

**APPLICATION REQUIREMENTS****CHECK LIST FOR INDIVIDUAL AND BUSINESS ASSOCIATIONS**

No proposal shall be processed before all the relevant application requirements have been submitted

NO	PARTICULARS TO SUBMIT FOR EACH APPLICATION	TICK WHERE APPROPRIATE	OFFICIAL USE ONLY
1	Well developed proposal (Guidelines attached)		
2	Certificate of registration for business <i>OR</i> Recommendations from Local Council Officials (for rural based firms and groups /Associations)		
3	Brief Business Plan showing activities, goals and objectives		
4	Activity program		
5	Terms of reference (ToR) for Consultants		
6	Agreement with Consultants on the activity to be under taken		
7	Curriculum Vitae (CVs) for Consultants/Trainers		
8	If the support being requested is for an activity out side Uganda, please provide all supporting documents.		
9	List of participants to be trained showing their names and roles in the business (for training activities only)		
10	For group training, each participant to be trained <u>MUST</u> fill an individual training form (NOTE: for group training only)		
11	Entry Survey form (Applicant Questionnaire) issued by BUDS		
12	Proof of availability of funds to finance the activity, <i>for example, any of the following</i> <ul style="list-style-type: none"> <li>▪ Bank statement (current accounts)</li> <li>▪ Photocopy of savings pass book</li> <li>▪ Audited accounts</li> </ul>		
13	Clear directions to your enterprise/firm physical location		

SUBMITTED BY: \_\_\_\_\_

NAME OF BUSINESS/ASSOC.: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED AND CHECKED BY: \_\_\_\_\_

DATE: \_\_\_\_\_