

DEAR CLIENT,

To enable us process your grant application, we shall require you to provide the following. Please note that you do not have to provide all the listed but only submit those that are relevant to your proposed activity.

CHECK LIST FOR GRANT APPLICATION REQUIREMENTS

No	Particulars to submit for each Application	Tick on what is submitted	Official Use Only
1	Well developed proposal (Guidelines attached)		
2	Proof of registration and operation of business <ul style="list-style-type: none"> • Certificate of registration for business (Mandatory) • Valid identification document with current photograph with current details • Memorandum & articles of association (share holding pages & Directors) <i>for Companies only.</i> • Trading Licence, where applicable 		
3	Activity work plan		
4	Contract with listed consultants on the activity to be under taken		
5	Curriculum Vitae (CVs) for Consultants/Trainers		
6	If the support being requested is for an activity out side Uganda, please provide all supporting documents.		
7	List of participants to be trained showing their names and roles in the business (for training activities only)		
8	For group training, each participant to be trained <u>MUST</u> fill in an individual training form (NOTE: for group training only)		
9	Entry Survey form (Applicant Questionnaire) issued by MGF		
10	Application form provided by MGF		
11	Any of the following as proof of availability of funds to finance the activity, <ul style="list-style-type: none"> – Bank statement (current accounts) 		



MATCHING GRANT FACILITY		YOUR PARTNER IN PRIVATE SECTOR LED DEVELOPMENT	
	Photocopy of savings pass book		
	- Audited accounts		
12	For joint -venture investment related activities, a valid partnership agreement		
13	Clear directions to your enterprise/firm physical location		

**No proposal shall be processed before all the relevant
documentation have been submitted**

Submitted by: _____

Name of business/assoc.: _____

Date: _____

Received and checked by: _____

Date: _____