

CORPORATE SERVICES DEPARTMENT	Doc Nr	
CONDITIONAL GRANT POLICY	Version	0.1
	Issue Date	30 June 2025
	Next Review Date	30 June 2028



CONDITIONAL GRANT POLICY

Signatories

The signatories hereof, confirm acceptance of the contents, recommendation, and adoption hereof.

TITLE	CONDITIONAL GRANT POLICY		
APPROVED DATE		PAGES	16
EFFECTIVE DATE		REVIEW DATE	
ROLE	DESIGNATION	OFFICIAL/MEMBER	SIGNATURES
INITIATED BY	Manager: HR		
RECOMMENDED BY	Senior Manager: Corporate Services		
APPROVED BY	Council		
CUSTODIAN OF THE POLICY	Municipal Manager		

DOCUMENT CONTROL PAGE				
Document title	CONDITIONAL GRANT POLICY			
Creation date	MAY 2025			
Effective date				
Status	Draft		Final	
Version	01			
Author title, name and contact details	Manager: HR - Email - Telephone -			
Owner title, name and contact details	Senior Manager: Corporate services Email - MatshivhaMM@thulamela.gov.za Telephone -			
Distribution	• Council • Accounting Authority and Committees • Municipal Officials • Relevant Stakeholders			
Classification	Restricted	N/A	Confidential	N/A
Revision	Version Number	Revision Date	Revision Details	Revised by
Review History				

INDEX

1. DEFINITIONS AND ACRONYMS.....	4
2. PREAMBLE.....	5
3. PURPOSE.....	5
4. OBJECTIVES.....	5
5. SCOPE.....	6
6. AMOUNT OF THE CONDITIONAL GRANT POLICY	6
7. NATURE OF COURSES THAT MAY BE FOLLOWED.....	7
8. GRANTING OF CONDITIONAL GRANTS.....	7
9. APPLICATION.....	7
10. FINANCING OF CONDITIONAL GRANTS.....	7
11. CONDITIONAL GRANT OBLIGATION AND REPAYMENT.....	8
12. SPECIAL LEAVE.....	9
13. REQUIREMENTS	9
14. SELECTION CRITERIA	9
15. ALLOCATION OF BURSARIES	10
16. ADMINISTRATION OF BURSARY SCHEME.....	11
17. CONDITIONS UNDER WHICH BURSARIES SHALL BE GRANTED.....	12
18. OBLIGATION OF THE BURSARY HOLDER.....	13
19. AUTHORISATION.....	13
20. TERMINATION OF BURSARY.....	13
21. LEGISLATIVE AND REGULATORY FRAMEWORK	14
22. STAKEHOLDER ENGAGEMENT (if applicable).....	14
23. IMPLEMENTATION: ROLES AND RESPONSIBILITIES.....	14
24. MONITORING AND EVALUATION	15
25. CONCLUSION	15
26. REVISION DATE.....	15
27. ANNEXURES	15

1. DEFINITIONS AND ACRONYMS

1.1 Statutory and Regulatory

This Procedure applies to the following meanings and interpretations:

#	TERM	DESCRIPTION
1.1	Municipality	means the Thulamela Local Municipality, established in terms of section 12 of Local Government Municipal Structures Act, No 117 of 1998 and any member of staff to whom the Council has delegated the powers, functions and duties vesting in the Council in relation to this policy;
1.2	Course/ module	means a course/module for a degree, diploma or certificate or any part thereof consisting of a specific number of subjects or modules which is to be completed within a fixed period of time and which is accredited by the South African Qualifications Authority and as approved by the Municipal Manager;
1.3	Education Institution	means an institution referred to in the Further Education and Training Act, No, 98 or the Higher Education Act, No 101 of 1997;
1.4	Member of Staff	means an employee permanently appointed in the service of the Municipality including employees on fixed term contracts.

1.2 ACRONYMS

#	TERM	DESCRIPTION
2.1	MFMA	Municipal Finance Management Act

2. PREAMBLE

- 2.1 Individual competencies play a pivotal role in enhancing the capability of an organisation to achieve its objectives. The Municipality also encourages employees to further their education in those directions that will be mutually beneficial to both the employee and employer. In order for Municipality to achieve its strategic, business and operational objectives as well as its constitutional mandate, the training and development of its human resources must be conducted in a structured manner, hence the need for a policy that provides relevant guidelines.
- 2.2 The training committee shall serve as the bursary committee and will receive all applications through the office of the Skills Development Facilitator.

3. PURPOSE

- 3.1 To assist in developing the professional capacity of employees, in turn promoting service delivery in order to accommodate the ever-growing Thulamela Municipality.

4. OBJECTIVES

- 4.1 To promote accountability performance improvement and capacity building by ensuring that funds are used for their intended purposes and linking funding to specific outcomes.
- 4.2 To ensure operational efficiency that will result in improved performance.
- 4.3 To promote transparency in the allocation and use of funds, fostering trust among stakeholders while directing resources to priority areas that require assistance.
- 4.4 To establish mechanisms for monitoring and evaluation, allowing for progress tracking and necessary adjustments.
- 4.5 To ensure collaboration between organisations to achieve common goals and promote practices that ensure the long-term viability and impact of funded initiatives.

5. SCOPE

- 5.1 The Conditional Grant Policy applies to all permanent employees of Thulamela Local Municipality section 56 and 57 managers, excluding other employees on contract.

6. AMOUNT OF THE CONDITIONAL GRANT POLICY

- 6.1 An annual conditional grant may be granted by the Municipality to a member of staff enrolled to accredited learning institution for the purpose of payment of fees / refunding of all fees in respect of a course or courses or a remainder of a course for which such member has enrolled at an educational institution, including registration fees, course fees and lecture materials (excluding handbooks or study material not provided by the educational institution) so as to assist such member of staff to obtain the necessary training and academic background that are relevant to the functions of local government.
- 6.2 A conditional grant may be refunded to a member of staff engaged in studies for a masters or doctor's degree or master's laureate diploma in technology where the study entails research projects and thesis or dissertation only, shall be granted for the duration of the diploma or degree.
- 6.3 The amount of a conditional grant which has been granted in terms of this policy to a member of staff should be allocated on a fixed rate across the type of qualification and they are allocated as follows:
- 6.3.1 Diploma: Level 5:
 - 6.3.2 National Diploma: Level 6:
 - 6.3.3 BTech. / Degree: Level 7:
 - 6.3.4 Honours (Honours Degree): Level 8:
 - 6.3.5 Master's Degree: Level 9:
 - 6.3.6 Doctorate Degree [PHD]: Level 10:

7. NATURE OF COURSES THAT MAY BE FOLLOWED

- 7.1 Any course, regarding which a conditional grant may be granted to a member of staff, shall have a bearing and relevance upon and be applicable to the functions and activities of local government.
- 7.2 A conditional grant shall not be granted to a member of staff in respect of a course or remainder of a course, which such a member intends studying unless such course or remainder of a course has been approved by the Thulamela Municipality.
- 7.3 A conditional grant shall be granted in respect of courses at approved educational institutions only.
- 7.4 A conditional grant will not be granted in respect of a course or part of a course which a member of staff has failed, or the cost is for re-examination in regard to such course or part thereof.

8. GRANTING OF CONDITIONAL GRANTS

Conditional grants shall be granted to a member of staff who:-

- 8.1 Has been appointed permanently in the service of Thulamela Municipality, including employees appointed on fixed term contracts.
- 8.2 Has been admitted for studies in the course or remainder thereof at the educational institution concerned.
- 8.3 The bursary will be awarded on first come first served basis, which is subject to the availability of funds allocated to the administration of bursaries.

9. APPLICATION

- 9.1 A member of staff shall apply in writing for a Conditional Grant refund / reimbursement and shall furnish full particulars of the course stating the major and minor subjects, the educational institution at which he/she is admitted, fees and previous academic records applicable to the course/ enrolment.

10. FINANCING OF CONDITIONAL GRANTS

The expenses covered by a conditional grant must be paid/refunded / reimbursed by Thulamela Municipality directly to the Employee upon submission of:

- 10.1 A written conditional grant application approved by the Thulamela Municipality and the member of staff.
- 10.2 Satisfactory proof of enrolment for course/s from that institution.
- 10.3 Proof of payment to the particularly educational especially tertiary institution.
- 10.4 Results of the modules, courses, or subjects enrolled.

11. CONDITIONAL GRANT OBLIGATION AND REPAYMENT

- 11.1 A member of staff who claims a refund from the conditional grant for a particular academic year is obliged to furnish Thulamela Municipality with the official results (on letterhead of institution) for that year within 30 days after receipt of such results.
- 11.2 When a member of staff, after completion of a course in respect of which a conditional grant has been granted, furnishes proof, in writing, to the satisfaction of the municipality of the number of subjects or modules passed, the said amount will be refunded / reimbursed.
- 11.3 Should the member of staff fail to pass a course, modules, subjects, or the courses for which the conditional grant was approved, no refund/reimbursement shall be made to such an Employee.
- 11.4 An employee whose application has been approved will be liable to sign training agreement before the commencement of the course.
- 11.5 An employee who has been granted a Conditional Grant by the Municipality agrees to work for the Municipality for a period equivalent to the period of study for which he/she was granted the conditional grant failure will result in pro rata payment being deducted from the last payment of the Employee concerned.
- 11.6 In the event that a member of staff leaves the service of the Municipality for any reason whatsoever before complying with 10.4 he/she shall be liable for immediate repayment of the conditional grant granted, pro rata amount and the outstanding amount owing shall be deducted from any monies due to such member of staff unless stipulated otherwise in any other policies of the municipality.
- 11.7 Travelling and accommodation cost during time of attending classes will be the responsibility of Thulamela Municipality.

12. SPECIAL LEAVE

12.1 Special Leave on full pay shall be granted to a member of staff for attending group discussions and other compulsory presentation should it be required by the course or educational institution.

12.2 Two days leave shall be granted to employee for preparation and a day for sitting for examination of each module enrolled for.

12.3 The municipality may grant one day special leave for each vacation leave (50:50) taken by the member of staff up to a maximum of 14 days per annum, for the purpose of research/attending class in regard to such research project and five (5) days for thesis or dissertation, subject to the work requirements of the municipality and proof by the member of staff of the research to be done, in the case of studies that entail a research project and thesis or dissertation only for a:

12.3.1 Masters degree

12.3.2 Doctors degree

12.3.3 Masters or laureate diploma in technology

13. REQUIREMENTS

13.1 A person who wishes to be considered for the granting of the bursary must apply using Thulamela Municipality bursary application form.

13.2 Applicants must meet the criteria to receive the bursary.

13.3 Only applicants intending to study or who are currently studying at an accredited tertiary institution will be considered.

14. SELECTION CRITERIA

To qualify for the bursary the applicant must: -

14.1 Meet the admission requirements of the accredited tertiary institutions concerned within the borders of South Africa and globally.

14.2 Provide the proof of enrolment or acceptance letter for enrolment in a program at an accredited tertiary institution.

- 14.3 Provide the Municipality with the fees statement.
- 14.4 Provide proof of up-to-date Municipal rates of an applicant in his/ her residential area (Submit all documents as per the requirements).
- 14.5 Bursary shall not be granted to employees whose probation period has not been confirmed, and part time employees.
- 14.6 Bursary may be granted to contract staff; however, the duration of the bursary contract should not exceed the duration of the contract.
- 14.7 The bursary should equal at most half duration of the contract.
- 14.8 In case where the bursary holder decides terminate their service with the Municipality, the incumbent shall pay all the monies utilised for their approved bursary.
- 14.9 Qualifications shall be South African Qualifications Authority (SAQA) accredited and academic institutions shall be recognised by the Department of Higher Education and Training.

15. ALLOCATION OF BURSARIES

- 15.1 Bursary allocations shall be subject to the availability of funds.
- 15.2 Thulamela Local Municipality will pay study fees directly to the relevant educational institution.
- 15.3 The term "study fees" will be deemed to include registration, class fees, examination fees, graduation, study material (excluding electronic devices such as laptops, notebooks, personal computer, etc.), but will not include any penalties that are imposed by the educational institution or membership of any student body.
- 15.4 Travelling, accommodation or subsistence expenses will not be paid from the bursary fund but as allocated for employees in their specific departments to complement the package.
- 15.5 Students must submit documentary proof by means of a statement or invoice on which the registration, class fees, examination fees, and study material are payable, fully specified and defined.

16. ADMINISTRATION OF BURSARY SCHEME

Applications for bursary from prospective bursars must be submitted on the prescribed application form indicating line of study and institution, together with certified copies of his/her identity document, and other documents tabled in paragraph 17.7

16.1 The Senior Manager: Corporate services shall be responsible for the administration and implementation of the conditional grant policy.

16.2 The applicant must sign the training agreement / contract within a week after the bursary is awarded.

16.3 No payment shall be made if the contractual agreement is not completed and signed by both the bursary holder and the Municipal Manager

16.4 The total period of study towards a qualification must not exceed the minimum prescribed / recommended duration as prescribed in both the contract and curriculum.

16.5 Human Resources must keep a register of all bursaries paid and monitor whether beneficiaries have indeed passed, and if not recover all monies paid in terms of the policy.

16.6 The register must contain the following details: -

16.6.1 Bursary holder name

16.6.2 Course registered.

16.6.3 Institution

16.6.4 Subjects/ courses registered.

16.6.5 Date of commencement

16.6.6 Date of completion

16.6.7 Bursary amount

16.6.8 Date of payment

16.6.9 Passed /YES or NO

16.6.10 amount to be recovered

17. CONDITIONS UNDER WHICH BURSARIES SHALL BE GRANTED

Bursary shall be granted to employees to study part- time for the prescribed duration of their studies.

17.1 Bursary shall be granted to those who wish to obtain general, further, and post graduate qualifications.

17.2 Bursary fees shall not be paid in the new academic year before results and proof of acceptance / registration have been submitted to Human Resource

17.3 The human resource capacity building component shall compile a letter within fourteen (14) working days after approval, confirming that a bursary has been allocated to the bursary holder and forward it to the academic institution.

17.4 The bursary scheme shall be announced in August Annually, indicating time frames within which the HRD/ Training committee shall review the bursary applications for the following academic year.

17.5 Human Resources shall draft a letter/ memo and distribute to all Senior managers in which the bursary scheme will be announced.

17.6 The letter/ memo must be distributed to all supervisors to ensure that the information reach every employee of Thulamela Municipality

17.7 The applicant interested in applying for a bursary will submit the following documentation: -

17.7.1 The completed, signed and dated bursary scheme application.

17.7.2 Certified copy of ID book.

17.7.3 Certified copy of grade 12 certificate.

17.7.4 Certified copies of highest academic qualification obtained.

17.7.5 A quotation reflecting the tuition and prescribed textbook fees from the academic institution recognized by the National Department of Education.

17.7.6 A printout of the qualification she / he wishes to study towards indicating the entry requirements, number of modules/ subjects.

17.8 If a student has paid the registration, class fees, examination fees, and study material, he/she may claim reimbursement on submission of a completed and signed refund application form, a letter stating the amount paid and such letter will be supported by proof of payment and confirmation of bank account.

17.9 Claims for reimbursement must be submitted within 30 days of payment thereof, failure to submit within 30 days of payment the incumbent will forfeit monies due to them.

17.10 No payments will be approved or activated without valid documentary proof.

18. OBLIGATION OF THE BURSARY HOLDER

18.1 To enrol / register as a student at an accredited tertiary institution.

18.2 To complete the qualification within the minimum period prescribed at an accredited tertiary institution.

18.3 To submit to the municipality proof of examination results of the subjects / modules for which the bursary holder enrolled, at the end of every study year / semester (June and December). This allows the municipality to evaluate the bursary holder's academic progress.

18.4 To inform the municipality in writing immediately when he/she suspends the course or any part of the course concerned.

19. AUTHORISATION

19.1 Bursaries will only be considered if recommended by the respective Bursary Committee and approved by the Municipal Manager or his delegate, subject to the availability of funds.

20. TERMINATION OF BURSARY

The bursary shall be terminated in the following circumstances: -

20.1 If the bursary holder does not successfully complete the qualification / course within the prescribed period.

20.2 If the bursary holder discontinues his/her studies for whatever reason before the completion of his/her course (except in the case of illness accompanied by the doctor's certificate).

20.3 In the event that the bursary holder fails one or more modules, the cost of repeating such modules/ courses shall be borne by the bursary holder personally and all other related expenses.

20.4 If the bursary holder is expelled from the tertiary institution for whatever reason, the bursary will be terminated.

21. LEGISLATIVE AND REGULATORY FRAMEWORK

There are number of National Laws and policies which impact on how an organisation approaches education, training, and Development. The Legislations are:

21.1 Occupational health and safety Act, 85 of 1993.

21.2 SAQA Act, 58 of 1995.

21.3 Labour Relations Act 65 of 1995

21.4 Constitution of the RSA, 108 of 1996

21.5 Basic Conditions of Employment Act, 75 of 1997

21.6 Skills Development Act, 97 of 1998 Employment Equity Act, 55 of 1998

21.7 Municipal Systems Act, 32 of 2000

21.8 These Laws underpin and inform the Municipality's Education, Training and Development Policy framework.

22. STAKEHOLDER ENGAGEMENT (if applicable)

22.1 All the relevant stakeholders internal and external will be consulted through the development and implementation of this policy.

23. IMPLEMENTATION: ROLES AND RESPONSIBILITIES

23.1 The Municipal Manager is responsible for the approval of the conditional grant applications and the bursary refunds.

23.2 The Chief Financial Officer (CFO) is responsible for the recommendation of the conditional grant and bursary refund.

23.3 The CFO ensures payment of approved conditional grants and bursary refunds.

23.4 The chairperson of the Training Committee recommends the conditional grants.

23.5 The HR Manager/ training and development unit are responsible for ensuring that the conditional grant and bursary refund applications are compliant.

23.6 The Senior Manager is responsible for authorising the applicant to partake in the study program.

24. MONITORING AND EVALUATION

24.1 Corporate Support Services is the implementing agent of this policy and shall ensure that all officials comply with the provision thereof.

24.2 On a continuous basis this policy will be assessed to determine its relevance and effectiveness and to assess whether it has achieved the intended objectives.

25. CONCLUSION

25.1 In conclusion, the Conditional Grant Policy outlines critical matters raised in the purpose and the objectives. The provisions in the policy contents highlights the need for municipality to adhere to the key issues narrated which will address challenges encountered and lead to effective and efficient implementation of the policy.

25.2 The Municipality commits to make resources available, monitor and evaluate the effectiveness of the policy, thus encouraging all relevant stakeholders to familiarise themselves with the policy and take necessary actions to fully participate and ensure compliance of the policy.

26. REVISION DATE

26.1 This policy will be reviewed annually or as and when the need arises.

27. ANNEXURES

27.1 Application form

27.2 Refund application form

27.3 Business process map

27.4 Checklist for bursary and refund

27.5 Standard operating procedure (SOPs)

27.6 Conditional grant agreement