

**APPLICATION TEMPLATE FOR THE STUDENT TRAINING FOR ENTREPRENEURIAL PROMOTION (STEP) 2022 CALL FOR PROPOSALS**

This call solicits proposals from UNIVEN registered students. All registered students at all levels of study are eligible for consideration. STEP entrepreneurship proposals must be novel and innovative, the proposals for businesses may offer services as well as the selling of products. Proposals must demonstrate how they involve and benefit the surrounding communities. Proposals must demonstrate considerations of diversity, including sex as a biological variable and gender as a socio-cultural factor.

**PART I: GENERAL INFORMATION**

|  |
| --- |
| Title of Project: |
| Group Leader Title, Name and Surname:  |
| Faculty:  |
| Student Number:  |
| Type of business or Sector:  |
| Project Start Date: | Project End Date: |

**PART II: PROJECT DESCRIPTION**

|  |
| --- |
| **The following are suggested headings for this section:**1. A clearly articulated business proposal guided by the UNIVEN environment, and community needs.
2. Specific business objectives and timelines.
3. Expected outputs and outcomes for the six-month period.
4. Expected potential impact on campus and beyond.
5. Marketing and product dissemination/communication considerations for the UNIVEN Community and key stakeholder groups.
6. A description of how the project will be ethical, inclusive and gender-sensitive or gender-responsive.

***Note: Items 1 to 6 should be limited to a maximum of 10 pages.*** |

# PART III - COLLABORATIONS (WITHIN AND BEYOND UNIVEN)

|  |  |
| --- | --- |
|  | *Indications of collaborations within UNIVEN and with the community.*  |
| Faculty/Organisation  | Name of Collaborator  | Email address | Has the collaborator been approached? Yes/No | Gender  | Role of collaborator & Field of study.  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**PART IV - TIME SCHEDULE AND WORK PLAN**

Please outline the activities planned for the total period of the project/activity (extend space where required)

|  |  |  |
| --- | --- | --- |
| Project Activity | Location of Project Activity | Proposed Duration (2022) |
| @ UNIVEN | In Communities  | Start | End |
| Day | Month | Day  | Month |
|  |  |  |  |  |  |  |

**PART V - BUDGET DESCRIPTION**

**BUDGET DETAILS FOR FUNDING (A detailed project budget must be attached)**

|  |  |
| --- | --- |
| Item Description | Cost (ZAR)  |
|  | 1st 3 Months  | 2nd 3 Months  |
| Project operating costs |  |  |
|  |  |  |
| Equipment and Products  |  |  |
|  |  |  |
| Consumables |  |  |
|  |  |  |
| Mobility Costs (Transport & Logistics) |  |  |
|  |  |  |
| Consultations and Meetings  |  |  |
|  |  |  |
| Other related costs (Please specify)  |  |  |
|  |  |  |
| **TOTAL** |  |  |

**PART VI: GENERAL INFORMATION**

The following supporting documents must be attached as attachments to the proposal.

* The Curriculum Vitae of the Group leader and group members.
* A letter of support from the lead applicant’s faculty; this may be a lecturer with a copy to the H.O.D or Executive Dean.