



# SKILLS DEVELOPMENT FACILITY

## GRANT APPLICATION FORM - WINDOW 4

### RECOGNITION OF PRIOR LEARNING/SKILLS CERTIFICATION

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

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Skills Development Facility,  
Private Sector Foundation Uganda  
Plot 43, Nakasero Road  
P.O. Box 7683  
Kampala, Uganda  
Tel: +256 321 263849/50  
Website: [www.sdfuganda.org](http://www.sdfuganda.org)  
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*Business growth is our business*

## 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 organisations that are active in the construction (Building), Oil & Gas and manufacturing sectors in Uganda. This form is for **window 4** of the SDF support that aims at identifying, assessing and recognizing a wider range of skills and competences which people developed through their lives and in different contexts, e.g. through education, work and leisure activities.

Under this window, SDF funds initiatives by Private Sector/Industry Organizations and Trade Unions interested in participating in the development of a system for certification of skills and competencies acquired through informal and non-formal will be supported.

Therefore, only develop a full proposal with this form if:

1. The organisation / applicant have been in existence for at least two years, duly registered and operating under the laws of Uganda
2. Selected assessment centres must have been in existence for at least 2years and shall be duly licensed by the Ministry of Education or any other recognized body
3. Can demonstrate capacity (knowledge, skill, practical experience, training facilities and necessary machines/tools of the most current technology) to provide the services required to undertake the function
4. Have capacity to contribute to the fund a minimum of 10%
5. Belongs to any or more of the following categories:
  - a. **Private sector organisations**
  - b. **Informal sector (Jua Khali) Association**
  - c. **Trade Unions and other workers' networks**
  - d. **Training Institution**
  - e. **Consortia of training institution and accreditation authorities**

### b) What are eligible activities and areas of focus?

Focus will be put on Recognition of Prior Learning (RPL), which is a process used to identify, assess and certify a person's knowledge, skills and competencies, regardless of how, when and where the learning occurred, against prescribed standards for a part or full qualification (as opposed to other training programmes). RPL support will focus only on the skills that are demanded by the industry, and recognized by Ministry of Education, and certification done by only reputable national and international certifying bodies. Involvement of such bodies in the certification process will ensure quality and recognition of certificates issued. Therefore, consortia comprising reputable training institutions and accreditation authorities

(national and international) will be key stakeholders under this RPL arrangement and are encouraged to apply.

### Eligible Activities

- Selection of test centers for accreditation
- Training of assessors and supervisors
- Training of selected trainers
- Development of test materials
- Equipment for testing purposes for accredited test centers
- Certification costs of workers

### c) Grant Contribution

Applications will have a ceiling of \$300,000 with a maximum grant element of 90%. A minimum of 10% contribution will be by the applicant.

### d) 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 it off
4. Deliver the application form to the PSFU office; Plot 43 Nakasero Road. Clearly indicate on the envelope "**SDF Grant application - Window 4**" 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 2)? If not, the application may be rejected. If yes, the appraisal goes to step 2.

**Table 2: 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	If available: <ul style="list-style-type: none"> <li>• Articles of Association of your business</li> <li>• Certificate of Registration with local or national authorities</li> </ul>		
4	A list of targeted beneficiaries (Trainees) disaggregated by gender		

	(Male / Female)		
5	Profile / Curriculum Vitae for the proposed Instructor (s)/ Assessors.		
6	Detailed activity plan and budget		

## 2. Quality check

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

## 3. 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 organisation's premises to check on various issues including financial and administrative procedures. It will also include discussions with management, technical staff and targeted beneficiaries, if relevant. Thirdly, the team will check the proposed budget in terms of its realistic pricing and consistency with the activities. 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 application may be rejected, or SDF-PSFU may propose to provide business development support or Technical Assistance before or with the funding. If cleared the appraisal will go to step 5.

## 4. Recommendation to Grants committee

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

## 5. 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.

## 6. Orientation meeting / Training

Attendance of the induction session after the award of the grant is mandatory.

**Start your application on the next page**

## ELIGIBILITY CRITERIA

### 1. Is your 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. Type of organisation: Tick the appropriate one

Private Sector  
Organisation Trade Union/Workers  
Networker Informal Sector (Jua  
Khali) Association Training Institution Other type  
(Specify) Consortium of  
training institution &  
accreditation body 

### 4. Are you operating in any of the following sectors?

Oil& Gas Construction Manufacturing Other (Specify) 

**Only continue with this application if you have answered all the above statements with yes. For further explanations, see the guiding notes .**

## SECTION 1: APPLICANT BIO DATA

### COMPANY or ORGANISATION NAME AND DETAILS

*Enter the organisation name, address and further details*

Name of the project Implementing Agency	<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*

*(Please attach a photo copy of National ID Card)*

Family Name	<input type="text"/>	Telephone	<input type="text"/>
First Name	<input type="text"/>	Mobile	<input type="text"/>
Position in 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*

*(Please attach a photo copy of National ID Card)*

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

Organisation

## SECTION 2: ORGANISATION'S LEGAL AND MEMBERSHIP STRUCTURE

### ORGANISATION LEGAL and MEMBERSHIP STRUCTURE

Registration Date  Registration Number

Total No. of members (for membership based organisations)

Male members

Female members

Youth members

Total number of staff / workers

### ORGANISATION OBJECTIVES AS PER ARTICLES OF ASSOCIATION

*Copy from AoA document*

Objective 1

Objective 2

Objective 3

Objective 4

### SUMMARISE YOUR FOUR CORE ACTIVITIES

*Describe the four most important activities of your organisation in terms of contributions to turnover, profit and or business outreach*

Activity 1

Activity 2

Activity 3



Activity 4

### **SECTION 3: PROJECT OVERVIEW**

Please provide information relating to:

1. Project title
2. Name(s) of Assessment agencies
3. Project location(s)
4. Who are the project partners (e.g. accrediting bodies, organisations or companies, training providers) and nature of collaboration
5. Other Project stakeholders
6. Total RPL Targets
7. Illustrate demand for the industry skills / competences
8. Any previous projects / activities similar to RPL done
9. Any other relevant information under this section

### **SECTION 4: PROJECT DESCRIPTION**

Please provide information relating to:

1. Reasons for selection of the proposed project location
2. Who are the target beneficiaries?
3. Knowledge, productivity and performance gaps or challenges faced by Target Beneficiaries in location proposed
4. Demonstrate incentives to the different stakeholders under this RPL project
5. Sectors and skills/competences of focus
6. Any other relevant information under this section

### **SECTION 5: PURPOSE OF RPL PROJECT**

Please provide information relating to:

1. Indicate tangible benefits to the candidate from undertaking RPL under this project
2. Indicate industry demand
3. Any other relevant information under this section

### **SECTION 6: PROJECT IMPLEMENTATION**

Please provide information relating to:

1. Mobilisation strategy for beneficiaries and other stakeholders
2. Preparatory trainings (where applicable)
3. Assessment and certification modalities
4. Infrastructure / materials to be used during assessment and locations

5. Innovativeness in the in project implementation that benefit communities.
6. Any other relevant information under this section

## SECTION 7: PROJECT MONITORING AND EVALUATION

Please provide information relating to:

1. How will the project be monitored and evaluated?
2. Infrastructure / facilities needed for tracing and tracking beneficiaries during and after PRL project (Database or Information Management System, etc)
3. Expected outputs and outcomes and how this will be tracked
4. Expected impact on gender and youth and how this will be tracked
5. Clear project indicators and how these will be tracked
6. Any other relevant information under this section

## SECTION 8: SUSTAINABILITY

Please provide information relating to:

1. How will project activities be sustained after the funding from SDF/Private Sector Foundation Uganda is over?

## SECTION 9: SOCIAL, ENVIRONMENT AND HEALTH & SAFETY

### 1. Social

State the identified social risks and the mechanism (measures) in place to address those risks by the grantee

	Social Risk (state)	Mitigation measure (state)
1		
2		
3		

### 2. Environment

State the identified environmental risks and the mechanism (measures) in place to address the environmental risk by the grantee

	Environmental Risk (state)	Mitigation measure (state)
1		
2		
3		

### 3. Health & Safety

State the health and safety risk/ issues and the mechanism (measures) in place to address the risks by the grantee

	Environmental Risk (state)		Mitigation measure (state)
1			
2			
3			

## SECTION 10: PROJECT FINANCIALS

Provide a detailed budget for the proposed project, clearly stating applicant's contribution. Note that minimum applicant's contribution is 10%.

## SECTION 11: 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/competences to be assess &amp; certifies, duration, name and position of beneficiaries</i>					
Type of training / assessment / competence:					
Proposed project duration:		Proposed start date:		Proposed end date:	
Proposed training/assessment location:					
Name	M/F	Current type of job/work	Qualifications (if any)	Years of experience	Beneficiaries' contact (Telephone & NIN numbers)

b) **Work plan format:**

Work Plan		Weeks or Months or in quarters											
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:**

Activity	Item	Quantity	Rate	Total Amount	Organisation' s Contribution

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***Please note that the maximum amount this window is \$ 300,000. Organisation's contribution is 10%***

I, \_\_\_\_\_, declare that I have the power and permission of the  
Governing Body of \_\_\_\_\_ to 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