



SKILLS DEVELOPMENT FACILITY

GRANT APPLICATION FORM - WINDOW 3 Support to innovative training

For office use only	Received on:	Received by:	Application No:

ANY ALTERATION TO THIS APPLICATION FORM WILL RENDER IT INVALID

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GENERAL GUIDING NOTES BEFORE FILLING THE APPLICATION FORM

Please read these notes carefully before filling your application. They contain critical information about how to fill and submit your application.

a) Who should apply?

Private Sector Foundation Uganda (PSFU) under Skills Development Facility (SDF) provides non-repayable funding (matching grants) to companies that are active in the agribusiness, construction and manufacturing sectors in Uganda. This particular form is for **window 3** of the SDF support that targets private and 'autonomous' public training institutions, which are duly registered and operating under the laws of Uganda, undertaking innovative skills trainings. **However, other sectors will be considered after our first call for proposals.** Therefore, only apply with this form if:

1. A private and or 'autonomous' public training institutions which is duly registered and operating under the laws of Uganda
2. The applying training institution must have been in existence for a minimum of two years
3. Should have track record of delivering labor market relevant trainings
4. Should provide an estimate of demand for the training program to be introduced and of its sustainability prospect
5. Applicant must indicate plan of follow up activities to ease the trainees' entry into the market and provide methodology for post training, monitoring and evaluation.

If you are not part of the categories above and you would like to receive skills development support from PSFU-SDF project you should use the **other** application forms for other windows, which can be downloaded by [clicking here](#) or found on www.psfuganda.org.ug

b) What are eligible activities?

Priority will be given to short and medium-term training programs that intend to introduce new subjects or modes of training not yet available in Uganda. Priority will be given to training programs that are intended to be accredited by MoESTS or another relevant body, but this is not a precondition for support. Provided the content, target group or mode of delivery is innovative, pre-employment training is eligible for support by the SDF.

The applicant may enter into partnership with a foreign training institution in order to benefit from the experience and resources of this institution. The SDF will co-fund the cost of such a partnership, provided the eligibility criteria are met.

All development costs are eligible for funding except for major infrastructural facilities. This includes curriculum development, development of learning and assessment material, teachers training, and equipment, tools and instruction materials.

c) How to apply?

You apply by going through the following steps (note that SDF Team will carefully scrutinise your application, and will cross check all the information and documents that you have provided):

1. Fill this application form; make sure that all the boxes in the form are filled, and that the information therein is correct.
2. Collect the required supporting documentation, as indicated in the form and in the checklist, and attach them to the application.
3. After completing the form, remember to sign
4. Deliver the application form to the PSFU office; Plot 43 Nakasero Road or agreed drop centres. Clearly indicate on the envelope "SDF Grant application – Window 3" in the right-hand corner.
5. Receive and keep the acknowledgement form from SDF - PSFU. Keep this until you receive a formal reply from PSFU.

d) How will my application be appraised?

Your application will go through the following appraisal steps:

1. Administrative check

Is the application form fully filled, and all the mandatory documents attached (refer to checklist table 1)? If not, the application may be rejected. If yes, the appraisal goes to step 2.

Table 1: Checklist for grant application

Please ensure that the following is provided with your grant application		Submitted (Yes/No)	Official only
1	Fully filled and signed application form		
2	Valid copy of ID of the official representative of the applicant		
3	Legality: <ul style="list-style-type: none"> • Copy of valid training (Business) Licence • Copy of Certificate of Registration • Accreditation certificate 		
4	A list of targeted beneficiaries (Trainees) disaggregated by gender (Male / Female)		
5	Detailed budget and activity plan		

2. Eligibility check

Does your training institution and your activities comply with the basic requirements (refer to eligibility table 2)? If not, your application will be rejected. If yes, the appraisal goes to step 3.

Table 2: Eligibility check:

Please ensure that your training institution and planned activities comply with the basic requirements		Yes/No	Official only
1	Is the content, target group or mode of delivery of training innovative?		
2	Are the suggested trainings short or medium term (not more than 6 months) intending to introduce new subject or modes of training not yet in Uganda?		
3	Does your training institution have the required 25% matching fund?		
4	Is there a documented estimate of expected demand for the training program to be introduced and of its sustainability prospects?		
5	Will the planned activities lead to improve productivity, growth and competitiveness?		
6	Are there planned follow up activities to ease the entries of trainees		

	into the labour market?		
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3. Quality check

If eligible, PSFU will score your application. In case your application scores above the minimum threshold, SDF-PSFU will visit your training institute and make a detailed technical appraisal

4. Technical and administrative Due Diligence check

During this step, a team of technical experts will verify the technical and administrative capacity of the organisation. This always includes a visit to the Training institution's / organisation's premises to review financial and administrative procedures. It will also include discussions with management, technical staff and targeted beneficiaries, if possible. Thirdly, the team will review the proposed budget to ensure it's reasonable, realistic and consistent with activity work plan. Fourthly, the technical team will look at the capacity to monitor project progress, in terms of the availability of realistic milestones and indicators and how they will be measured and reported upon. If the technical and administrative capacity has major weaknesses, the applicant may request the support of Grants Support Assistant from PSFU to help in the development of proposal but the applicant will meet the cost.

If cleared the appraisal will go to step 5.

5. Recommendation to Grants committee

If due diligence results are favourable, and subject to availability of funds, SDF-PSFU will make arecommendation to the Grants Committee for a grant award. The Grant Committee will decide if to award, and how much.

6. Contract signing

If you are awarded a grant, you will sign a Letter of Agreement with SDF-PSFU and a contract with your service provider. In most cases, the grant will be paid to the service provider directly.

7. Orientation meeting / Training

After you have been awarded the grants, attendance of the induction session is mandatory.

Start your application on the next page

ELIGIBILITY CRITERIA

1. Is your Company or organisation registered?

Yes

No

2. For how long has your organisation been in existence?

For less than 2 year

For more than 2 year

3. What has been your intake for your programme?

.....

4. How many were Female and Male?

Female

Male

5. What type of training programme/courses have you been offering?

.....

6. What type of training institution do you have?

Private

'autonomous' public
training institution

7. Is there estimates of demand for the training and sustainability?

Yes

No

8. How many qualified teachers do you have to run your programmes?

.....

9. Do you have the capacity and tools/machine to implement the proposed training activities?

Yes

No

If your answer is no for any of the 9 issues above, explain how you intend to
manage.....

.....

Only continue with this application if your answers to all the above statements is yes. For further explanations, see the guiding notes on page 2.

SECTION 1: APPLICANT BIO DATA

COMPANY or ORGANISATION NAME AND DETAILS

Enter the company / organisation name, address and further details

Company or Organisation Name	<input type="text"/>
Physical address	<input type="text"/>
Physical address Town	<input type="text"/>
District	<input type="text"/>
P.O. Box	<input type="text"/>
	<input type="text"/>
Fixed telephone	<input type="text"/>
Mobile telephone	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

FIRST CONTACT NAME WITHIN THE ORGANISATION

Enter the name and contact details of the person who is responsible for this application

Family Name	<input type="text"/>	Telephone	<input type="text"/>
First Name	<input type="text"/>	Mobile	<input type="text"/>
Position in Company or Organisation	<input type="text"/>	Email	<input type="text"/>

SECOND CONTACT NAME WITHIN THE ORGANISATION

Enter the name and contact details of a second person who is knowledgeable of this application

Family Name	<input type="text"/>	Telephone	<input type="text"/>
First Name	<input type="text"/>	Mobile	<input type="text"/>
Position in Company or Organisation	<input type="text"/>	Email	<input type="text"/>

SECTION 2: COMPANY'S /ORGANISATION'S LEGAL AND MEMBERSHIP STRUCTURE

COMPANY / ORGANISATION LEGAL and MEMBERSHIP(for organisations) STRUCTURE

Registration Date	<input type="text"/>	Registration Number	<input type="text"/>
Total number of employees and qualifications	<input type="text"/>	TIN Number	<input type="text"/>
Accreditation certificate	<input type="text"/>	Total no. of Board members	<input type="text"/>

SUMMARISE YOUR FOUR CORE TRAINING AREAS

Describe the four most important training activities or training with the highest demand

Training 1	<input type="text"/>
Training 2	<input type="text"/>
Training 3	<input type="text"/>
Training 4	<input type="text"/>

COMPANY / ORGANISATION'S MEDIUM TERM PLANNING

What are your future plans with respect to:

Job placement	<input type="text"/>
Training design	<input type="text"/>
Staffing	<input type="text"/>
Sustainability strategy	<input type="text"/>
Market strategies	<input type="text"/>

Competition	
Management	
Other, specify	

SECTION 3: INNOVATIVE TRAINING

1. Briefly describe the innovative training are you seeking grant for

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2. Where applicable state where this technology has worked

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3. What is the estimated demand for the suggested training?

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3. What impact would this training make to the beneficiaries?

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.....
.....

4. Do you have the capacity and tools/machine to implement the proposed innovative training? If no what support do you require to mitigate this challenge?

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.....
.....

SECTION 4: PROJECT FUNDING APPLICATION

WHAT IS THE PROJECT ALL ABOUT?

Write a brief summary of the project for which you seek a grant from SDF

WHAT RESEARCH HAVE YOU DONE TO VALIDATE YOUR PROJECT IDEA?

Explain how you know that the project (skills development training) fulfils a (market) demand, and that the outputs of this project are needed and wanted

SUMMARY OF OUTPUT INDICATORS

For example, number of people trained /outreach activities or new technologies introduced etc.

SUMMARY OF OUTCOME INDICATORS (RESULT/EFFECT OF PLANNED ACTIVITIES)

Describe the end result of the project for your company or benefiting companies of your organisation. For example, rate the prevailing competences of your targeted trainees (before training) and their expected competences after the training. Examples upon which trainee competences can be rated upon could be: trainees' productivity, products' quality improvement etc.

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PROJECT FUNDING

Enter the total costs of the project (including your own costs), and the distribution of the costs between your company/organisation and SDF-PSFU

Total UGX value of project	<input type="text"/>	= 100%
Own UGX contribution	<input type="text"/>	% own contribution <input type="text"/> %
UGX contribution by SDF	<input type="text"/>	% contribution by SDF <input type="text"/> %

Note:In case 'own contribution' is in-kind, clearly state its nature and equivalent in monetary terms:

ATTACH THE PROJECT BUDGET TO THIS APPLICATION?

The budget must be consistent with the activities indicated in this application form and in the attached work plan

I have attached the project budget

JUSTIFY WHY YOU NEED A GRANT TO EXECUTE THIS PROJECT?

Explain why this project cannot be executed without a grant from SDF-PSFU. Also, state how skills shortages affect beneficiary productivity, growth and competitiveness

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HOW WILL THE PROJECT ACTIVITIES BE SUSTAINED AFTER THE FUNDING FROM SDF IS OVER?

Explain how the activities and benefits will continue beyond the project

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WHAT IMPACT IS YOUR PROJECT GOING TO HAVE ON GENDER AND YOUTH?

Explain in what ways the project will be benefiting women and youth

WHAT IMPACT IS YOUR PROJECT GOING TO HAVE ON THE ENVIRONMENT AND THE CLIMATE?

Explain in what ways the project will enhance the environment and the climate. Explain what measures you would undertake to mitigate any negative impact to the environment

WHAT IMPACT IS YOUR PROJECT GOING TO HAVE ON THE TRAINEES/BENEFICIARIES?

Explain in what ways the project will enhance the working conditions of the trainees, for example employability, career growth and competitiveness

SECTION 5: MONITORING PROJECT PROGRESS AND RESULTS

HOW WILL YOU MONITOR THE TECHNICAL PROGRESS AND RESULTS OF THE PROJECT?

Describe what systems, procedures, tools and staffing will you apply to monitor and report on the performance and progress.



SECTION 6: INTERNSHIP PROGRAMME

INTERNSHIP / APPRENTICESHIPS

Is the support applied for from SDF includes internship programme? If yes, give a brief implementation modalities, stating the number of interns targeted. Note that SDF can support internship training not exceeding 6 months. Clearly show internship related costs in the budget section

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SECTION 7: FORMATS / ANNEXES

a) **Targeted trainees / Beneficiaries.** Please attach a full list of trainees using the format below:

NAMES AND POSITIONS OF TARGETED TRAINEES					
<i>Enter the training type/needed skill(s), training duration, name and position of trainees</i>					
Type of training / needed skill:					
Proposed training duration:		Proposed start date:		Proposed end date:	
Proposed training location:					
Name	M/F	Position	Qualifications	Years of experience	Trainee contact1

b) **Work plan format:**

Please complete the table below (as applicable). *It will help us to understand the proposed solution to your problem better in order to confirm the amount of support needed.* Please amend the table to fit your peculiar circumstance. **Activity** refers to the training, technology development/transfer activity which must be carried out to achieve the objectives of the project.

Period		Days/Weeks/Months/(please state which)											
Activity	Expected result	1	2	3	4	5	6	7	8	9	10	11	12

Please note that the maximum training duration is six months but combinations of training activities can be done for a period not more than one (1) year.

c) **Budget format:**

Here, you will tell us how much your project will cost, and how much grant of that you need as grant support.

Activity	Unit of measure	Quantity	Rate	Total Amount	1st disbursement	2st disbursement	Organisation's Contribution

Please note that the maximum amount this window is \$ 350,000 and the minimum amount is \$ 5,000. Amount less than \$ 5,000 shall not be funded.

This form **MUST** be accompanied by the following in **HARD COPY**:

- Copy of certificate of registration with local or national authorities
- Last 2 years audited accounts or (statement of affairs for recently formed organisations)
- Last 3 months bank statement
- Copy of signed MoUs with trainers and/or collaborators
- Other relevant documentation as can help your case (please specify).....

Applicants are also free to attach organisational development plans.

I..... declare that I have the power and permission of the Governing Body ofto submit this application. I also declare that the above information is true and correct to the best of my knowledge.

Place:

Date:

Signature

Official stamp