



# Investment Business Processes



science, technology  
& innovation

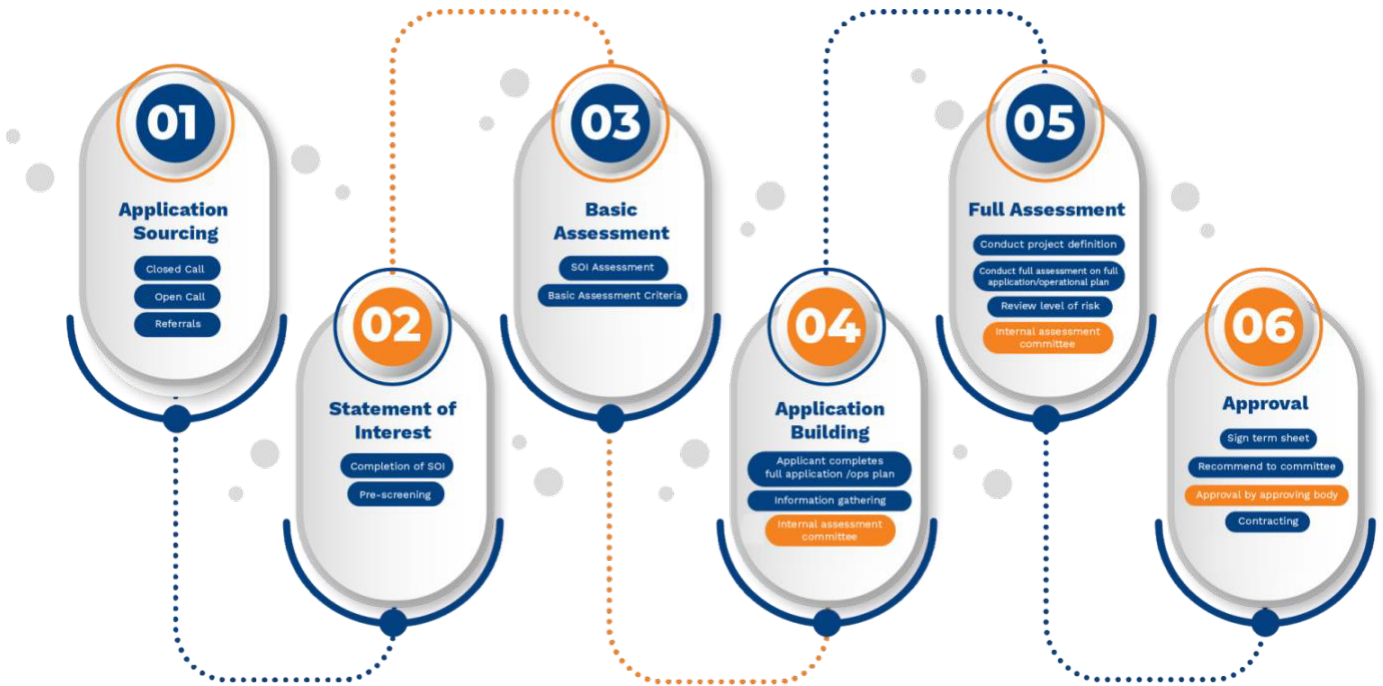
Department:  
Science, Technology and Innovation  
REPUBLIC OF SOUTH AFRICA



# How TIA funding works

From application to impact

Curious about how TIA funding works?



**Let's walk through *every stage* of the process, so you know exactly what to expect, from your *application* to *project completion*.**



***Whether you are an individual, innovator, a start-up, or research institution, this guide will help you prepare a strong application, know what to expect at every step, and manage your project successfully***



## WHEN CAN I APPLY FOR FUNDING

When call for proposal applications are opened for closed or open calls. Look out for call for proposals on the website and social media.

## WHERE DO I APPLY

On the Funding Portal on the following link: [Funding.tia.org.za/gateway](https://funding.tia.org.za/gateway) **HOW**

## DO I APPLY

Submit a Statement of Interest (SOI) pdf or Full Application pdf.

### Step 1: How do I submit a Statement of Interest (SOI)

1. Check the call requirements  
Review the published call to ensure your technology or project fits the objectives and criteria outlined by TIA.
2. Advisory support (if applicable)  
Applicants may request guidance from TIA representatives regarding the call requirements or application process.
3. Prepare and submit your SOI  
Complete the online SOI form on the Funding Portal and submit it before the specified deadline. Late submissions will not be considered.
4. Assessment and allocation  
Your SOI will be reviewed by the relevant Business Unit Head to confirm that it meets the call for proposal requirements. Application than will be assigned for assessment.
5. Review and Preparation for Full Application  
Once your SOI has been submitted, you must download the Due Diligence Checklist, Project Execution Plan, and Financial Information. These supporting documents outlines the information that will be required should your SOI advance to the Full Application stage.

### PLEASE ENSURE:

- Completed SOI form (submitted via the Funding Portal).
- Reference to the published call or opportunity.
- Awareness of the Full Application supporting documents.

## Step 2: How your SOI is assessed

Once your SOI has been received, it undergoes a structured assessment conducted by the relevant BU. The process focuses on completeness, alignment with TIA's funding priorities, and the project's potential for commercialisation. The outcome of this stage determines whether the applicant will be invited to submit a Full Application.

### HOW IT WORKS

1. **Completeness check**  
BU reviews your SOI to confirm that all required sections and supporting details have been provided.
2. **Preliminary assessment**  
BU evaluates your submission against TIA's basic assessment criteria, considering technical feasibility, market potential, and strategic fit.
3. **Consultation (if necessary)**  
Additional internal or external experts may be consulted to provide input on specific aspects of your proposal.
4. **Basic assessment report**  
A formal report is prepared summarising the findings of the assessment.
5. **Review and decision**  
The Business Unit reviews the Basic Assessment Report and issues one of the following decisions through the Funding Portal:
  - **Accept:** The proposal qualifies to move forward to the Full Application and review stage.
  - **Not Accepted:** The application does not meet the required criteria. The applicant will be informed of the reasons for this decision.
  - **Referral:** The proposal is referred to another Business Unit if it is more aligned with a different investment focus area.
6. **Formal Feedback**  
Written email feedback on the outcome.

### TURNAROUND TIMES

Approximately two to three weeks from the closing date of the call.

### Step 3: What is a Full Application, and when should I submit one?

A Full Application is a comprehensive proposal that outlines your innovation, market potential, business model, intellectual property position, and funding requirements. Depending on the nature of the call, some applicants may be invited to submit a Full Application directly, while others progress from the SOI stage.

All applications must be submitted through the Funding Portal before the published deadline. Late or incomplete submissions cannot be considered.

#### HOW IT WORKS

1. Review the call requirements  
Confirm whether the call you are responding to requires a Full Application from the outset or follows from an earlier SOI submission.
2. Advisory support (if needed)  
Applicants may request clarification or guidance from TIA regarding the technical or administrative requirements of the call.
3. Prepare your Full Application  
Complete the Full Application form on the Funding Portal, ensuring that every section is thoroughly addressed.
4. Attach the required documentation  
Upload all mandatory supporting documents Financial Information , Project Execution Plan and Due Diligence Checklist with its supporting documents.
5. Submit before the deadline  
Applications must be submitted by the closing date stated in the call for proposal. Late submissions are not accepted.

#### YOU WILL NEED

- Completed Full Application form.
- Completed Project Execution Plan and Financial projections.
- Completed Due Diligence Checklist.
- All mandatory Due Diligence supporting documents.

#### OUTPUTS

- A complete Full Application submitted via the Funding Portal.
- Email confirmation of submission from Funding Portal.

### HOW DOES TIA ASSESS A FULL APPLICATION?

Once you submit your Full Application, it is assigned to the relevant BU for assessment. The BU reviews your submission to verify that all documents meet the criteria and all supporting documents (completeness of the application) This process determines whether your application meets the full criteria and can move forward to the Due Diligence stage.

### HOW IT WORKS

1. Completeness check  
The BU reviews the Full Application and supporting documents to ensure that all required information has been submitted.
2. Internal review and decision  
The Business Unit reviews the Screening Report and issues one of the following decisions through the Funding Portal:
  - Accepted: Your application meets the requirements and will proceed to the Due Diligence stage.
  - Not accepted: Your application does not meet the requirements. You will receive feedback outlining the reasons for this decision.
  - Request for additional information: You may be asked to provide clarification or additional documents before a final decision is made.
3. Notification of outcome  
You will receive formal notification of the outcome through the Funding Portal.

#### YOU WILL NEED

- Completed Full Application.
- Completed Due Diligence and its supporting documents.
- Project execution and Financial projections.

### WHAT YOU RECEIVE

- Written feedback and formal notification of outcome.

### TURNAROUND TIMES

Approximately 30 working days for closed calls.

## Step 5: What happens during the Application Building and Review stage?

At this stage, you will work with the BU to strengthen your Full Application for success. The BU will review your submission, identify any gaps or missing information, and request clarifications if needed. The goal is to ensure that your application is well-prepared for Due Diligence and can be assessed efficiently.

During this process, the time stamp (check-in and check-out) will be used to manage turnaround time. When additional information is requested, your application is temporarily checked-out until you submit the required information which will check-in the application and notify the BU from the Funding portal.

### HOW IT WORKS

1. Appointment of the deal team on the application.
2. Internal quality review and Due Diligence process  
TIA may consult internal or external experts to confirm the accuracy, feasibility, and completeness of your application.
3. A project definition workshop is arranged with applicant and the deal team
4. The workshop will revise the submitted project execution plan, Financial projections and project risk register to potential risks
5. A term sheet is developed and signed by the applicant and deal team
6. Deal team will complete the Due Diligence reports (Commercial, IP, Technical and legal)
7. A recommendation report is developed and submitted to the relevant approval committee depending on the funding amount requested.
8. Approval to proceed  
If your application does not meet requirements at this stage, you will receive written feedback outlining the reasons for non-approval.

### TURNAROUND TIMES

Approximately 15 weeks from initiation of Due Diligence to final outcome.

## Step 6: How does TIA approve and finalise funding decisions?

Once the Due Diligence process is complete, your project is submitted to the appropriate approval authority within TIA, based on the value of the proposed investment. Approval may occur through the Investment Approval Committee (IAC), Executive Committee (ExCo), Investment and Finance Committee (IFC), or the Board. Each level of approval follows a defined Delegation of Authority (DoA).

### HOW IT WORKS

1. If the application is recommended for approval, the BU will present it at the relevant committees for approval
2. Internal approval  
Your project documentation, including the Due Diligence and Recommendation Reports, is reviewed by the relevant committee for a final funding decision.
  - The Investment Approval Committee (IAC) may approve projects up to R5 million.
  - The Executive Committee (ExCo) may approve projects up to R15 million.
  - The Investment and Finance Committee (IFC) may approve projects up to R30 million.
  - The Board of Directors may approve projects up to R50 million.
3. Communication of outcome  
You will receive formal notification through the Funding Portal once a decision has been made. The communication will indicate whether your application has been approved or not.

### WHAT YOU RECEIVE

- Feedback from the approval committee is provided on a formal email through the Funding Portal.

### TURNAROUND TIMES

Depends on the approval from various committees based on their meeting schedules.



### Step 7: Legal Contracting

After approval, Legal Services team prepares a Funding Agreement that sets out the approved budget, conditions, milestones, and reporting obligations. You will be required to review and sign this agreement before the project can commence.

1. Preparation of funding agreement  
If your project is approved, Legal Services team will prepare a funding agreement that reflects the approved terms, including any conditions precedent.
2. Review and signing of agreement  
You will review the Funding Agreement and provide any required supporting documents. Once you have signed, the agreement will be countersigned by the delegated authority at TIA to make it effective.

## Step 8: What happens at the Project Kick-off and Planning stage?

After the contract is signed, TIA initiates the project kick-off and planning process to begin project implementation. The meeting introduces the key TIA representatives who will support and monitor your project and confirms all administrative, reporting, and financial expectations.

During this session, the project timelines, deliverables, and governance arrangements are confirmed, ensuring that everyone involved understands their roles and responsibilities from the outset.

### HOW IT WORKS

1. Scheduling the meeting  
.TIA will contact you to arrange a Project Kick-off and Planning Meeting. This may take place in person or virtually.
2. Participation  
The investee Project Leader, should attend along with core members of your team. TIA's deal team must participate.
3. Discussion points  
The meeting will cover:
  - Project start date and key milestones.
  - Reporting schedules and submission requirements.
  - Conditions precedent and how they will be managed.
  - Governance and compliance expectations.
  - Disbursement guidelines in line with TIA's reporting calendar.
4. Recording decisions and actions  
The meeting coordinator records the decisions and actions agreed upon and circulates the minutes for review and sign-off.
5. Confirmation and next steps  
Once all parties sign the minutes, the document is uploaded to the on the Funding Portal, confirming that the project has officially commenced.

### YOU WILL NEED

- Signed Funding Agreement.
- Attendance register at the Project Kick-off and Planning Meeting.
- A clear understanding of investment reporting and governance requirements.

### WHAT YOU RECEIVE

- Signed and approved meeting minutes and action items
- Confirmation of project commencement.

### TURNAROUND TIMES

Varies from project to project.

## Step 9: When and how will I receive my initial disbursement?

Funds are only released once all conditions precedent where applicable outlined in your Funding Agreement have been fulfilled. If there are conditions stipulated, these must be met prior to initial disbursement.

TIA validates all required documents before the first payment is processed. Once approved, the payment is made directly to your organisation, and proof of payment is shared with you.

### HOW IT WORKS

1. Fulfilment of conditions precedent  
Before the first payment can be made, you must ensure that all conditions precedent in the Funding Agreement have been met. The deal team must and finance must verify and confirm if all conditions are met.
2. Submission of disbursement request  
Once conditions have been fulfilled, TIA will notify you to submit an official invoice for the disbursement.
3. Validation of documentation  
The BU and Finance team will review the disbursement pack to confirm that all documents are in order and that approval for payment is valid.
4. Processing of payment  
Once validated, the payment is processed by Finance.
5. Notification of payment  
You will receive proof of payment confirming that the initial disbursement has been completed.

### YOU WILL NEED

- Fulfilment of all conditions precedent in the Funding Agreement
- Completed and valid invoice.
- CSD compliance and Tax verification, if not qualifying, payment will not proceed until confirmation of compliance for both CSD and Tax.
- Any required supporting documentation listed in the disbursement checklist.

### WHAT YOU RECEIVE

- Proof of payment for the initial disbursement.

### TURNAROUND TIMES

Dependent on the time required to meet conditions precedent and complete internal validation processes.



Initial Disbursement where Conditions Precedent is not applicable:

## HOW IT WORKS

1. Validation of documentation  
The BU and Finance team will review the disbursement pack to confirm that all documents are in order and that approval for payment is valid.
2. Processing of payment  
Once validated, the payment is processed by Finance.
3. Notification of payment  
You will receive proof of payment confirming that the initial disbursement has been completed.

## YOU WILL NEED

- Fulfilment of all conditions precedent in the Funding Agreement.
- Completed and valid invoice.
- CSD compliance and Tax verification, if not qualifying, payment will not proceed until confirmation of compliance for both CSD and Tax.
- Any required supporting documentation listed in the disbursement checklist.

## WHAT YOU RECEIVE

- Proof of payment for the initial disbursement.

## TURNAROUND TIMES

Dependent on the time required to meet conditions precedent and complete internal validation processes.

## Step 10: How does TIA monitor projects after funding has been approved?

Once your project is underway, TIA will conduct ongoing reviews to assess technical progress, financial management, and overall project performance. Monitoring activities include quarterly progress reporting and review, quarterly meetings, and at least one site visit per year.

This stage strengthens accountability, helps maintain alignment with project goals, and supports your path to commercialisation or successful project completion.

### HOW IT WORKS

- 1. Quarterly progress reporting**  
You are required to submit a progress report every quarter, within seven days after the end of the reporting period. The report should include both technical and financial updates, supported by evidence of activities and outcomes.
- 2. Review by TIA**  
The BU will review your progress report within 30 days of submission, assessing performance against key indicators, milestones, and expenditure.
- 3. Project review meetings**  
TIA will schedule quarterly project review meetings, which may take place in person or virtually. These sessions allow you to discuss progress, challenges, and planned activities for the next period.
- 4. Site visits**  
TIA will conduct at least one site visit per year to verify project activities and outputs. Additional visits may be scheduled if required.
- 5. Follow-up and feedback**  
After each review or site visit, meeting minutes and agreed action plans are circulated for your confirmation and uploaded to the Funding Portal. These records form part of the project's monitoring documentation.
- 6. Subsequent disbursements**  
If your project is ready for the next disbursements, this will be processed based on project satisfactory performance according to milestone, compliance with reporting requirements, and fulfilment of any conditions tied to the payment.

### YOU WILL NEED

- Quarterly progress reports with supporting evidence
- Updated financial records and expenditure reports
- Availability for review meetings and site visits
- Compliance with the terms of the Funding Agreement

### OUTPUTS

- Reviewed progress reports and meeting minutes.
- Project review and site visit reports.
- Proof of payment (where applicable).

### TURNAROUND TIMES

Ongoing throughout the project lifecycle, with quarterly reporting and at least one site visit per year.

## Step 11: Can I request changes (Deviation) to my approved project?

During the course of the project, circumstances may change. These changes could involve the project scope, team composition, timelines, or budget allocation. When such changes occur, you may submit a deviation request to TIA for consideration.

TIA will assess the request, consult relevant experts if required, and determine whether the proposed deviation is acceptable. Only deviations approved in accordance with TIA's Delegation of Authority (DoA) will be implemented.

### HOW IT WORKS

1. Prepare a deviation request  
If you identify a need to change any aspect of your project (such as its scope, budget, or duration), prepare a formal deviation request outlining the reason, impact, and proposed adjustments.
2. Submission and review  
Submit the deviation request to your BU through the Funding Portal. The BU will review the request and consult with the deal team as needed.
3. Assessment of materiality  
The significance of the deviation will be evaluated to determine whether it requires approval at a higher level in line with TIA's Delegation of Authority.
4. Decision and documentation  
The decision to approve or decline the deviation will be documented in a Deviation Memo and supported by the relevant committee minutes or resolutions.
5. Communication of outcome  
You will receive formal written communication from TIA confirming whether your deviation request has been approved or declined.
6. Implementation  
If the deviation is approved, TIA will update the project documentation accordingly. Where necessary, an addendum to the Funding Agreement will be prepared and signed by both parties.

### YOU WILL NEED

- A formal deviation request with justification and supporting documentation.
- Updated project plan or budget (if applicable).
- Availability to provide clarification during review.

### OUTCOMES OF THIS STAGE

- Resolution.
- Formal communication of the decision.
- Addendum to the Funding Agreement (if required).

### TURNAROUND TIMES

Dependent on the complexity of the deviation and level of approval required under TIA's Delegation of Authority.

## Step 12: What happens when my project comes to an end?

When your project reaches completion, you will be required to submit a close-out report detailing achievements, deliverables, and financial expenditure. TIA will review this report, conduct a final site visit if necessary, and ensure that all contractual and compliance requirements have been fulfilled.

Once the review is complete, your project will be officially closed and transferred to TIA's closed project portfolio. Any continuing obligations, such as royalty or loan repayments, will be managed by the relevant BU.

### HOW IT WORKS

1. Submission of close-out report  
You must submit a final close-out report and all required supporting documentation through the Funding Portal, using the prescribed template.
2. Review by TIA  
TIA reviews the report and, where relevant, shares it with the deal Team or other experts for analysis and validation.
3. Final site visit (if required)  
TIA may conduct a final site visit to verify project completion, outcomes, and the use of funds.
4. Close-out meeting  
A formal close-out meeting will be held between you and TIA to review results, document lessons learned and confirm any remaining obligations.
5. Final communication  
Once the process is complete, TIA will confirm the official closure of your project and provide guidance on any future reporting or contractual requirements.

### YOU WILL NEED

- Completed close-out report and supporting documentation.
- Availability for a close-out meeting or final site visit if necessary.
- Compliance with any remaining contractual or financial obligations.

### OUTCOMES OF THIS STAGE

- Reviewed and approved close-out report.
- Record of lessons learned and final meeting minutes.
- Confirmation of project closure and ongoing contractual or financial obligations (if any).
- Project close out letter from TIA.

### TURNAROUND TIMES

Initiated once all milestones and funding conditions have been fulfilled, typically at the end of the project lifecycle.

### WHEN AND WHY MIGHT A PROJECT BE TERMINATED?

In some circumstances, TIA may decide to terminate a project or investment. This may occur due to persistent non-performance, contractual breaches, strategic shifts, or other material issues that compromise the success or integrity of the project.

Before a termination decision is made, TIA will attempt to resolve the issues through consultation and corrective action. Termination is considered a final measure after all reasonable options to remedy the situation have been exhausted.

You may also request a voluntary termination if continuation of the project is no longer feasible.

### HOW IT WORKS

1. Identification of Issues  
TIA or the project team identifies serious challenges that affect project delivery, such as failure to meet milestones, non-compliance, or mismanagement.
2. Engagement and corrective action  
TIA will communicate with you to discuss the identified issues and may allow a defined period for corrective action or submission of a recovery plan.
3. Assessment and decision  
If the problems persist or the corrective actions are not successful, the matter will be escalated to the appropriate decision-making authority within TIA for review.
4. Formal termination process  
Once a decision is made, TIA will exercise its right to terminate the Funding Agreement in accordance with contractual terms. You will receive a formal written notice specifying the reasons for termination and any financial or legal implications.
5. Finalisation and closure  
Following termination, TIA will conduct a financial and project review to reconcile disbursed funds and determine any outstanding obligations or repayments.

### YOU WILL NEED

- Full cooperation in providing all information requested during the review.
- Compliance with all post-termination reporting or repayment obligations.
- Acknowledgement of receipt of termination notice.

### OUTCOMES OF THIS STAGE

- Formal termination notice.
- Final project and financial reconciliation.
- Closure of the funding relationship for the project.

### TURNAROUND TIMES

Dependent on the nature and complexity of the termination process and any required reconciliations.



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