

Online Application Guidance

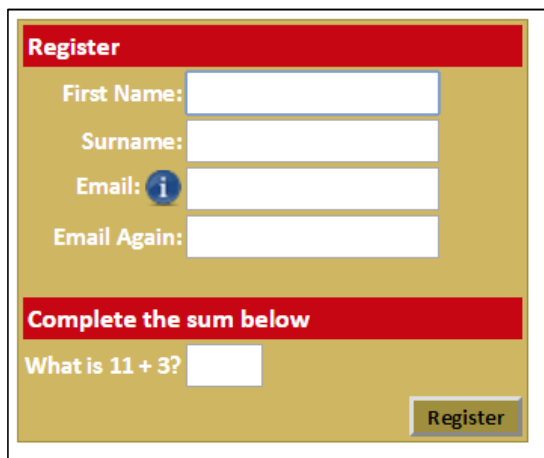
1. User Registration

To create login details

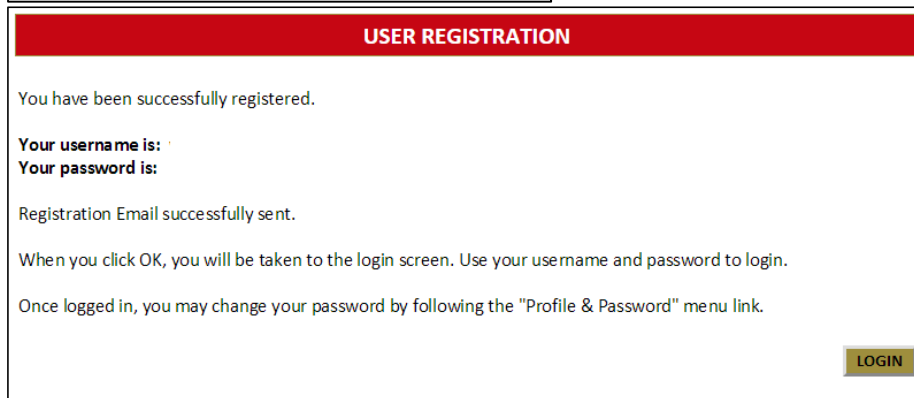
Require: Applicant's name, surname and email address

After successful User Registration, you will receive an **email notification**:

"SAB Foundation – User registration confirmation" with **username** and **password**



The screenshot shows a registration form with a red header labeled "Register". Below the header are four input fields: "First Name:", "Surname:", "Email:" (with an information icon), and "Email Again:". Below these fields is a red section titled "Complete the sum below" with the question "What is 11 + 3?" and a small input box. A "Register" button is located at the bottom right of the form.

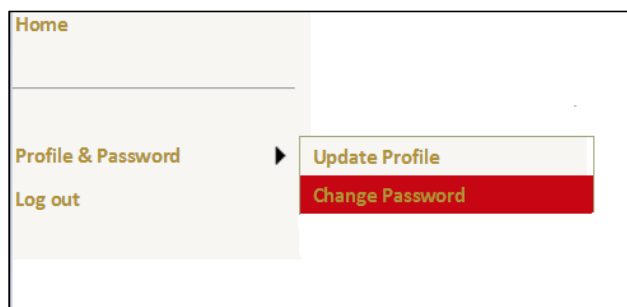


The screenshot shows a confirmation page with a red header labeled "USER REGISTRATION". The text on the page reads: "You have been successfully registered." followed by "Your username is:" and "Your password is:". Below this, it says "Registration Email successfully sent." and "When you click OK, you will be taken to the login screen. Use your username and password to login." At the bottom, it says "Once logged in, you may change your password by following the 'Profile & Password' menu link." A "LOGIN" button is located at the bottom right of the page.



Useful Hints:

- 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
- **Change your password** to one that is easy to remember for easy access to the system the next time you log in.
(Select **Profile and Password** at the home page then **Change Password**)



2. Create an Application

To create your application

Require: Innovation Name, Type, and if applicable, Organisation Details

After successful Application, you will receive an **email notification**:

"SAB Foundation Application successfully created" with unique **Project Number**

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
SI06	SIA 2016	Social Innovation Awards 2016	Phase One	31/05/2016 12:00:00



APPLICATION REGISTRATION PAGE

Innovation Details

Name of Innovation*

Type of Innovation*

Are you entering as*

Individual/Organisation Details

If you are entering as an Individual or Team, please fill in the individuals name

Name of Organisation*

In which province is your head office based? *

THE APPLICATION HAS BEEN REGISTERED.

Number:

Name:

Registration notification Email successfully sent.

Useful Hints:

Keep your **unique project number** with you at all times as this will be your reference number in all your correspondence with the SAB Foundation

3. Complete Online Application From

Online Application Form

After you successfully registered and created an application, you are now ready to start the online application process.

Useful Hints:

- There are **6 SECTIONS to be completed** and you can jump between the different sections by selecting the **Section** button you want to go to at the top of the page:

Section 1	Innovation
Section 2	Applicant details



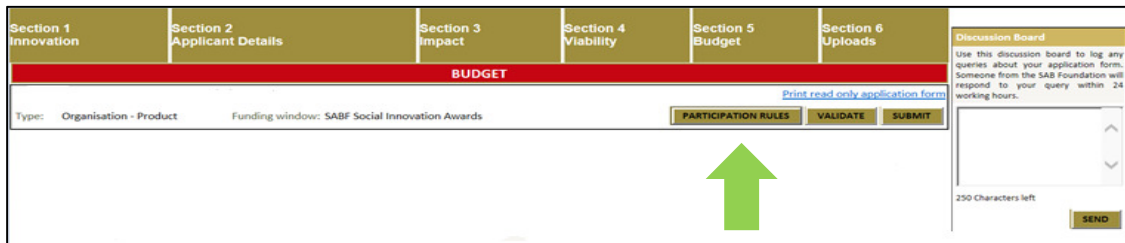
Section 3 Impact
 Section 4 Viability
 Section 5 Budget
 Section 6 Uploads

Section 1 Innovation	Section 2 Applicant Details	Section 3 Impact	Section 4 Viability	Section 5 Budget	Section 6 Uploads
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4. Participation Rules

You have to complete the Participation rules before you can submit your completed application.


You will find this button next to the discussion box on the right hand corner of the page. Tick the block and select the **Accept** button to accept the Terms and Conditions



The screenshot shows a web application interface with a navigation bar at the top containing six sections: Section 1 Innovation, Section 2 Applicant Details, Section 3 Impact, Section 4 Viability, Section 5 Budget, and Section 6 Uploads. The 'Section 5 Budget' section is currently active, indicated by a red header bar with the word 'BUDGET' in white. Below the header, there is a form area with the following details: 'Type: Organisation - Product', 'Funding window: SABF Social Innovation Awards', and a 'Print read only application form' link. A green arrow points to a button labeled 'PARTICIPATION RULES' located next to 'VALIDATE' and 'SUBMIT' buttons. On the right side of the form, there is a 'Discussion Board' section with a text area and a 'SEND' button. The text area contains instructions: 'Use this discussion board to log any queries about your application form. Someone from the SAB Foundation will respond to your query within 24 working hours.' and a character count: '250 Characters left'.



TERMS AND CONDITIONS & DECLARATION

 **SAB** Foundation

Neither the acceptance of the application nor the granting of a grant of any kind will be deemed to be an endorsement by FETOLA, the parent African Breweries Limited ("SAB") or its associated companies (directors, officers or employees) ("SAB Group"). Under no circumstances may you purport to have the SAB Group's or Fetola's recommendation or endorsement without prior written consent.

You hereby indemnify and hold harmless the SAB Group, Fetola, its officers, directors, employees and affiliated companies from and against any and all claims, liabilities, losses, expenses, penalties, fines, interest, costs (including reasonable attorney's fees) and damages, which you (the Applicant) (including your employees, agents or representatives) may suffer and/or incur arising out of or resulting from any act or omission, willful misconduct, negligence and/or default by Fetola and the SAB Foundation, and/or arising out of your application for funding, or any other claim whatsoever arising from this Application Form.

Declaration

I/We the applicants as detailed below declare that:

- the information provided in this document is a true and a correct reflection of the facts, and I/we fully consent to a background verification of such information.
- I/We will conduct myself/ourselves in all respects and in connection with this application in accordance with all applicable laws and regulations;
- any information, equipment, materials or reports used or submitted by us in connection with this application shall not infringe upon nor violate the intellectual property rights or other proprietary rights of a third party
- understand the terms and conditions of this Application Form and accept that I am/We are bound thereby.

I, the entrant, confirm that I have read, understand and will adhere to these Terms and Conditions & Declaration. **ACCEPT**

5. Submit Application




After completing the entire online application form, accepted the Participation Rules and uploaded required documents, select the "SUBMIT" button (next to the discussion box).

Section 5 Budget	Section 6 Uploads	Discussion Board
Print read only application form <input type="button" value="PARTICIPATION RULES"/> <input type="button" value="VALIDATE"/> <input type="button" value="SUBMIT"/>		<p>Use this discussion board to log any queries about your application form. Someone from the SAB Foundation will respond to your query within 24 working hours.</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>250 Characters left</p> <input type="button" value="SEND"/>




APPLICATION VALIDATION

 Application is complete. You may submit the application



APPLICATION VALIDATION



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.

After successful submission, you will receive an **email notification**:




"Application successfully submitted to SAB Foundation"

Only then has your application been received by the SAB Foundation Review Team.

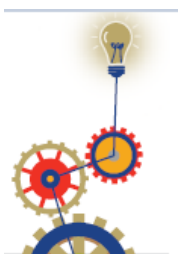
You will not be able to SUBMIT your application after the deadline.

Your applications status can be viewed on the home page screen:

Only if your Application Status display **"Submitted by online user"** have your application been successfully received by the SAB Foundation Review Team.

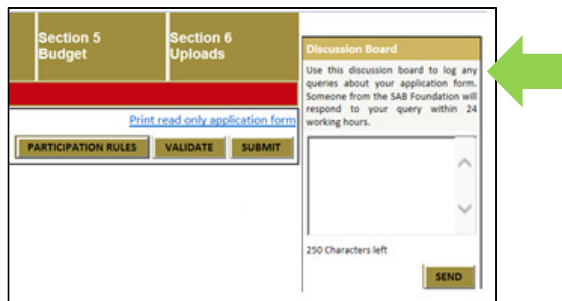
MY APPLICATIONS AND WORK								
Click on  to edit or to view. This list contains all your current applications and review work.								
The list of review work includes all submitted in the last <input type="text" value="21"/> days <input type="button" value="REFRESH"/>								
Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App Reports
3089/01	SIA 2016	Donuts forever	SIA	Phase One	Lead applicant	Submitted by online user	31/05/2016	
<div style="color: green; font-size: 2em; font-weight: bold;">↑</div>								
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			
SI06	SIA 2016	Social Innovation Awards 2016		Phase One	31/05/2016 12:00:00 			

GOOD LUCK!



Important Application Information

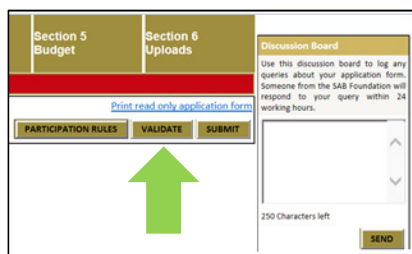
- Allow **sufficient time** to complete the application form - you will need at least half a day for completion and you also need to gather important information and documentation before you can submit your form.
- If you are going to start with completing your application form on the last day of the application period, you might not have enough time to complete and submit it successfully.
- The application will be available for completion online from **03 – 31 May 2016**. To access the online application form, [click here](#).
- Read through 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).
- Remember to **Save** regularly and **always save** before you move to another section.
- **Any queries?** Use the **Discussion Board** on the right hand corner and a member of the SAB Foundation team will respond to your query (during office hours only).



The screenshot shows the application form interface with two main sections: 'Section 5 Budget' and 'Section 6 Uploads'. Below these sections are buttons for 'PARTICIPATION RULES', 'VALIDATE', and 'SUBMIT'. On the right side, there is a 'Discussion Board' section with a text area and a 'SEND' button. A green arrow points to the Discussion Board area.

VALIDATE” to check your answers and if your application is ready to be submitted:

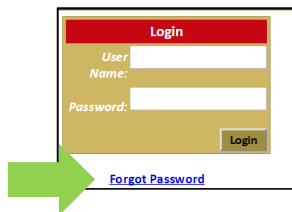
Select the **Validate** button next to the Discussion Board to show you outstanding information on the application form that is required before you can submit your application successfully. Once you have completed all the required fields, then only will you be able to **submit** your application.



The screenshot shows the application form interface with the 'VALIDATE' button highlighted by a green arrow. The 'Discussion Board' section is visible on the right side.



- Ensure a copy of your **certified ID** has been uploaded under **Section 6: Uploads**
- Ensure that you select the **SUBMIT** button prior to the application deadline (midday **(12h00)**, **31 May 2016**). **No** applications will be accepted after the deadline.
- 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).
- Fill out the forms in an honest, detailed, clear and concise manner.
- Clearly communicate the competitive advantage, impact and business model of your innovation and demonstrate viability and growth opportunities.
- **Forgot your password?** Click the [Forgot Password](#) link on the home page and your Password will be emailed to you.



Stuck?

To speak to a member of the SAB Foundation Team regarding your online application, please have your **unique project number** with you and contact one of the numbers below (during office hours).

Tel: 011 881 8678 or 011 881 8586

