



## **WHAT YOU SHOULD KNOW ABOUT SDF WINDOW 1 FORMAL SECTOR TRAINING GRANTS FOR FORMAL SECTOR BUSINESSES**

### **1. DOES THE SDF HAVE ANY PRIORITY SECTORS?**

In line with national development priorities, SDF II will consider applications from all sectors of the economy. However, priority will be given to enterprises engaged in;

- Agribusiness/agro-processing and
- Sustainable energy.
- Also, manufacturing enterprises including those related to agribusiness/agro-processing and sustainable energy are expected to constitute a significant part of enterprises supported by SDF II.

### **2. WHO ARE THE TARGETED BENEFICIARIES OF WINDOW I?**

Generally, the SDF will benefit employers and employees of priority economic sectors who gain additional skilled employment, higher earnings and improved productivity. The specific beneficiaries of the SDF include Ghanaian owned limited liability companies

### **3. WHAT KINDS OF INITIATIVES DOES THE SDF SUPPORT?**

- Short and medium-term, skills upgrading initiatives aiming to increase the competitiveness of applying enterprises.
- Training activities that aligned to the National TVET Qualification Framework, but this is not a pre-condition for support.
- Permanent employees of the applying company or the company must have notified the trainee that it intends to employ him or her on a permanent basis.
- Both skilled and semi-skilled workers are eligible for attending SDF sponsored skill upgrading courses.
- Specific shorter intensive technical or theoretical training activities focusing on specific subjects are in principle eligible for support.
- Training activities primarily focus on the practical skills of the trainee, but relevant theoretical training may be sponsored as well.

### **4. WHAT IS THE INDICATIVE GRANT SIZE?**

A maximum of GHS400,000

**5. DO I HAVE TO PAY BACK?**

The SDF is a grant and not a loan. Support provided under SDF is not required to be paid back. However, beneficiaries in the formal sector will have to contribute 40% (cash) of the project cost. Again, the desired outcomes of funding, which include increased productivity, quality, competitiveness, job creation, and increased incomes must be achieved.

**6. CAN I APPLY FOR A GRANT FROM THE SDF IF MY BUSINESS IS NOT BEEN REGISTERED (E.G. WITH REGISTRAR GENERAL DEPARTMENT, DEPARTMENT OF COOPERATIVE, ETC)?**

No! Only businesses which have been registered with Registrar General Department, or the District Assembly are qualified to apply for a grant.

**7. CAN A BUSINESS APPLY FOR A GRANT TO TRAIN OTHERS WHO ARE NOT STAFF OF THAT BUSINESS?**

No! A business can only apply to train its own staff or members.

**8. IS THE SDF A TRAINING INSTITUTION?**

The SDF is not a training provider. The SDF is a fund management body which provides grant funds to institutions, enterprises and Associations who require to train staff or members in various skills, to plug skills gaps which have been identified by applicants themselves.

**9. DOES THE SDF PROVIDE GRANTS TO BUSINESSES WHO WANT TO EXPAND THEIR BUSINESSES OPERATIONS?**

No! The SDF only provides grants to businesses that need to train or upgrade the skills of their own staff.

**10. DOES THE SDF OFFER GRANTS TO BUSINESSES WHO NEED TO PURCHASE EQUIPMENT?**

No! The SDF does not provide grants to businesses that require funds to purchase equipment and machinery.

**11. HOW DOES AN ORGANISATION APPLY TO SDF? *Before you apply, kindly ensure you have the following:***

- a. A genuine skills need of your staff which affects productivity negatively
- b. A genuine innovation need which can be acquired through training
- c. A competent training provider to deliver the needed skills training

## 12. WHAT SPECIFIC GUIDELINES DO I HAVE TO FOLLOW IN APPLYING TO SDF FOR A GRANT?

- a. Visit the SDF website and register to submit a concept note on line
- b. Download the SDF concept note form and fill it for the formal sector.
- c. Submit the concept note through the SDF online platform on deadline (smartme.org).
- d. Attach their Business Registration Certificate

## 13. AFTER SUBMISSION, WHAT NEXT?

- a. Shortlisted applications will advance to the Proposal Development Stage.
- b. Here, applicants will attend pre-application training workshop
- c. Applicants who wish, meet with SDF approved Intermediary consultants who develop proposals and budgets.
- d. Applicants obtain a Pro-forma invoice from Training Providers, who are chosen by the applicants themselves.
- e. Applicant signs MoU with the Training Provider, detailing the key role of each party.
- f. Applicant peruses and signs application with the supervision of SDF Intermediary and submits to SDF.
- g. Applicant should attach the following:
  - i. A copy of the organisation's bank statement (at least for the last 3 months)
  - ii. Audited financial reports (for the last 2 years)
  - iii. For associations of businesses, a list of all paid-up members with their telephone numbers

## 14. WHAT ARE SOME OF THE CURRENT BENEFICIARY PROJECTS FUNDED BY SDF?

**The Fruit Master** intends to upgrade staff technical know-how in modern fruit processing and train staff in HACCP to enable them supply quality fruits to the growing high-end markets.

**Ndaana Ghana Ltd** has secured funding to train staff in innovative production method to process fruit juice to increase yield and shelf life of fruit juice. The training will enable them to adopt juice extraction and preservation techniques to increase the shelf life of their produce. This will assist to cut down wastage and help to reduce cost of production.

**Kukobila Nasia Farms Ltd** wants to train 13 staff in innovative seed propagation and multiplication and good agronomic practices for the cultivation of butternut squash and orange fleshed sweet potato to increase our yields and quality of produce. The project is to increase yield and quality of produce through the adoption of improved production practices and access international market with quality butternut squash and orange fleshed sweet potato.

**ARQ Engineering Solutions** has received funds to upgrade skills of 15 staff in PV installations. After the training, the staff are expected to understand and execute system architectures, and applications for PV systems. The staff will also be able to carry out array configuration, performance estimation; and take a detailed look at module and inverter specifications and characteristics. They will also be equipped with mounting methods for various roof structures and ground-mounts; and commissioning grid-direct PV systems to be able to deliver quality services to our customers.

**Kulawnebach Investment Limited** intends to upgrade the skills of its middle level managers and the core production team to train 30 staff in the use of Effective Microorganism Technology in the development, operating and managing of EM-1 microbial inoculant, PRO-EM-1-probiotic, EM-X-Gold and EM-5. This innovative method will reduce the use of harmful agro-chemicals and enhance productivity of quality butternut squash for the international markets.

For more information on SDF, please visit: [www.sdfghana.org](http://www.sdfghana.org).  
You also call SDF on Tel: 0501297935 or 0209977867 for any further clarification.