

**INSTRUCTIONS FOR MEMBERSHIP ORGANISATIONS
TO APPLY FOR COST-SHARE SUPPORT IN GROUP TRAINING ACTIVITIES**

To ensure approval of cost-sharing and maximum repayment on claims, the organising membership organisation of a practical training activity must follow these instructions closely.

1. Put on notice board (and / or discuss at membership meetings) the course or seminar details (curriculum, dates, costs and what these costs include and don't include) many weeks in advance of the event.
2. Calculate true, total direct and support costs of seminar and make sure that you charge participants at least one-half. Usually you would take a commitment deposit (reimbursable by you if BUDS rejects applicant) at time of application and the balance before the course starts. BUDS will only repay professional fees and any other approved support costs that do not exceed 20% of the total cost of the activity.
3. Take applications on our form "APPLICATION FOR GROUP TRAINING WITH **BUDS** COST-SHARE SUPPORT" for each and every applicant, taking into careful consideration the following:
 - a) Take applications only from eligible people; that is, active commercial farmers and / or entrepreneurs such as traders. Unemployed, children, retired, non-business youth and subsistence farmers are NOT eligible for BUDS cost-sharing as it is intended to support costs to acquire know-how that assists clients to increase their incomes and better their performance in the private sector.
 - b) If you take payment of part OR all of the eligible participant's course fees, make out a separate, detailed, official, signed, stamped receipt; also to be attached to application form.
 - c) Make sure that application forms are fully completed and signed by applicants. Otherwise, they will not be eligible for cost-sharing.
4. When you have finished collecting the individual application forms, submit them to one of the Project Officers together with a filled out official **BUDS** application form that covers the whole activity.
5. By or at the very start of the course, make sure that all participants have paid their fees and received official receipts. Instruct them to carry receipts with them until the **BUDS** Monitor arrives and requests for them.
6. After BUDS 's signing of approval, including dates and maximum budget, carry out the activity on agreed upon dates and place with the approved, contracted facilitators. A **BUDS'** monitor will visit during the course of the seminar to verify participation and costs. At that time, he or she must receive counter-signatures and outstanding receipts from each and every participant. The monitor will stay at least one day to make sure that even participants momentarily away from the seminar will be able to sign and submit final receipts.
7. Submit your claim and deliverables soon after completion of event. **BUDS** will repay the association the part it has advanced on seminar costs. **BUDS** will pay a maximum of one-half of the genuinely receipted but not more than the total sum of fees receipts submitted on behalf of the participants.
8. ¹If your claim is properly and completely presented, the refund cheque to the name of the association or society will be issued within eight working days.

APPLICATION FOR GROUP TRAINING WITH BUDS COST-SHARE SUPPORT

**[Instructions: This form must be filled out and signed by the individual applicant,
NOT by the association leaders]**

Name of membership institution organising the training: _____

Your name: _____

Present occupation: _____

Name of business: _____

Your average monthly income: _____ Your age: _____

Physical location of business (village/town/district): _____

Name or description of training to be taken: _____

Please explain why this training is important to you and how it will help you increase your income:

(If more space is needed, please write on back of this application.)

What is the amount you are to pay for this training?: Ushs. _____

How much have you already paid into the organising association (official, stamped, signed receipt must be attached by staple or pin)?: Ushs _____

I, (written name) _____, do declare the above to be true. If I and the training are confirmed as eligible for BUDS cost-sharing, I hereby authorise BUDS to repay the organising membership institution up to the same amount that I myself pay for the training. (This is meant to reduce training costs by half to the participants.)

Signed: _____ Today's date: _____

[Instructions: Please do not write in space below except in presence of BUDS Monitor]

Amount paid (receipt attached): _____ Client signature: _____

Monitor's initials: _____ Monitor's comments: _____

_____ GrpTrainForm1