



# SKILLS DEVELOPMENT FACILITY

## GRANT APPLICATION FORM - WINDOW 2

### Skills shortages in informal sector

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 organisations that are active in the agribusiness, construction and manufacturing sectors in Uganda. This form is for **window 2** of the SDF support that targets the informal sectors of Agriculture, Construction and Manufacturing. However, other sectors will be considered after our first call for proposals. Therefore, only apply with this form if:

1. your organisation has been in existence for at least 1 year, **and**
2. is or its members active in the **Agriculture** or **Construction** or **Manufacturing** sectors in Uganda,
3. belongs to any or more of the following categories:
  - a. **Farmer networks**
  - b. **Networks of self-employed people in the said sectors**
  - c. **Networks of craftsmen and artisans**
  - d. **NGOs active for or with farmers, craftsmen, artisans, workers**
  - e. **Cooperatives**
  - f. **Community Based Organisations (CBOs)**
  - g. **Micro and small enterprises organised under an umbrella organisation**
  - h. **Trade Unions and other workers' networks**
  - i. **NGOs active for or with informal sector.**

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](http://www.psfuganda.org.ug)

### b) What are eligible activities?

SDF provides funding to improve the practical, technical and business skills of the employees in the informal sector. Therefore, only apply for funding from SDF Window 2 if the support will finance training activities that will increase access to quality skills development in the informal agricultural, construction and manufacturing sectors. Financed activities should lead to improved productivity, employment opportunities, business sustainability and competitiveness.

**Table 1: Examples of potential applicants under each of the prioritised sectors**(Note that these are just a few examples given).

Manufacturing	Construction	Agriculture
<ul style="list-style-type: none"> <li>• Machines and tools fabrications</li> <li>• Black smith</li> <li>• Tailoring and garment</li> </ul>	<ul style="list-style-type: none"> <li>• Carpentry and Joinery / wood work technology</li> <li>• Plumbing</li> <li>• Brick / Block laying and</li> </ul>	<ul style="list-style-type: none"> <li>• Apiary</li> <li>• Poultry</li> <li>• Livestock</li> <li>• Crop production</li> </ul>

Manufacturing	Construction	Agriculture
<ul style="list-style-type: none"> <li>cutting (fashion and designing)</li> <li>• Shoes, bags, wallets, belts and other related items making</li> <li>• Stove making and Sheet metal development</li> <li>• Crafts and artworks</li> <li>• Making of packaging materials</li> <li>• Candle making</li> <li>• Handcrafts</li> <li>• Leather works</li> <li>• Motor / transformer rewinding</li> <li>• Industrial Art &amp; Design</li> <li>• Industrial Ceramics</li> <li>• Etc.</li> </ul>	<ul style="list-style-type: none"> <li>concrete practice</li> <li>• Electrical installation</li> <li>• Welding and metal fabrication</li> <li>• Fitting and machining</li> <li>• Etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Irrigation technology</li> <li>• Agricultural machinery technicians</li> <li>• Digitalised agricultural information</li> <li>• Post-Harvest Handling technology</li> <li>• Organic agriculture</li> <li>• Value addition on crop or animal products / food processing</li> <li>• Tractor operators</li> <li>• Gardening and Landscaping</li> <li>• Etc.</li> </ul>

### 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 centers. Clearly indicate on the envelope "SDF Grant application - Window 2" 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.

**Note:** In case you have any difficulties in filling this application form, contact SDF to provide you with someone to support you at no cost.

### 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)/ Trainer(s). In case unable to identify any, SDF-PSFU can assist.		
6	Detailed activity plan		

## 2. Eligibility check

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

**Table 3: Eligibility check:**

Please ensure that your organisation and planned activities comply with the basic requirements		Yes/No	Official only
1	Does your organisation operate or engaged in the agriculture or construction or manufacturing sector related activities		
2	Does your application targeting self-employed or workers of associations & companies and apprentices in the informal (Jua Khali) sector or, farmers or master craftsmen or artisans or micro and small enterprises		
3	Will the planned activities lead to improved practical, technical and business skills		
4	Will these activities result into enhanced labour productivity, increased employment opportunities, improved quality and competitiveness		
5	Is the applicant's contribution 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 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.

#### **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**

## ELIGIBILITY CRITERIA

### 1. Is your organisation registered?

Yes No 

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

For less than 1 year For more than 1 year 

### 3. Type of organisation: Tick the appropriate one

Farmer organisation

Network of self-employed

Network of Master  
Craftsmen or  
artisans

Cooperative

Community Based  
Organisation

Trade Union

Workers' network

Network of juakhali

Organisation of  
micro or small  
enterprisesNon Governmental  
OrganisationOther type  
(Specify)

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

Agriculture 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 on page 2.**

## SECTION 1: APPLICANT BIO DATA

### COMPANY or ORGANISATION NAME AND DETAILS

*Enter the 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 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 Organisation	<input type="text"/>	Email	<input type="text"/>

## 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

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### SECTION 3: SKILLS GAP AND ENHANCEMENT STRATEGIES

#### SKILLS SHORTAGES

Enter type of skills needed in the organisation or among your targeted group(s)

Skill required / type of training	Target group e.g. farmers, processing machine operators, welders, extension staff, etc.	No. of trainees	Period of training

#### PROPOSED TRAINERS

Enter name and profession of proposed trainers. Remember to attach their profiles. SDF can assist in identification of right trainer in case the applicant fails

1st proposed Trainer/instructor	<input type="text"/>	Institution	<input type="text"/>
Profession	<input type="text"/>	Qualification	<input type="text"/>
2nd proposed Trainer/instructor	<input type="text"/>	Institution	<input type="text"/>
Profession	<input type="text"/>	Qualification	<input type="text"/>
3rd proposed Trainer/instructor	<input type="text"/>	Institution	<input type="text"/>
Profession	<input type="text"/>	Qualification	<input type="text"/>

In case you need assistance in identification of trainers, please state it here: \_\_\_\_\_

**Note:** Please attach a full list of targeted beneficiaries / trainees as per format shown in section 6 of this application.

**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. What skills need to be acquired by the trainees?*

**SUMMARY OF OUTPUT INDICATORS**

*For example, number of people trained /outreach activities, new skills / techniques acquired by the trainees, new products initiated as a result of training, etc.*

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

*Describe the end result of the project for your organisation, members / beneficiaries. 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. At enterprise level, you can consider business turnover, reduction in cost of production, reduced wastage 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 and SDF-PSFU. Note that your own contribution can be in kind*

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:** In case 'own contribution' is in-kind, clearly start its nature and its 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 workplan*

**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 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 mitigating measures you are going to take 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 will you apply to monitor and report on t performance and progress*

## 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

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

*Please note that the maximum amount this window is \$ 50,000. This amount may exceed for National umbrella associations applying on behalf of other chapters up to \$ 100,000. Amount less than \$ 5,000 shall not be funded.*



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