

Read about the programmes and opportunities that are available to you in your province, the Free State.



# FREE STATE



- Free State Development Corporation
- Learnerships
- Umsobomvu
- Tourism Enterprise Programme
- Seda
- Local Economic Development
- Useful Contacts

For more information on these and other government programmes, phone 1020 — toll-free from a landline.

# Free State Development Corporation (FDC)

The Free State Development Corporation (FDC) offers start-up, expansion and bridging loans to businesses. In addition, it offers regular visits to businesses to help with basic business skills and to monitor progress.

## Contact the FDC:

Bloemfontein	051 400-0800
Phuthaditjhaba	058 714-0071
Sasolburg	016 976-8944
Welkom	057 357-5329
Trompsburg	051 713-0342/3
Bloemfontein	051 430-6687



# Learnerships



Government and business are working together to provide learnerships to unemployed young people. Training is conducted within the working environment and has both a theoretical and a practical component.

The aim is that once a young person qualifies from the Learnership Programme, he or she will have enough skills to find permanent employment. Sector Education and Training Authorities (SETA) offices are in Bloemfontein.

## Contact SETAs:

Services SETA	051 430-6223
Local Government SETA	051 448-2481
Construction SETA	051 447-1245
Manufacturing and Engineering SETA	051 430-1263

# Umsobomvu Youth Fund (UYF)

**Entrepreneurship Education Training:** This training is aimed at helping young people understand the concepts and principles of entrepreneurship.

**Cooperative Training:** This is training for young people on the fundamentals of establishing and managing a youth cooperative business.

**Graduate Development Training:** This is a training programme for unemployed graduates to enhance their life and professional skills.

**Business Consulting Service Vouchers:** These are services designed to help youth set up, expand or develop their businesses.

**Vouchers Contact:** 051 448-9203/4.

**Youth Advice Centres** can be found at the following points:

- Goldfield FET College, Thabong 057 395-1301
- Qwa-Qwa, Makaone Village 058 713-3143



# Tourism Enterprise Programme (TEP)



The people of my village realised that tourists love to visit places of natural beauty, like ours. So we began to ask ourselves, "Why don't we turn this into a tourist destination?"

After we had discussed ideas and come up with a plan in writing, we approached the TEP. They helped turn our ideas into a reality. But it all started with our ideas, and our planning!



BUSINESS PLAN FOR  
RISOKOTI  
D AND BREAKFAST

The Tourism Enterprise Programme facilitates the growth and development of small, medium and micro-enterprises in the tourism industry, and promotes income-generating projects and job creation.

**Contact the TEP: 0861 205 845 or 051 444-0070**

**Contact the Department of Tourism, Environmental and Economic Affairs: 051 400-9623**

## Could you do the same?



"Could your area become a tourist destination, and bring income to your community? Make the most of the tourism potential in your area. Crafts, hiking trails, trips to scenic or historical sites, well-run Bed and Breakfast establishments, a **crime-free environment** and unity amongst the community will make your area attractive to tourists! To bring them in will take **discussion** and **planning**. The TEP can help."

# Small Enterprise Development Agency (Seda)

Visit your local Seda office for information and advice on how to start your new enterprise and make a success of it! People can go to a Seda for help to start a business or, if they already have a business, to make it stronger and more profitable. Seda has a special focus on cooperative enterprises.



**Contact Seda:**

Seda	Contact number
Bloemfontein Provincial Office	051 411-3820
Welkom – Lejweleputswa	057 396-4777
Bloemfontein – Mangaung	051 447-3281
Kroonstad – Moqhaka	056 213-1809
Sasolburg – Metsimaholo	016 974-2460
Bethlehem – Thabo Mofutsanyana	058 303-7162
Trompsburg – Xhariep	051 713-0376/0363

## More organisations that support SMMEs

**Khula Enterprise Finance:** Khula helps SMMEs to get loans from banks and micro-lenders. It does not lend money itself.

**Contact:** 051 430-0275/3203

**National Development Agency (NDA):** The NDA grants funds to Civil Society Organisations for the purpose of meeting developmental needs of poor communities.

**Contact:** 051 430-2024

**Boss:** Umsobomvu micro-finance programme.

**Contact:** 051 448-4820/4

**Business Partners:** They offer loans to small and medium enterprises.

**Contact:** 051 446-0536



## Two are always better than one.



Eish! I can't do this all by myself! It's too much!



You're right! But you're not alone. Why not approach friends and family and form a group?



Combine your talents! It may even be a good idea to form a cooperative.

**Feeling overwhelmed? Don't go it alone!**

# A story of economic development



Hello, friends

Do you long for a better life, a satisfying job and a brighter future for yourself and your children? You're not alone. Many people are striving for a better life.

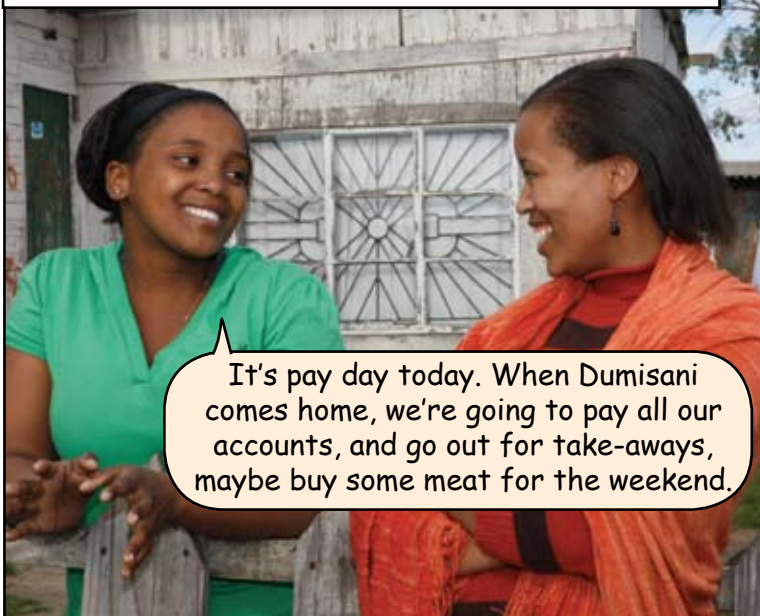
Help is out there for those who seriously want to make changes.

But to make the most of that help, you've got to get the basics right!

But take the advice of the friends in this story — get organised, start your activity before you approach a programme, and be specific about the kind of help you're after!

Let's follow a group of family and friends as they struggle with the kinds of problems we all face. They started to think differently, and came up with solutions that completely changed their lives.

It's Friday night, and a wife is at home waiting for her husband.



It's pay day today. When Dumisani comes home, we're going to pay all our accounts, and go out for take-aways, maybe buy some meat for the weekend.



Where is he?



Heh! I don't believe this! Is this what you do with our money?

Give me a break, wife, it's my last day on the job. I've got a right to drink with my friends.



But we need that money to pay accounts! I'm tired of living like this, in and out of work, always scraping by. You know, with all the money we've earned this year we could've started a business!

A business! You joke.



Organised!  
That's the last  
thing I feel like  
being.

She's right, you know. And  
there's a lot of help out  
there if you want to start  
a business - you just need  
to get organised!



Look at the roads that are being built  
around here! The tourism that's being  
promoted! The housing projects ... even the  
cultural stuff. The people who benefit from  
all this are the ones who get organised.

Then let's do it!

The next day ...



I feel the  
same way.

You're right Neli, we need to  
make a change. I want our  
children to have a future and a  
hope, and I want us to live well!



Look at all of  
our friends.  
None of us  
has work, but  
we've got a lot  
of skills! Let's  
invite them to  
start a business  
with us.



That day, Dumi went to his  
friends one by one and invited  
them to a meeting at his house.

Later that afternoon, Dumi, Neli and their three friends,  
Albert, Oupa and Lulu, the shebeen queen, meet.



Hey! I have an idea!  
Why don't we start a  
contracting business  
together?

You guys could contribute the  
contracting skills and I could  
help with the accounts, keeping  
records and management.

Hmm. It's  
worth a try.  
Why don't  
we put some  
ideas down  
on paper?

## Step One

# Approach your local municipality

The five friends have written down a basic business plan and now approach the Local Economic Development officer at their local municipality.

Every District and Local Municipality has a Local Economic and Development (LED) Programme. The purpose of this programme is to create an enabling environment for business, to link businesses with sources of training and loans, and to host workshops and summits that inform people about opportunities in their fields of business.





"Find out who your competition will be, and then compare yourselves to them. What advantages do you have over them – and what are their advantages? How is the service that you provide different?

Ask yourself and be honest – what are your strengths and your weaknesses? Your competitors are marketplace "threats", but also think about what opportunities there are in the market.

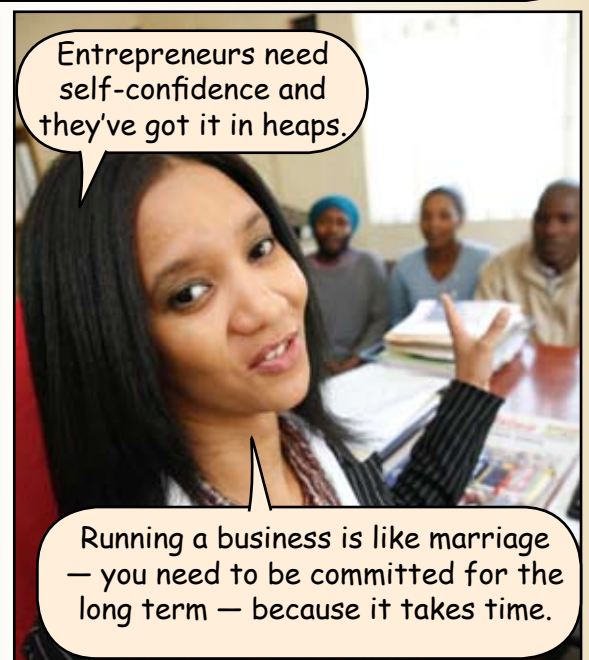
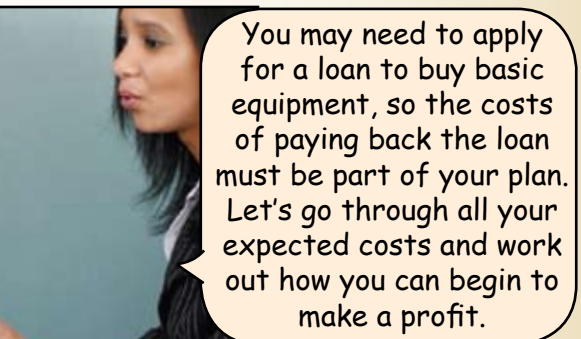
Finally, list all the factors for your success, and when you advertise, make sure that you make your customers aware of your strengths."

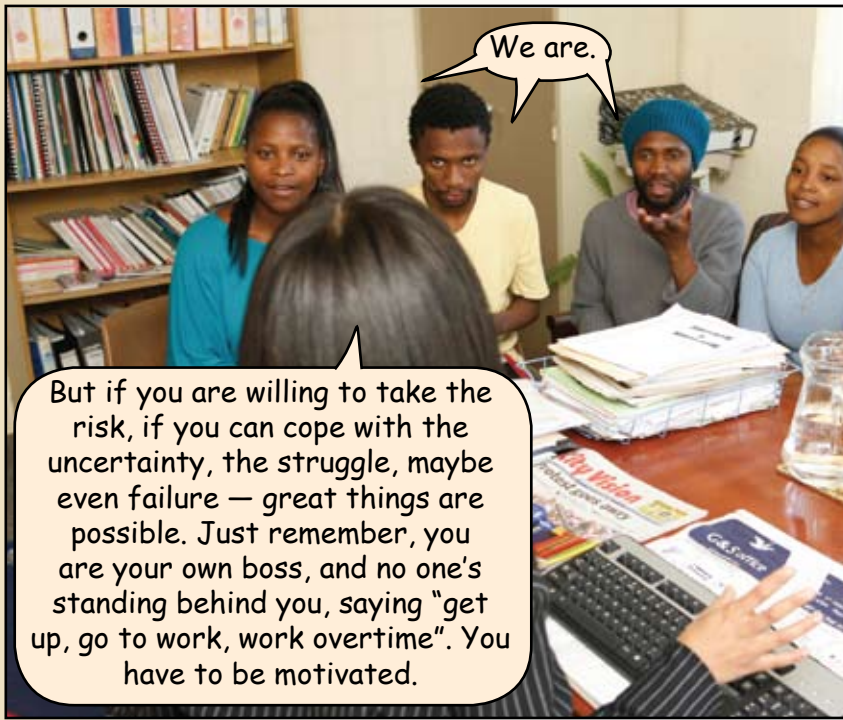


## Step Two

# Talk to the experts

Our friends have received advice from their LED officer at the local municipality and now pay a visit to an organisation that specialises in helping small, medium and micro-enterprises. You can find out about such organisations in the pages of this insert and the national publication.





But if you are willing to take the risk, if you can cope with the uncertainty, the struggle, maybe even failure – great things are possible. Just remember, you are your own boss, and no one's standing behind you, saying "get up, go to work, work overtime". You have to be motivated.



Ask for help – anytime. We will help you where we can or lead you to the right people. On your way out, check out the tenders we have available. If you apply, you may be able to win a tender to do some construction work for the municipality.

We'll do that. Thanks very much for all your advice.

Yes. Thanks!

## Know the law

It's important to know the law when setting up and running a business. The first thing Dumi and his friends will have to decide is what the structure of their business is going to be. Will it be a cooperative, a partnership, a close corporation, a sole trader, or a company? To make this important decision, it is a good idea for them to talk to someone who knows and can give expert advice.

The type of structure they choose will affect how the business gets taxed. Some structures are more expensive and more difficult to set up than others. It is also very necessary to keep records of everything in business. Dumi is starting a business with his wife and friends. They need to sign a legal contract before they begin anything.

They need to make sure of the following:

- The business has a bank account.
- Their business is registered with the South African Revenue Service.
- They may need to get a trading licence.
- They are familiar with the labour laws, so that they know their rights as employers, and are familiar with the rights of their employees.

## Step Three

# Aim for excellence

Another thing, guys, the municipality keeps a database of contractors. For some of the jobs, they don't tender but simply consult their roster. To get on the roster, you must have a tax clearance certificate from **SARS**.

Then make sure your phone is working and that they can reach you when they need you. It may seem obvious, but some people miss out on jobs because they cannot be reached!

## At the municipality ...

Hey, here's a transport tender for a cool R3 million.

Nice money!



Aren't you in construction? Do what you can do best. If you bite off more than you can chew, you will ruin your reputation and future chances.

## Walking home ...



I think we've been given some good advice today. I'm glad we went to see our **LED** officer and **SEDA**.

Me too.

In fact, I'm feeling pretty motivated and positive about the future. This is the kick start we needed.

## Local Economic Development (LED)

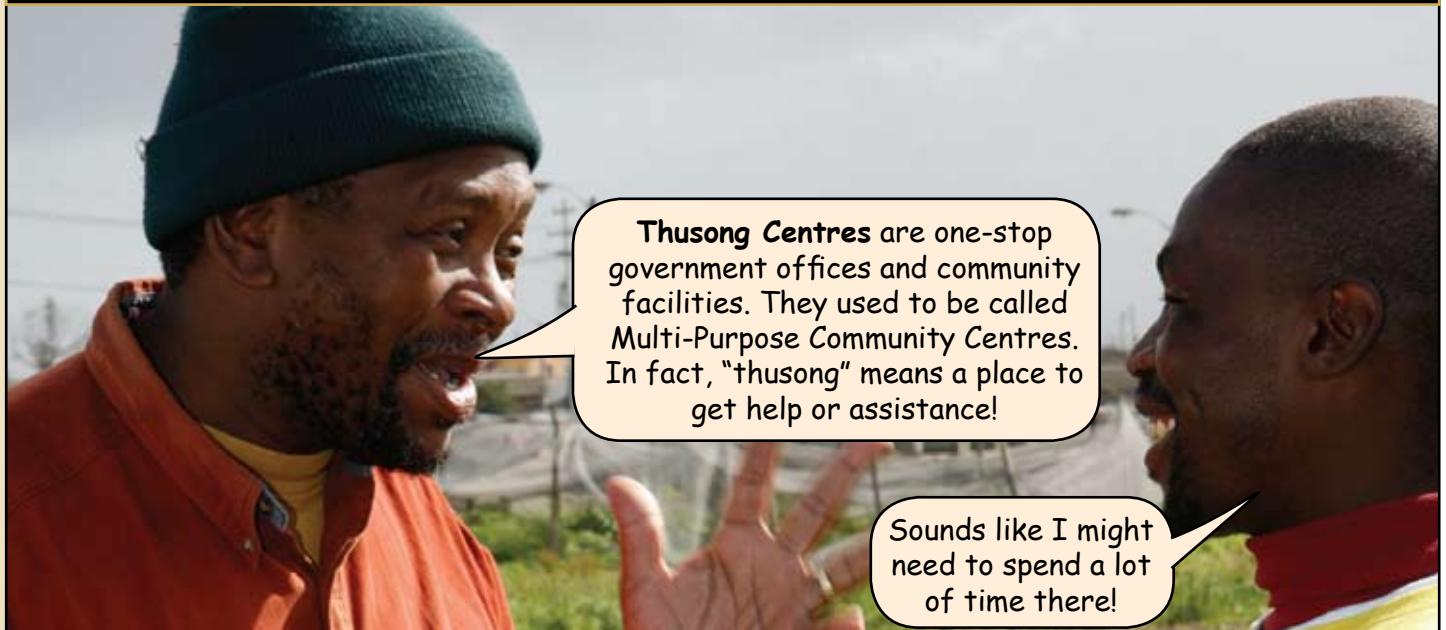
Every municipality has a Local Economic Development programme. Activities of these programmes vary from district to district, but, in general, their purpose is to promote economic development in their areas.

**Contact Provincial LED: 051 405 8624**

**District Municipality LED Officers:**

Municipality	Telephone
Motheo District Municipality	051 407-3200
Xhariep District Municipality	051 713-9307
Lejweleputswa District Municipality	057 353-3094
Thabo Mofutsanyana District Municipality	058 718-1048
Fezile Dabi District Municipality	016 970-8600

## Thusong Centre Contact Details



**Thusong Centres** are one-stop government offices and community facilities. They used to be called Multi-Purpose Community Centres. In fact, "thusong" means a place to get help or assistance!

Sounds like I might need to spend a lot of time there!

Thusong Centre	Address	Contact number
Botshabelo	1230 Section E, Botshabelo	051 532-6791
Qalabotjha	1279 Gamede Street, Qalabotjha, Villiers	058 821-1127/25
Onalerona	188 Sediba Village (Next to Sediba Clinic), Thaba Nchu	082 550-8512
Namahadi	Charles Mopeli Stadium, Qwa-Qwa	058 789-1147
Kopanong	398 Booysen Street, Madikgetla, Trompsburg	051 713-0493/0187
Mohokare	Cnr Vegkop & Pansergrove Streets, Zastron	051 673-1979
Phiritona	2264 Makoko, Hlahane Street, Phiritona Heilbron	058 852-1411

## Free State Provincial Government Departments

Department	Contact number
Department of Agriculture	051 506-1612/1613
Department of Labour	051 505-6200
Department of Land Affairs	051 400-4200
Department of Local Government and Housing	051 403-3713
Department of Minerals and Energy	057 391-1300
Department of Public Works, Roads and Transport	051 405-4381/405-4721
Expanded Public Works Programme	051 405-8949
Department of Social Development	051 409-0555/405-4431
Department of Sport, Art and Culture	051 410-4735
Department of Water Affairs and Forestry	051 405-9000/405-4269
Government Communication and Information Systems (GCIS)	051 448-4504
Programme	
Agricultural Development	051 506-1612/17
Adult Basic Education and Training (ABET)	051 404-8000
Early Childhood Development Programme	051 403-2200
Home Community-Based Care Programme	051 409-0555
Investing in Culture Programme	051 410-4735
Land Redistribution and Development	051 400-4200
The Social Development Funding Window (SDFW) of the National Skills Fund	051 505-6274