



**FREQUENTLY ASKED QUESTIONS ABOUT THE SKILLS DEVELOPMENT FUND**  
**SUPPORT TO TRAINING INSTITUTIONS (WINDOW 3)**

**WHAT KINDS OF INITIATIVES DOES SDF SUPPORT?**

- a. SDF supports proposals to develop new innovative models for delivery of training and new training concepts. Training models should impart practical skills, but relevant theoretical training will be sponsored as well.
- b. SDF supports the development of innovative entrepreneurship and basic management training concepts.
- c. SDF supports Innovative proposals from training providers that respond to economic demand.

**WHAT DOES SDF CONSIDER TO BE INNOVATIVE TRAINING?**

- a. Innovative training is defined as training that is not available in Ghana at the time of application.
- b. A training module or concept that either caters for groups that have not been catered for before
- c. A mode of training which is new in the Ghanaian context,

**WHO ARE THE TARGETED BENEFICIARIES OF THE SDF?**

- a. Training institutions, both public and private

**CAN INNOVATIVE TRAINING GRANTS BE ACCESSED TO TRAIN STUDENTS**

SDF does not support the development of innovative training modules and curriculum for students in training institutions. The contents of all funded projects are informed (or driven by) the private sector. In other words, it is the private sector businesses that demand the development of such innovative training contents. This assures that the training contents, when developed, will have a vibrant market to ensure sustainability.

**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 training institutions and research bodies 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.

**WHAT IS THE INDICATIVE GRANTS SIZE?** A maximum of GHS 500,000

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**DO I HAVE TO PAY BACK?** SDF is a grant and not a loan. Support provided under SDF is not required to be paid back. However, beneficiary training institutions under this funding Window will have to contribute 25% of the project cost.

**.WHAT ARE THE KEY CONDITIONS NECESSARY FOR APPLYING?**

- a. The applicant must justify the need for proposed innovative training curriculum/modules in the private sector by providing evidence in the form of a memorandum of understanding (MoU) with key stakeholders representing the demand side of the training innovation.
- b. The applicant must be an established training provider
- c. The applicant must have adequately qualified and experienced teaching staff at its disposal
- d. The applicant must show how the training will lead to increased productivity and competitiveness of the targeted sectors
- e. The applicant must have conducted an assessment of the expected demand for the training innovation to be introduced and of its sustainability prospects
- f. The applicant must provide the methodology for post-training monitoring and evaluation to ascertain the effectiveness or otherwise of the training provided
- g. The applicant must have a proven track record for implementation of training programmes toward the specified target groups.

**WHAT IS THE SCOPE OF A TYPICAL PROPOSAL UNDER WINDOW 3?**

Proposals to develop innovative training curriculum/module should cover the following:

- a. The development of curriculum/module
- b. The provision of teaching and learning aids required to train in the curriculum/modules
- c. The training of instructors who would teach using the curriculum/modules
- d. Development of manuals for the curriculum/module
- e. Piloting of the curriculum or module.
- f. Equipment and tools to facilitate the delivery of the training to the private sector

## **CAN A TRAINING INSTITUTION RECEIVE AN INNOVATION GRANT TO TRAIN OTHERS**

Innovation grants under Window 3 are solely meant for the development of new and innovative training curriculum and modules. Grants funds cannot be accessed to train employees of the training institution or of any other entity.

## **WHAT ARE THE KEY PROCESSES IN APPLYING TO SDF?**

1. Visit the SDF website: Download the SDF application template and carefully study the requirements for the formal sector.
2. Contact an intermediary (Optional): SDF has engaged intermediaries (consultants) to assist you develop and submit your proposal. Kindly select one from our website and arrange a meeting to discuss your proposed project with the intermediary. Provide all the necessary information required by the intermediary to complete your application form. Note: *You are not required to pay for their services.*
3. Organise the following documents which are **KEY** requirements of SDF which should be submitted together with application form.
  - a. Audited Accounts or Financial Statements for the last 2 years
  - b. Training Institution's bank statement for the last three months
  - c. MOU with collaborators such as associations of businesses or industry grouping which requires the innovative training contents to shore up the skills of their staff
  - d. Demand letter and notices from expected beneficiaries of the innovative training module
  - e. Profile of key consultants and collaborators
4. Submit your duly completed and signed grant application form together with the attachments mentioned above via the SDF online grant management platform:

**AFTER SUBMISSION, WHAT NEXT?** SDF will confirm receipt of your application via email from the grants management system.

## **HOW ARE SUCCESSFUL PROPOSALS SELECTED?**

Proposals are processed through the following stages before possible approval:

- a. Receipt of proposals by SDF online (on stated deadline)
- b. Conduct of independent evaluation by two evaluators on each proposal
- c. Conduct of due diligence on successfully evaluated proposals by SDF officers
- d. Submission of recommendations to SDF Steering Committee by Fund Manager
- e. Approval or Rejection (with reasons) by SDF Steering Committee
- f. Applicant responds to all provisional approval queries and submits all required documentations
- a. Upon approval, signing of grant award contract between SDF and successful applicants

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

- a. **DSTC** seeks to develop innovative training syllabus and manual to deliver short courses in energy efficiency management. It will specifically develop training syllabus and manual to train DSTC technicians and local energy efficiency advisors and; deliver continuous and sustainable competency based training in energy efficiency management. The training will provide a platform for technicians to pursue the practical technical training to tap the skills required to educate the public, industries and institutions on energy efficiency management practices.
  
- b. **Bolgatanga Polytechnic's Ecological Agriculture Department** seeks to develop new innovative learning material that will provide easy and common access to vegetable production training. The project has therefore collaborated with FBOs towards building structured learning platform to enhance capacities of vegetable farmers and; create a cost-effective learning material for continuous and sustainable vegetable production and training in the Upper East. The module will transfer skills to the participant to be able to improve soil fertility and increase vegetable productivity.
  
- c. **Ho Technical University's** project entails the development of innovative modules to deliver short courses to mechanics in Volta region. The modules will transfer skills to the mechanics to be able to troubleshoot and properly diagnose complex problems on electronic cars and service them in the region. There is currently no such training offered in the region. The main demand side stakeholders include Ghana National Association of Garages (Volta branches).

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