



THE REPUBLIC OF UGANDA

UGANDA WOMEN ENTREPRENEURSHIP PROGRAMME (UWEP)

STEP-BY-STEP GUIDE FOR ACCESSING FUNDS UNDER UWEP

2016

1.0 INTRODUCTION

This is a step-by-step guide designed to simplify women understanding of Uganda Women Entrepreneurship Programme (UWEP) mainly on the processes they will go through to access funds.

The beneficiaries fall within the age bracket of 18 – 65 years. The Programme will as much as possible promote the integration of the following categories of women as beneficiaries: Unemployed women, Vulnerable Groups e.g. Child mothers, Single young mothers, Widows and Gender Based Violence (GBV) survivors, Women with Disabilities, Women living with HIV/AIDS, Women heading households, Women slum dwellers, Women living in hard to reach areas and ethnic minorities

The women will only receive funds under UWEP in groups of 10 – 15 members and they will receive to a maximum of 12.5 Million Uganda shillings.

2.0 STEPS FOR ACCESSING UWEP FUNDS

1st Step: Expression of interest

- Interested women will pick UWEP Enterprise Interest Forms from the Sub-County Headquarters.
- The women will return two copies of dully filled forms to the Sub-County and retain one copy in their file.

2nd Step: Beneficiary and Enterprise Selection at the community level

Beneficiary Selection

- Beneficiary Selection will be conducted upon receipt of the UWEP Enterprise Interest Form
- The process will be guided by a beneficiary selection committee comprising of Chairperson of Sub-County Women Council, Community Development Officer, LCI Chairperson, Parish Chief, LC III Chairperson and chaired by the Sub-County Chief. The Sub-County CDO will be the secretary.
- Beneficiary Selection will be carried out in a participatory manner at a community meeting involving all members of the community.
- Community meetings will be held at different venues convenient to women and the community members.

Enterprise selection:

- This is done immediately after beneficiary selection.
- Enterprise selection is the process of selecting the appropriate/ viable enterprise to be implemented by each women group.
- The Sector Expert will guide the process of Enterprise Selection.

- Choice of the enterprise to be selected will consider the different aspects of the market, Production costs, Profitability of the enterprise and the sustainability of the enterprise.
- Women will be sensitized on how informal saving groups operate and will be encouraged to make regular savings to ensure start-up and continuity of their enterprises.
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3rd Step: Application for UWEP funds

- The Sub-County CDO will guide the women to fill out the application forms, Business Plan and the Individual forms.
- This process can only start after the interested groups have been taken through the process of beneficiary and enterprise selection

Note: The Enterprise application forms, Business Plan and the Individual forms should be filled in triplicate; One will stay with the women group, Second copy will stay at the Sub-County and the Third copy will go to the general file at the district.

4th Step: Appraising the Women Groups Application

- Upon receipt of the necessary application documents by the sub-county, an Appraisal Team will immediately be constituted at the Sub County Level to guide the process of appraisals. The team will comprises; the Sector expert, CDO and two members co-opted by the Sub-County Chief.
- The appraisal process consists of two inter-linked processes; the Desk Appraisal and the Field Appraisal.
- The Desk Appraisal is done to verify the information that has been included in the Women Group file. The Desk Appraisal will focus on completeness of documentation in line with sector standards & norms, beneficiary targeting, enterprise selection, checking appropriateness of budgets and conformity with UWEP guidelines.
- The Field Appraisal on the other hand is done only when the Women Group has passed the Desk Appraisal. The Field Appraisal includes the selection team visiting the actual location of the enterprises.
- The field Appraisal will focus on verifying information on application form, checking appropriateness of the beneficiary targeting, verifying participation of women beneficiaries & communities in the selection of the enterprise, verifying viability & sustainability of the enterprise, and verifying environmental & social safeguards.

5th Step: Approval and Endorsement of the Women `Groups Applications

- The process of approval and endorsement of groups is done at 2 levels- the Sub-county and the District
- At sub-county level, the approval of projects shall be done by the Sub-County Technical Planning Committee (STPC)

- After this, the files will then be forwarded to the Sub-County Executive Committee (SEC) for endorsement
- Only projects duly approved by the STPC and SEC shall be forwarded to the district for further review and submission to MGLSD for funding
- The sub-county chief will formally write to the CAO indicating the list and details of projects approved and endorsed in his/her sub-county
- Upon receipt of the submissions of recommended projects from the sub-county, the CAO will convene a District Technical Planning Committee (DTPC) to review the submissions and further forward to the District Executive Committee (DEC) for endorsement

6th Step: Submission to the Ministry for Funds

- Only projects duly approved by the DTPC and endorsed by DEC shall be submitted to MGLSD for funding
- The CAO will submit a schedule of the Women Enterprises to be funded along with the Women Group Files to the Permanent Secretary, Ministry of Gender, Labour and Social Development.
- The Technical Support Unit at the Ministry will review and verify the accuracy of the submitted files and recommend them for funding.
- The Ministry will release funds to the Local Governments and Municipalities who will subsequently release them to the selected Individual Women Group Accounts after signing of the Financing agreement between the District and the Groups.

Conclusion

- The women groups will have to open up an account with a bank convenient to them where the Chairperson, the Secretary and the Sub County Chief are signatory.
- The Women Group will have to sign financing agreement with the District. Upon signing the financing agreement, funds will be transferred from the District UWEP Account to the Women Group's Accounts.