

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"> <li>• Certificate of registration for business (Mandatory)</li> <li>• Memorandum &amp; articles of association (share holding pages &amp; Directors), <i>for Companies only.</i></li> <li>• Trading Licence, where applicable</li> <li>• Investment Licence from Uganda Investment Authority (for Investment related activities)</li> <li>• Proof of ownership of Assets (for equity financing related activities ONLY)</li> </ul>		
3	Activity program		
4	Contract with 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 an individual training form (NOTE: for group training only)		
9	Entry Survey form (Applicant Questionnaire) issued by BUDS (11)		
10	Application form provided by BUDS (12)		
11	Any of the following as proof of availability of funds to finance the activity, <ul style="list-style-type: none"> <li>– Bank statement (current accounts)</li> <li>– Photocopy of savings pass book</li> </ul>		

<i>YOUR PARTNER IN PRIVATE SECTOR LED DEVELOPMENT</i>			
12	For joint-venture investment related activities, a valid partnership agreement		
13	Three (3) competitive quotations for procurement of equipment related activities		
14	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:** \_\_\_\_\_