



**WHAT YOU SHOULD KNOW ABOUT SDF WINDOW 4
(TRAINING AND COACHING OF MANAGEMENT /SUPERVISORY STAFF)**

1. WHAT IS THE FOCUS OF SDF GRANTS UNDER THE COACHING OF MANAGEMENT /SUPERVISORY STAFF WINDOW?

This Window offers support to **training and coaching of management and supervisory staff** of companies and associations on how to improve production efficiency.

2. WHO ARE THE PRIORITY TARGET FOR TRAINING UNDER WINDOW 4?

Priority will be given to mid-level management and supervisory staff of companies already supported by SDF (I and II). Also staff of companies with no previous relationship with SDF and senior management staff will be eligible for support. Priority is also given to female management and supervisory staff.

3. WHAT QUALIFIES A COMPANY TO APPLY FOR GRANTS UNDER WINDOW 4?

In order to qualify for support from the SDF for this activity, the enterprise must:

- i. have a minimum of 20 staff and
- ii. possess a fairly well-established management structure.

4. WHAT IS THE PROCESS TO BE FOLLOWED BY THE SDF IN THE AWARD GRANTS

Projects to be funded under Window 4 will pass through a two stage selection process:

1. The first stage is submission of a Concept Note indicating the skills challenges to be addressed and the proposed way to do this.
2. When the Concept Note passes the first screening stage, the enterprise will be invited to submit a detailed technical and financial proposal. The proposal will be subject to technical evaluation by two external evaluators. The final decision on which projects to fund rests with the SDF Steering Committee.

5. WOULD THE SDF PAY FOR THE USE OF CONSULTANTS TO SUPPORT IN THE PREPARATION OF THE APPLICATIONS?

For successful applicants, the SDF meets the cost of this assistance or services provided by SDF trained and approved Project Intermediaries. But the SDF will not be responsible for the use of Consultants who were not approved by the SDF Secretariat.

6. WHAT IS THE GRANT SIZE UNDER WINDOW 4?

There is no mini-mum grant size but no firm or group of firms under common control may receive more than GHS 100,000 in grants. The SDF II will cover up to 75% of the cost of the management training/coaching while the applicant is required to make 25% contribution.

7. 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.

8. 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 25% (cash) of the project cost.

9. 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, etc. are qualified to apply for a grant.

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

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

11. 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.

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

No! The SDF only provide grants to businesses who need to train or upgrade skills of their own staff.

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

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

14. 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

15. 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

16. AFTER SUBMISSION, WHAT NEXT?

- a. Shortlisted applications will advance to the Proposal Development Stage.
- b. Applicant will attend a mandatory pre-application training workshop
- c. At this stage, the applicant may choose SDF Intermediary Consultant to assist them to develop their proposals.
- d. Applicant obtains a Pro-forma invoice from Training Providers, who are chosen by the applicants themselves.
- e. Applicant signs MoU with the ILO SCORE or other training providers, detailing the key role of each party.
- f. Applicant peruses and signs application with the supervision of SDF Intermediary (if applicable) 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. A list of all paid up staff of the organisation with their telephone numbers

17. WHAT KINDS OF ACTIVITIES ARE NOT ELIGIBLE FOR SDF FUNDING?

SDF does not support the following types of activities:

- Seminars and conferences designed to stimulate discussions and/or keep participants abreast of the latest trends in skills upgrading
- Induction/orientation programmes
- Appreciation programmes of short duration
- Programmes specific to company procedures/policies
- Training for spiritual, cultural and social enhancement, e.g. religious studies and appreciation of music
- Professional-training programmes, involving the upgrading of personnel such as doctors, lawyers, accountants and architects
- Postgraduate training programmes, involving the pursuance of higher education leading to the award of an advanced diploma, graduate diploma, degree or post de-gree qualification
- Attachment of engineers and senior managers to advance their skills and knowledge in existing or new work areas.

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

- a) **New Times Corporation** intend to train and coach management and supervisory staff using the ILO's Sustaining Competitive and Responsible Enterprises (SCORE) Programme. This will address productivity and capacity gaps, promotes workplace cooperation and reduce waste and cost.
- b) **Nallem** received funds to train its middle level management /supervisors to gain the skills set to successfully execute its fully vertically integrated supply chain system. Supervisors and manager will receive coaching in inventory control, smart inventory delivery and related cost reduction mechanisms using the ILO's Sustaining Competitive and Responsible Enterprises (SCORE) Programme.
- c) **Association of Ghana Industries (AGI)** is using the ILO's Sustaining Competitive and Responsible Enterprises (SCORE) Programme to provide micro and small enterprise members of the Association training and coaching in managerial, accounting, marketing, personnel, and management skills and core functional areas. The training will improve the managerial capacities of owners and managers of these businesses.

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