



**SKILLS DEVELOPMENT FACILITY  
GRANT APPLICATION FORM - WINDOW 1  
Skills shortages in the formal sector**

<b>For office use only</b>	<b>Received on:</b>	<b>Received by:</b>	<b>Application No:</b>

**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 profit making companies limited by shares that are active in the agribusiness, construction, manufacturing, Transport & Logistics, Tourism & Hospitality and Information & Communication Technology sectors in Uganda. This form is for **window 1** (Skills shortages in formal sector) the SDF support that targets the formal sectors of Agriculture, Construction, Manufacturing, Transport & Logistics, Tourism & Hospitality and Information & Communication Technology. Therefore, only apply with this form if:

1. company has been in existence for at least 2 years, **and**
2. is active in either **Agriculture** or **Construction** or **Manufacturing** or **Transport & Logistics**, or **Tourism & Hospitality** and **Information & Communication Technology** sectors in Uganda, **and**
3. is either Small (5-50 employees and turnover not exceeding UGX. 360 Million), Medium (between 50 and 100 employees (subcontractors, suppliers etc.), annual turnover or assets between UGX 360 million and UGX 30 billion) or Large (More than 100 employees and an annual turnover or assets exceeding UGX 30 billion) enterprise.

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.sdfuganda.org](http://www.sdfuganda.org)

### b) What are eligible activities?

SDF provides funding to short and medium-term, skills upgrading initiatives aiming to increase the competitiveness of applying enterprises. Preference will be given to training courses accredited by MoES, but this is not a precondition for support. The trainee must be a permanent, temporary, potential employee of the applying company or the company must have notified the trainee that it intends to employ him or her on a permanent basis or suppliers/subcontractors. Both skilled and semi-skilled workers are eligible for attending SDF sponsored skill upgrading courses.

For industries, such as construction and related industries, where the mobility of workers is very high due to the extensive use of casual workers, the SDF will fund a system based on vouchers. The vouchers will be issued to workers selected by a company, an association/cluster organization or trade union for purchase of short-term skill upgrading. Companies that intend to benefit from the voucher scheme must fill a separate "Voucher Scheme" form downloaded by [clicking here](#) or found on [www.sdfuganda.org](http://www.sdfuganda.org). Trainees using the voucher scheme cannot participate in similar training under more than one applicant, company, association or cluster organisation.

**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 1" 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"> <li>• Copy of valid Business Licence</li> <li>• Copy of Certificate of Registration</li> </ul>		
4	A list of targeted beneficiaries (Trainees) per training area disaggregated by gender (Male / Female) and with telephone contact details		
5	In case the applicant is a consortium of companies, attach a list of targeted companies and their respective trainees		
6	Detailed budget showing itemised costs using the template provided		
7	Clear work or activity plan using the template provided		
8	Sketch map giving direction to the applying company		

**2. Eligibility check**

Does your company 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 company and planned activities comply with the basic requirements		Yes/No	Official only
1	Does your company operate or engage in <b>Agriculture, Construction, Manufacturing, Transport &amp; Logistics, Tourism &amp; Hospitality or Information &amp; Communication Technology</b> related activities		

2	Does your application target permanent or temporary employees of your enterprise or employees of member companies, supervisory staff, or subcontractors supplying goods / services to your company or potential recruits		
3	Has a training service provider been sought and confirmed? Does the training provider/trainer have appropriate qualifications in the proposed training (The training provider should be an institution recognised by Ministry of Education and Sports or other accredited body)? Individual trainers are not preferred and can only be accepted where there is absolutely no training institution to offer the service and reasonable justification is provided in writing. SDF reserves the right to accept an individual trainer only with adequate evidence provided by the applicant.		
4	Will the planned activities lead to improved practical, technical and specific business skills		
5	Will these activities result in enhanced labour productivity, increased employment opportunities, improved quality and competitiveness		
6	Is the applicant's contribution in cash stated		

### 3. 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.

### 4. Technical and administrative Due Diligence check

During this step, a team of technical experts will collect evidence to verify the technical and administrative capacity of the organisation. This always includes a visit to the company's premises or site of training, 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 provide feedback on the proposed budget in terms of its realistic pricing and consistency with the activities. Fourthly, the technical team will look at the administrative capacity of the applicant to monitor project progress, in terms of the provision of realistic milestones and indicators and how they will be measured and reported upon. If the technical and administrative capacity has major flaws or weaknesses, the application may be rejected. 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.

### 5. 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.

### 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

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

## Start your application on the next page

You must complete all questions and response fields.

### ELIGIBILITY CRITERIA

**1. Is your Company registered?**

Yes

No

**2. For how long has your company been in existence?**

For less than 2 years

For more than 2 years

**3. Type of applicant:** Tick the appropriate one

Company

Association of companies  
(Group of companies)

Other (specify)

**4. Annual Turnover**

**5. Are you operating in any of the following formal sectors?**

Agriculture

Construction

Manufacturing

Transport & Logistics

Tourism & Hospitality

Information &  
Communication Technology

Other (Specify)

**Only continue with this application if you have answered all the above statements with yes. For further explanations, see the guiding notes on page 2.**

## SECTION 1: APPLICANT BIO DATA

### COMPANY NAME AND DETAILS

*Enter the company name, address and further details*

Company Name

Physical address

Physical address Town

District

P.O. Box

Fixed telephone

Mobile telephone

Email

Website

### FIRST CONTACT NAME WITHIN THE COMPANYY

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

First Name  Telephone

Second Name  Mobile

Position in Company  Email

### SECOND CONTACT NAME WITHIN THE COMPANYY

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

First Name  Telephone

Second Name  Mobile

Position in Company  Email

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

### COMPANY LEGAL and MEMBERSHIP (for organisations) STRUCTURE

Registration Date	<input type="text"/>	Registration Number	<input type="text"/>
Total no. of member companies (for company associations)	<input type="text"/>	TIN Number	<input type="text"/>
Total no. of employees / workers	<input type="text"/>		<input type="text"/>

### SUMMARISE YOUR FOUR CORE BUSINESS ACTIVITIES

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

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

### STATE COMPANY'S FINAL PRODUCTS

*Give the company product(s) in a sequence of generated revenues (Giving the one that generates highest revenues first)*

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

**COMPANY'S MEDIUM TERM PLANNING**

What are your future plans with respect to:

Products/services

Production processes

Customers

Competition

Market strategies

Management

Staffing

Other, specify



**SECTION 3: SKILLS GAP AND ENHANCEMENT STRATEGIES**

**TARGETED TRAINEES' CATEGORY**

*Tick the appropriate category(ies) of the targeted trainees*

Permanent company employees	<input type="checkbox"/>	Temporary company employees	<input type="checkbox"/>
Potential recruits	<input type="checkbox"/>	Subcontractor supplying goods / services	<input type="checkbox"/>
employees of member companies	<input type="checkbox"/>	Supervisory staff	<input type="checkbox"/>
Other, specify	<input type="checkbox"/>		

**SKILLS SHORTAGES**

*Enter type of skills needed in the company or member companies (A full list of targeted trainees/beneficiaries should be attached using the format in SECTION 6 Formats & Annexes)*

Skill required / type of training	Target group e.g. processing machine operators, welders, electricians, plumbers, etc	No. of trainees	Training duration

**PROPOSED SERVICE PROVIDER**

*Enter the name of proposed private or public training institution. Remember it must be a legally registered organisation, and accredited by MoES or another recognized body. Some potential training service providers are available on the SDF website [www.sdfuganda.org](http://www.sdfuganda.org) Where an applicant fails to identify a trainer, individual trainers may be acceptable in exceptional circumstances where there are absolutely no institutions and only if adequate justification MUST be provided.*

1st proposed service provider	<input type="checkbox"/>	Contact person	<input type="checkbox"/>
Location	<input type="checkbox"/>	Telephone / email Contacts	<input type="checkbox"/>
2nd proposed service provider	<input type="checkbox"/>	Contact person	<input type="checkbox"/>
Location	<input type="checkbox"/>	Telephone / email Contacts	<input type="checkbox"/>

**CURRENT AND POST GRANT ANTICIPATED SITUATION**

*Rate the prevailing competence of your targeted trainees (before training) and their expected performance / competency after the training. Examples upon which trainee competences can be rated upon could be: trainees' productivity, products' quality improvement products*

Performance indicators	Current rating of competence of the targeted trainees	Anticipated performance / competence after training	
	No. or level	No. or level	Expected change (% growth)
Finished units per worker per specified period			
Sales per specified period			
No. of new products			
Production volumes (be specific on the product)			
Change in cost per unit			
Change in wastage			
Net Income			
Other (Specify)			
Other (Specify)			

**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 trainees' competences can be rated upon could be: trainees' productivity, products' quality improvement etc. At enterprise level, you can consider business turnover and competitiveness, etc.*

**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 style="width: 90%;" type="text"/>	= 100%
Own UGX contribution	<input style="width: 90%;" type="text"/>	% own contribution <input style="width: 90%;" type="text"/> %
UGX contribution by SDF	<input style="width: 90%;" type="text"/>	% contribution by SDF <input style="width: 90%;" type="text"/> %

**Note:** Own contribution should be at least 20% for small and medium or 50% for large companies respectively.

**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. The unit cost per trainee (Total budget divided by number of trainees) must be indicated at the end of the budget.*

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 your medium-term planning as given on page 8 of this application*

**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*

**WHAT IMPACT IS YOUR PROJECT GOING TO HAVE ON SPECIAL INTEREST GROUPS? (GENDER, PWDS AND YOUTH)**

*Explain in what ways the project will be benefiting special interest groups*

**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 mitigating measures you are going to take** to minimise any negative environmental or climate impacts*

**WHAT IMPACT IS YOUR PROJECT GOING TO HAVE ON THE WORKING CONDITIONS OF YOUR STAFF AND WORKERS?**

*Explain in what ways the project will enhance the working conditions of your staff, for example the working hours, and safety and security*

## 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 you will apply to monitor and report on performance and progress of the proposed project.*



**SECTION 6: 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 contact NO.

b) **Detailed work plan format:** Complete details for all trainees and indicate clearly the duration (hours/days/weeks) of each training activity

Work Plan		Please Indicate whether Weeks <input type="checkbox"/> Months <input type="checkbox"/> Quarters <input type="checkbox"/>											
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:** This Budget must be itemised in Uganda Shillings. At least 70% of the total value must be allocated to training fees, activities, training resources/materials and or curriculum development. **Transport refund and any allowances to trainees and equipment purchases should be under Company own contribution.**

Activity	Item	Quantity	Rate	Total Amount/Budget	SDF Contribution	Organisation' s Contribution

Please note that the maximum amount this window is UGX equivalent of USD \$ 250,000 and the minimum amount is USD \$ 5,000.

**Proposed Unit Cost of Training**

The unit cost of training indicates whether there is value for money in this proposed project. This can be done by dividing the total project value (from the budget) by the number of proposed trainees.

Unit cost of Training

UGX
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**Authorisation:**

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