Trust also reserves the right to request more detailed information were deemed necessary.
10. Applicants are allowed to include depreciation of assets in their applications but have to submit the full details in respect thereof.

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11. Each project approved for funding by the Trust will be evaluated and monitored periodically. The Trust explicitly reserves the right to request interim progress reports and to visit any premises of the applicant (or the project) at any given time, if deemed necessary, either by the Trustees themselves, or by the Administrators or agents of the Trust.
12. When an application is approved for funding, the Trust may impose such conditions or lay down such rules relating to the funding as the Trustees in their discretion might deem necessary for that particular project, in addition to the Trust's standard conditions of funding, as set out hereunder.

Standard Conditions of Funding

- (1) If an application for funding is approved by the Trust, payment to that beneficiary will be made as follows:
 - 80% of the funding upon approval by the Trust accordingly to yearly budget;
 - 20% of the funding once the Trust is satisfied with the annual progress report.
- (2) The Trust is a registered VAT vendor. Applications for funding should clearly state the VAT excluding amount, VAT amount and VAT including amount on the application. Where an applicant is not registered for VAT, the VAT including and excluding amounts would be the same and the VAT amount would be zero. Should the applicant fail to show these amounts, the trust will not approve the application. It should further be noted that the Trust will only make payment to upon receipt of a valid Tax invoice.
- (3) **The Trust will not fund Employees cost which might form part of an application in the case of any parastatals or where companies receive grants from any sphere of Government. Only in certain instances and where the Board of Trustees have approved it, will funding be provided to private companies if it includes Employee costs.**
- (4) Any intellectual property capable of protection by law and emanating from any research activities funded by the Trust, shall, unless otherwise agreed to by the Trustees of the Trust, be released in the public domain and may not be subject to any separate ownership or commercial exploitation by any person.
- (5) All financial contributions by the Trust are to be acknowledged in all publications related to the funded project, which includes the publication of the project results.
- (6) An electronic copy (PDF format) of **annual progress reports has** to be submitted by all beneficiaries **before or on 31 October of every year**. Additional reports could be requested by the Trust at any time during the duration of the funding period. Any payment by the Trust to the beneficiary, based on a progress report, will only be made once the Trustees have considered and declared themselves satisfied with the report.

[Please note that progress reports in respect of existing funded projects have to be submitted separately to new funding applications or applications for continuation of such projects in order to avoid delays in payments to be made by the Trust].

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Annual progress reports on completion of each project, which contains the information required for interim progress reports together with the following additional information:

- (a) A comprehensive explanation of all the results that were achieved, in easily understandable terms.
 - (b) A detailed expenditure statement of the utilisation of the funds granted by the Trust for each project, which budget and statement have to be certified by the Chief Financial Officer of the beneficiary or by a registered accountant.
 - (c) The manner envisaged for the distribution of the project results to parties in the winter cereal industry.
 - (d) The possible utilisation of the project results within the South African winter cereal industry.
 - (e) In the case of projects related to the development of emerging farmers, the report should provide the achievements in terms of the project, for instance:
 - (i) the achievements relating to improved production practices by the emerging farmers themselves;
 - (ii) a list of the emerging farmers who have joined or left the project during the period covered by the report, which is to include the full names, identity numbers and location of the farmers concerned; and
 - (iii) the farmers in the project who have progressed to commercial farmer status.
- (7) The Trust will **monitor all projects** that are funded, which includes the economic and financial position and expenditures of projects.
- (8) If a funded project is terminated or delayed for whatever reason, or if there is a surplus of funds in relation to a project –
- (a) the beneficiary must declare and pay the funding amount or the remaining balance of the funding back to the Trust, whichever the case may be;
 - (b) if the Trust should suspect malice by a beneficiary, interest will be claimed from the date of payment by the Trust to the beneficiary up to the date of repayment thereof to the Trust, at a rate of 5% above the prime rate as charged by Standard Bank at the time of the interest being calculated by the Trust:

Provided that if a beneficiary fails to comply with either the above paragraph (a) or (b), the Trust will not consider the funding of any other project of that beneficiary for a period deemed to be appropriate by the Trust.

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