

**APPLICATION FOR ASSISTANCE IN THE PREPARATION OF
FUNDING APPLICATIONS**



1. Introduction

The Regional Innovation Forum is an initiative of a number of different stakeholders in the Nelson Mandela Bay / Cacadu District Municipality (NMB/CDM) area, under the auspices of the Department of Science and Technology.

The Regional Innovation Forum aims to stimulate, support and promote innovation in the Eastern Cape generally, and in the NMB/CDM region more specifically. This Forum will cover the "Western" region of the Eastern Cape, with further forums to be established in the "Eastern" regions.

2. Objective

The Regional Innovation Forum (RIF) provides support to members of the Forum in the review of funding applications. The RIF will contract an experienced service provider to review your draft funding application and provide written feedback in terms of suggested amendments to improve your funding application. It should be noted that only complete draft funding applications will be reviewed. All reviewers are bound by a confidentiality agreement and therefore all information included in funding applications remains highly confidential.

3. Terms & Conditions

The following terms of conditions apply to the acceptance of this support:

- 3.1 Applicants must complete this form and e-mail it to info@innovationeasterncape.co.za.
- 3.2 Upon receipt of the signed form, the applicant will be requested to submit an electronic copy of a complete funding application to info@innovationeasterncape.co.za. The funding application must be submitted in MSWord or PDF. Supporting documentation, if necessary, may be submitted in other formats, e.g. MSEXcel.
- 3.3 Only complete application forms will be reviewed, i.e. the reviewer is not going to complete any section of the application form.
- 3.4 The RIF will contract a suitably experienced service provider to review the funding applications. The reviewer will enter into a confidentiality agreement with the RIF.
- 3.5 Applicants will receive written feedback within three working days from date of submission. Applicants must allow sufficient time for amendments based on feedback received from the reviewer, before the closing date for submission of applications (if applicable).
- 3.6 The review does not include grammatical and other editing of the document.
- 3.7 The Regional Innovation Forum will not liaise directly with funders with regards to any application submitted for review.
- 3.8 The RIF does not accept liability for decisions made by funders to which an applicant may apply.
- 3.9 Only a single review will be done of each separate funding application i.e. no second review will be undertaken and any further interaction between the applicant and the reviewer will be at the applicant's cost.
- 3.10 There is no limit to the number of separate applications that will be reviewed.

I, the undersigned _____ agree to the Terms & Conditions as specific above.

Signed _____ Organisation: _____

Name: _____ Designation: _____