



THE REPUBLIC OF UGANDA

**MINISTRY OF GENDER, LABOUR AND SOCIAL
DEVELOPMENT**

**REVISED GUIDELINES FOR THE NATIONAL SPECIAL GRANT
FOR PERSONS WITH DISABILITIES**

February , 2022

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ACRONYMS

CAO	Chief Administrative Officer
CDO	Community Development Officer
CSOs	Civil Society Organizations
DPOs	Disabled Persons Organizations
ESMF	Environmental and Social Management Framework
IEC	Information, Education and Communication
IGAs	Income Generating Activities
LGSG	The Local Government Special Grant
M&E	Monitoring and Evaluation
MFPEd	Ministry of Finance, Planning and Economic Development
MGLSD	Ministry of Gender, Labour and Social Development
NCPWDs	National Council for Persons with Disabilities
NPC	National Program Coordinator
NSG	National Special Grant
PWDG	Persons with Disabilities Group
RDC	Resident District Commissioner
SCDO	Senior Community Development Officer
TSU	Technical Support Unit
UBOS	Uganda Bureau of Statistics
UFDS	Uganda Functional Difficulties Survey
UN	United Nations
UNCRPD	United Nations Convention on the Rights of Persons with Disabilities
UNICEF	United Nations Children Fund
USL	Uganda Sign Language
VfM	Value for Money

FOREWORD



The Constitution of the Republic of Uganda (Article 35) states “that Persons with Disabilities (PWDs) have a right to respect and human dignity, and the State and Society shall take appropriate measures to ensure that they realize their full mental and physical potential”.

To actualize these rights, Government implements welfare programmes that support vulnerable persons. Among these programmes is the Special Grant for Persons with Disabilities (PWDs). This programme is aimed at providing funds for income generating activities to boost self-employment among Persons with Disabilities.

The Special Grants programme was started in the Financial Year 2009/2010 and 3BN was provided to all Local Governments through the Social Sector Development Grant from Ministry of Finance, Planning and Economic Development. Successes have been registered in the course of implementation of the grant especially upscaling the entrepreneurship skills among PWDs, provision of grants to over 20,000 PWD Households across the country among others. The Special Grant Programme was enhanced with the National Special for Persons with Disabilities in the FY2019/20 when additional funds were provided to the Ministry to implement the National level grant.

The implementation of the National Special Grant for PWDs has incorporated structures of PWDs especially the Councils for Persons with Disabilities who are critical in the identification and mobilization of beneficiaries. I

therefore, call upon leaders of Persons with Disabilities to support the programme and identify eligible PWDs at the grassroots to benefit from this grant.

The Government reaffirms her commitment to supporting Persons with Disabilities to uplift their standards of living and reduce exclusions in National development

We look forward to effective collaboration in the enforcement of the National Special Grant for Persons with Disabilities Guidelines to maximize the benefits of the Grant to the targeted Persons with Disabilities.



Hellen Grace Asamo (MP)

MINISTER OF STATE FOR DISABILITY AFFAIRS

ACKNOWLEDGEMENT



The National Special Grant for Persons with Disabilities is one of the Government flagship programmes that support Persons with Disabilities with startup capital to initiate income generating activities for increased household incomes. In the Financial year 2019/2020, additional funds were provided to bolster access to startup capital by Persons with Disabilities.

However, modalities for disbursement of the National Special Grant were different and grants are sent directly to beneficiary PWD groups. Harmonization of these two grants is underway thus the District level Grant is in the process of transitioning into an operational fund to support capacity building, monitoring and mentoring for entrepreneurship growth. These Guidelines are therefore meant to provide a framework for the implementation of the National Special Grant for Persons with Disabilities.

Since the inception of the National level grant in the FY2019/2020, a lot of lessons have been generated that contributed to the revision of these guidelines. These included, the need to support registered homes taking care of PWDs, simplification of the application form, the Parish Development Model initiative, development of Disability Management Information System among others.

During the revision process, the Ministry adopted participatory process involving extensive review of Government and other Partners policy reports. Some of the

literature reviewed include: Senior Citizens Grant Guidelines (MGLSD 2018), Evaluation Report on Effectiveness of the Special Grant by the National Council of Persons with Disabilities (2014); Disability Functional Difficulties Survey of 2017, a Diagnostic Study on Social Protection Programmes in Uganda and Disability Inclusion (2019), Parish Development Model 2021, Persons with Disabilities Act 2020, among others.

I want to commend the Department of Disability and Elderly, who steered the preparation of these Guidelines. These Guidelines will serve as a major reference for all implementers and beneficiaries of the Programme.

Special appreciation goes to the Political Leadership at the Ministry, Members of Parliament for PWDs, National Council for PWDs, Local Governments, National Steering Committee for the critical role played in the preparation of these Guidelines.



Aggrey David Kibenge
PERMANENT SECRETARY

SECTION ONE

1.0. Introduction and Background to NSG

The Ministry of Gender, Labour and Social Development (MGLSD) is the lead agency in the Social Development Sector and it focuses on management and coordination of programs and services for vulnerable groups, including Persons with Disabilities. Persons with Disabilities are marginalized and often excluded from benefits of development and are susceptible to exploitation and income shocks among other disadvantages.

As part of her mandate, MGLSD implements the National Special Grant for Persons with disabilities aimed at promoting economic empowerment and improved livelihood for Persons with Disabilities. The Guidelines on National Special Grants aim at creating a national guide on implementation of the Grant in a simplified and inclusive manner whilst providing value for money (VfM), and the desired program learning through Monitoring and Evaluation.

1.1. Justification for the Special Grant

14% of Uganda's population aged 2 years and above are Persons with Disabilities (UBOS, Disability Monographic study 2020). Living with a disability comes with a plethora of individual and social histories and exclusion which act as barriers to accessing livelihoods and employment. For example, only up-to 9% of all Persons with Disabilities are able to complete primary education while only 6% of them are able to complete secondary education. This situation curtails access to employment, skills and livelihoods hence perpetuating poverty and powerlessness (MGLSD/UNICEF, 2015).

The Uganda Functional Difficulties Survey (UFDS) 2017 showed that, up-to 52.5% of households surveyed were aware of the special grant and only 3.9% had received special grant in the past three months hitherto the survey (UBOS, 2018). The Annual Disability Status report 2019 recommends that, the Ministry of Finance, Planning and Economic Development (MFPED) increases funding for special grant and separate the funding from the Social Development Fund (SDF) basket, to cater for the special needs of PWDs.

The Disability status report further recommended re-instatement of the National Steering Committee for planning and monitoring the implementation of the special grant as well as revising the guidelines for implementation of the National Special Grant in consultation with stakeholders.

It is therefore based on the above that the guidelines are developed to: increase funding and access to special grants by the eligible cohorts of Persons with Disabilities, promote learning and implement evidence- based social transfer services and, provide a nationally agreeable approach to receiving special grants in a simple and easily accessible way using the tools attached herein.

SECTION TWO

2.0. Description of the National Special Grant

2.1. Overview of National Special Grant for Persons with Disabilities

Following a series of lessons learnt over the ten years of implementing the Local Government Special Grant (LGSG) for PWDs, and the urgent need to establish a workable social protection and livelihood interventions for Persons with Disabilities, Government in the Financial Year (FY) 2019/2020 allocated additional funding for National Special Grant (NSG) for Persons with Disabilities to be managed by MGLSD. The plan is to transform the rather minimal Local Government level Grant into an operational Grant to support customized capacity building model for groups of PWDs at Sub County level. These customized capacity building interventions for groups of PWDs at sub-county level, are expected to link and synergize with the Parish level initiatives under the Parish Development Model (PDM), for wider impact.

These guidelines therefore, have been produced to direct the operations of the National Level Special Grant (NSG) for PWDs.

2.2. Objectives of the National Special Grant (NSG).

2.2.1 Main Objective of the Grant

To promote the welfare of Persons with Disabilities through livelihood support and income generation for inclusive national development.

2.2.2. Specific Objectives

- To build capacity of Persons with Disabilities to acquire entrepreneurship skills for improved livelihoods.
- To provide startup capital for Persons with Disabilities to initiate income generating activities.
- To increase the level of participation of Persons with Disabilities in national wealth creation programmes.

2.2.2. Specific Outcome

The specific outcome of the grant is contribute to improved livelihoods of Persons with Disabilities through increased provision of income support.

2.3. Geographical Coverage

The National Special Grant for Persons with Disabilities will be implemented in all districts, municipalities and cities of Uganda.

2.4. Guiding principles of implementing the National Special Grant

The operations of the Special Grant for Persons with Disabilities will be guided by the following principles;

2.4.1 Diversity and inclusion:

The program acknowledge the differences even within the same impairment (such as degrees of impairments) and the multiplicity of barriers and therefore acknowledges to include all Persons with Disabilities, those with functional limitations and, their caretakers whilst not disadvantaging any cohort;

2.4.2 Demand driven:

The groups of care-takers/ Persons with Disabilities will be responsible for initiating the grants' requests in accordance with their priority enterprise choices;

2.4.3 Evidence-Based transfers:

The program will continually rely on field verifications, performance feedback, and the Monitoring and Evaluation system in place, to inform planning, disbursements/ implementation, and reviews.

2.4.4 Transparency and accountability:

The program will promote fairness and honesty while protecting the Grant from any form of abuse, through the existing legal framework.

2.4.5 Cultural Sensitivity:

All interventions shall consider and build on the positive cultural norms of the beneficiary Communities (do- no harm/respect);

2.4.6 Value for Money (VfM):

The program does not only look at the transfer of grants but rather generating the desired value for money while improving the welfare of persons with disabilities. We shall therefore encourage that the beneficiaries demonstrate this over the years;

2.4.7 Sustainability:

The program encourages projects that create sustainable food security, livelihoods and incomes in order to mitigate vulnerability as a result of disability and;

2.4.8 Environmentally Friendly Investments:

The program will promote enterprises that promote sound environmental management of natural resources.

2.4.9 Financial inclusion and ownership:

Groups of Persons with Disabilities will be guided by the local leadership to open Bank accounts. Then the Grants will be disbursed from the Ministry directly to the Bank Accounts of PWDs groups, in Commercial Banks of their choice. The Bank accounts will be managed purely by PWDs themselves.

2.4.10 Community Procurement:

The PWDs will be responsible for procurement of their productive assets and tools by themselves. They will put in place convenient and simple mechanism to acquire items/ inputs, for their enterprises.

2.5. Target population and eligibility

These shall include the following;

- a) Ugandan Citizens
- b) Persons with Disabilities in accordance with Schedule 3 of the Persons with Disabilities Act 2020 and/or their known caretakers.
- c) Aged 15 years and above (employable age)
- d) Caretakers of children with disabilities
- e) Care takers of persons with multiple or severe disabilities, with evidence of taking care or recommendation by the PWD.
- f) Registered Homes taking care of PWDs.
- g) Learners in the Ministry Vocational Rehabilitation Centers.
- h) Funds are accessed by Persons with Disabilities not as individuals but as groups of 5 to 15 members.
- i) Group members should be in the same area or at least same sub-county for ease of implementation of the project.

2.6. Financing and Resource Allocation Criteria

The National Special Grant for Persons with Disabilities has 2 Components within which resources shall be allocated as follows;

- Grants Component (80%)
- Institutional Support (20%)

Disbursement to PWD groups in different Local Governments will be based on Indicative Planning Figures (IPFs) to be developed every financial year by the Planning Division

of the Ministry. Despite these parameters, the grant is demand driven and PWDs will be equitably encouraged to express interest through the sub-county/division and District/City/Municipal leadership.

2.7. Project Grants

This refers to the funds that will be used to finance approved Persons with Disabilities Groups under the Grants Component. Funds provided will cover the cost of inputs and project specific trainings.

Each Persons with Disabilities Group Project will be financed to a maximum of UGX 5million (five million shillings only) and will be reviewed and approved by the District Technical Planning Committee(DTPC). The amount to be approved for each PWDG will depend on the type of enterprise and cost of the inputs. Homes taking care of PWDs will be financed to a maximum of 10 million shillings.

Projects to be implemented by Persons with Disabilities Groups will be selected by beneficiaries themselves according to their capacity to manage and maintain the respective projects selected. This notwithstanding, all approved projects will be required to comply with the Environmental and Social Management Framework (ESMF) and Resettlement Policy Framework (RPF) approved by the Government of Uganda. Where necessary, environmental mitigation measures will be provided for within each PWD Group project budget. Some of eligible projects but not limited to;

- Agricultural production (animal and crop) including agro- processing, agronomy and other marketable undertakings in the agriculture value chain;

- Agriculture including – horticulture, apiary, poultry, piggery and, animal husbandry;
- Trade (selling and buying commodities/services);
- Micro- credit savings and loaning association – including legal money lending and charges on interests
- Micro and small-scale industries including – standard-approved production, mining, plant and other technical assemblies and, process production;
- Tourism or Cultural heritage (theatre, art and craft, and music)
- Engineering including – brick laying, construction and other civil works, telecommunications, electronics and electricity, hydraulics and water engineering; civil works including road construction; automotive engineering (motorcycle, bicycle, plant, vehicle assembly and repairs), woodworks, carpentry and joinery; metal works/ fabrication and foundry and;
- Mobile money, agent banking, currency exchange and other micro-financial services among others

2.8. Institutional Support

The Institutional Support Component is intended to improve the technical, administrative and managerial capacity of the key implementers of the Program at national and local government level.

As part of institutional support, transfers made by Ministry of Finance, Planning and Economic Development through the Social Development Sector Grant to local governments

will facilitate operational activities. These activities include sensitization on Grant Guidelines, field beneficiary selection and appraisal system, development of information management system, decentralization of the information management system, facilitation to linkages with the vocational rehabilitation centers for skills enhancement of youth with disabilities, skilling mentors, beneficiary verifications, documentation of stories of change, learning exchange visits for improvement, surveys, Coaching of PWD groups, assessments of selected enterprises for suitability, supervision of the Grant, development & operationalization of a Complaints & Grievances system, development and operationalization of the Grant M&E strategy, and any other aspect that is in line with the National Special Grants' objectives and principles.

2.9. Communication and Reporting

All efforts shall be made by the Program to foster inclusive communication through: development of the communication strategy, general verbal and written communication Uganda Sign Language (USL) braille, large print, e-communications and other means such as tactile communication. The Ministry shall utilize avenues such as the commemorative International Days for Persons with Disabilities. Other avenues for enhancing communication shall include

Community fora, events that bring together all persons including those with disabilities, community radios, among others.

Copies of these guidelines shall also be availed to Persons with Disabilities Organizations so as to distribute them to their respective district and sub-county-based membership.

SECTION THREE

IMPLEMENTATION ARRANGEMENTS FOR THE NATIONAL SPECIAL GRANT

Implementation of the National Special Grant for Persons with Disabilities will be based on the following arrangements;

3.0 General Arrangements

- Mainstreaming into Government structures and operations at the Central Government and Local Government levels. The PS/ MGLSD will be the overall Accounting Officer, while the Chief Administrative Officers, Town Clerk/Executive Director of KCCA will be the Accounting Officers for the Program in their respective Districts/ Municipalities/Cities.
- Persons with Disabilities will only access funds through Persons with Disabilities Groups (PWDGs).
- Each PWD Group will have a minimum of 5 members and maximum of 15 members who shall be drawn from the same Sub-county/Division/ Town Council and shall implement one common enterprise.
- This notwithstanding, management of enterprises where necessary, can be decentralized into individual and/or mini- groups but with the group maintaining common activities such as conducting regular meetings, trainings, and monitoring member activities.

- Selection of beneficiaries will be done in an open and transparent manner through community participatory mechanisms facilitated by the Sub-county Community Development Officers. For purposes of ensuring equity, priority for accessing the national special grant shall be given to persons who have never benefited from the special grant before.
- Homes taking care of PWDs will access funds as an organization after meeting the requisite criteria.
- For beneficiaries in Vocational Rehabilitation Centers, funds will be accessed through groups of learners within the same district. The In charge of the Center will organize learners from each district or sub county and facilitate group formation and other necessary documentation to enable them access the grant.

3.1. Funds Access Criteria

Group that meets the eligibility criteria and intends to benefit from the National Special Grant shall follow the following steps;

Step One; Expression of Interest

To access funds, the eligible beneficiaries will:

- Contact the sub county CDO and express interest to participate in the programme.
- Based on the information provided, the CDO will then meet the interested group and support them in enterprise selection, registration and complete the application form.

Step Two; PWD Group Beneficiary Selection and appraisal

- The selection of groups of Persons with Disabilities to benefit under NSG will be done in a transparent manner.
- There shall be a selection committee composed of the Sub- County Chief as the Chairperson, the Chairperson of the Sub- County Disability Council shall be co-opted as a member of the Technical Committee for selection purposes, Community Development Officer and relevant sector experts to identify potential projects, undertake viability assessments and generate the most suitable Project Proposal for funding.
- The appraisals will be done using the standard forms which have been issued to each Higher and Lower Local Government.
- After the beneficiary selection has been concluded, potential beneficiary groups will be given training by the CDO on group dynamics including – leadership, conflict, sustenance, enterprises and group finances, savings and, responsibilities of the group, technical advice on the enterprise selected.
- The MGLSD has put in place a Complaints and Grievance (C&G) handling mechanism and any grievance arising from the selection process or general implementation of the NSG should be addressed to any of the following (depending on convenience and nature of complaint): Sub County Chief, GISO, DCDO, CAO, RDC, RCC, Commissioner Disability & Elderly, PS/MGLSD, or Minister responsible Disability Affairs. (See details under 3.4 below for details on C&G)

Step Three: Approval and endorsement of Grant Application (s)

- The process of approval and endorsement of groups is done at 2 levels- the Sub- County and the District/ Municipality/ city level.
- At sub-county/town council/ Division level, the approval of projects shall be done by the Sub-County Technical Planning Committee (STPC) in a sitting where the Chairperson of Disability Council shall be present. Only projects duly approved by the STPC shall be forwarded to the district/ municipality/ city for further review and submission to MGLSD for funding. The sub-county chief/ Town clerk or Division town clerk will formally write to the CAO/ Clerk at the City or Municipality indicating the list and details of projects approved in his/her sub-county.
- Upon receipt of the submissions of recommended projects from the sub- county/ Town council, the CAO will convene a DTPC meeting to review and recommend projects for funding.
- The Chairperson of the District Disability Council shall be co-opted as a member of DTPC during the appraisal and approval of projects funding.

Step Four: Submission of NSG projects for funding

- Only projects duly approved by the DTPC shall be submitted to MGLSD for funding. The submissions of project funding requests to PS/MGLSD will include the following:

- Forwarding letter by the Chief Administrative Officer (CAO)/Town Clerk, contain a summary table of groups and amount.
- Schedule of project requests (indicating project Id. No, name, location and amount). This shall also be signed by the Chairperson of the District Disability Council and Disability Councilor for ownership
- Fully stamped Minutes of the DTPC projects' recommendation meeting with evidence of the participation of the Chairperson of the District Disability Council and Disability Councilor
- Physical project files of all the projects approved for Funding.
- Each file to have the latest bank statement for cross checking to avoid bouncing of payments.
- Each Group file being submitted should have a TIN number.

Submissions of Groups from Kampala Capital City Authority (KCCA)

Because of the unique metropolitan nature of KCCA, submission of groups for funding will be done by Town Clerks at Division levels directly to the Permanent Secretary and copies sent to the Executive Director.

This is aimed at easing the disbursement of funds and management of processes involved.

Step 5: Desk Appraisal and Verification of Beneficiary Groups

- After submission of group by the Local Governments, the Ministry will conduct a desk appraisal of submitted groups and compile the list for physical verification of the groups in the field.
- The verification exercise will involve physical examination of groups in their localities and confirmation of data in the submitted files with the beneficiaries. Any file that will have mismatching details will be pending or disqualified pending of the gravity of the discrepancy.

3.2. Flow of disbursement of project funds

- The project funds will be disbursed directly to the individual Persons with Disability Group Projects Accounts for implementation of the approved Projects. This will be undertaken through the following process;
- Upon receipt of the submission from Local Governments, the Ministry shall review the files submitted, verify the groups and compile a Funding Schedule.
- The approved PWD Groups will then be forwarded to Ministry of Finance, Planning and Economic Development for setup on the Integrated Financial Management System and issue supplier numbers for the groups
- Funds will then be processed directly to beneficiary PWD Group.

- The PS Ministry of Gender, Labour and Social Development will communicate to beneficiary Local Governments indicating the groups that have been funded by the programme.
- Upon receipt of the communication from the PS, the Local Governments shall undertake the required preparatory activities such as beneficiary trainings and composition of technical project overseers to support the beneficiaries in implementation of the project.

3.3. Monitoring and Evaluation

Monitoring and Evaluation (M&E) under the National Special Grant will be carried out at various levels to provide timely and quality information to Program management and other stakeholders on the progress towards meeting the Program objectives. The M&E will also document the challenges faced, make recommendations to address them and document lessons learnt as well as good practices from implementation.

At the community level, the key actors will include organizations/ associations of Persons with Disabilities and the other stakeholders. Monitoring and evaluation at the Sub- County and District levels will be undertaken by the CDO and Chairperson Disability Council, while at the District/Municipality or city M&E will be undertaken by the Focal Point Person with support from the DTPC. The councils for Persons with Disabilities, RDCs, RCCs and political leaders at the various levels will play the oversight role as prescribed in the laws establishing their respective offices.

A Monitoring and Evaluation Strategy shall be developed for the Program which will provide the framework for implementing M&E function, and linked to the management information system. The Strategy will outline the procedures to manage the various M&E processes. NSG performance reviews will be undertaken on an annual basis to assess and document the progress in implementation, processes, outputs, intermediate outcomes, challenges and lessons learnt. Evaluation using an appropriate evaluation design will be undertaken periodically to measure impact. Other specific studies such as Beneficiary Assessment, Tracer study and Community Score Card or Citizen Report Card will be conducted.

3.4 Complaints' and Grievance (C&G) Handling Mechanism

Complaints: Refer to concerns or expressions of dissatisfaction raised by the beneficiaries about the programme implementation.

Grievances: Refer to concerns or expressions of dissatisfaction raised by any member of the community or potential beneficiaries about the programme.

3.4.1 Complaints & Grievance (C&G) channels

The following are some of the C&G channels:

1. At Parish level a complainant informs parish chief about their complaint. The parish chief answers questions and corrects misinformation about the process. If there is still a genuine complaint s/he records the complaint. If the problem is the Parish Chief, alternatives such parish councillors or chair persons LC 2 are used.

2. At the parish or sub county/division or municipal or City/district, Parish chief or CDO or DCDO or Town Clerk or CAO's Office, a complainant may register a complaint before or after receiving the Grant.
3. At Ministry Level, a beneficiary group, or their representative or concerned stakeholder reports a complaint to the Permanent Secretary or Commissioner in charge of Disability and Elderly or to an alternative Official-depending on who the suspect.
4. Through political leaders, a complainant reports to the office of either a Councillor, Persons With Disability Council' executive, Local Council chairperson, Local Council V chairperson, Resident District Commissioner (RDC) or member of parliament (MP).
5. Through the various media channels.

3.4.2 Type of complaints

The programme has categorized complaints into two ie programme complaints, payment complaints

a) Programme Complaints & Grievances (C&G)

A programme C&G is a dissatisfaction arising from the action, inaction or omission by the NSG Programme stakeholders that affects access, timeliness and the quality of programme services. These include:

- Noncompliance with Guidelines in accessing to the grant.
- Lack of cohesion in the group members of the group are not those describe in schedule 3 of PWD Act,
- The group was not submitted by the district to the Ministry,

- The group does not have STPC and DTPC meeting minutes and forwarding letter recommending them for approval.
- PWD Group unfairly left out during application submission or verification or desk appraisal

b) Payment complaints & Grievances (C&G)

Payment related (C&G) are dissatisfactions arising from the action or inaction by the Ministry that prevents a beneficiary from receiving their expected entitlements.

The categories among others include:

- No Money credited on beneficiary group account yet payroll indicates credited
- The group name is different from the Name registered on the bank account
- Misuse of funds by PWD group leaders
- Soliciting for commissions by unscrupulous people

3.4.3 Contact details for handling C&G.

Responsible duty bearer		
Any LC leader	District Community Development Officer	RDC or DISO or DPC
Sub County CDOs	District CDO in charge of Disability	Commissioner Disability affairs
Police	CAO/Town clerk	Permanent Secretary -MGLSD
Sub county Chief	Chairman /Mayor	Minister or MPs for Disability affairs

3.4.4 C& G management process

The NSG C&G management process comprises three stages through which a complaint is processed. The process includes collection and verification, and, resolution/action feedback and closure.

The handling of complaints shall follow a systematic process reflected in the figure below.

Figure 6: Complaints management flow chart



The C&G resolution timelines will differ based on the nature of complaints. Some complaints can be resolved without registering them as they will need provision of information to the beneficiaries and so recording of complaints will not be required in such cases.

All complaints will be resolved and feedback provided within a period of 30 days.

3.4.5 Stages, roles and responsibilities of stakeholders in C&G

Stage	Description	Responsible
<p>Complaints Collection & Verification</p>	<ol style="list-style-type: none"> 1. The Group level Senior CDO reviews the complaint and answers questions and corrects misinformation to verify genuine complaints. (<i>Note: Another person will be assigned to take charge if the Senior CDO in charge of Disability is a party</i>) 2. The CDO or Senior CDO supports the beneficiary to fill the details of the complaint into the complaint form 3. CDO enters the details of the complaint form into the Programme MIS for reporting, analysis, investigation, resolution and feedback on pay day. 4. TSU team will provide back up support to specific districts as and when required to enter and upload case management forms into the programme MIS the first week of every month. 	<p>Parish Chief or Sub-county CDO or Senior CDO.</p>

<p>Complaint Resolution/ Action</p>	<ul style="list-style-type: none"> • The National Coordinator reviews, analyses, and resolves complaints. • The Ministry reviews analyses and resolves payment related complaints. 	<p>National Coordinator</p>
<p>Feedback & closure</p>	<ul style="list-style-type: none"> • The National Coordinator updates the programme MIS with complaint resolutions. • The National Coordinator closes the complaint in the programme MIS. • The Senior CDO NSG should check for complaints resolution status in the programme MIS every week and update the S/CDOs on the 28th day of every month. • The Sub County CDOs will provide feedback on the complainant's status to the Parish chiefs and beneficiaries • Complainants whose phone contacts were recorded in the complaints form will receive the status of their complaints through SMS 30 days from the date of entry to the programme MIS. • The National Coordinator shares complaints resolutions and feedback with the TSU, DLG, beneficiary's groups 	<p>National Coordinator, M&E, SCDO NSG, CDO, Parish Chief.</p>

Tracking usage of complaint forms at the district.	Depending on the suspect, CDO NSG or another Officer will record the physical number of complaint forms and update it into the programme MIS.	S/CDO or CDO
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3.4.6 Accountability

The MGLSD will work in collaboration with the Inspectorate of Government and other Anti-Corruption Accountability Agencies to ensure transparency and accountability in the implementation of the Program.

Specifically, the Ministry will seek to ensure there is transparency in the selection, project approval, disbursement, implementation/ procurements and accountability processes at community, local government and national levels. Rewards and sanctions will be instituted to staff at national and local government levels as well as beneficiary groups for any breach of the Program guidelines.

3.4.7. Sanctions and Rewards

Sanctions will be instituted for any violation of guidelines in the implementation of the program. These will include the following:

- Invoking Government Civil Service Standing Orders for Civil Servants
- Subjecting individuals, communities and/or Local Governments to nationally acceptable practices of charges and committing in cases of proven corrupt practices.
- Suspension of disbursements to Local Governments and communities whose overall compliance is questionable.
- Naming and shaming of individuals, communities and Local Governments on public media.

- For beneficiary groups that misuses the funds, sanctions may include blacklisting the group involved and no additional funds can be allocated to the group.

On the other hand, rewards for good performance at Local Government and community levels shall include but not limited to;

- Issuing certificates of recognition on good performance
- Re-financing at beneficiary group level
- Increased resource allocation to Local Governments
- Public recognition on media (Newspapers, FM-Radios, TV)

SECTION FOUR

INSTITUTIONAL ARRANGEMENTS FOR THE IMPLEMENTATION OF THE NATIONAL SPECIAL GRANT

Implementation of the National Special Grant for Persons with Disabilities has been mainstreamed into Government structures at the Central Government, Local Government, up to Parish level. The following structure will guide the implementation of the grant.

4.0. National Level

(i) National Special Grants Committee

The NSG committee shall oversee the management of the National Special Grant. Members will include; the Permanent Secretary, Commissioner Disability and Elderly affairs, National Program Coordinator (NPC) (secretary to the NSG committee), 1 representative from the Ministry of Finance Planning and Economic Development, chairperson of the National Council for Persons with Disabilities, 1 representative nominated by an umbrella organization of Persons with Disabilities taking into consideration other uni-disability national organizations/ union and 2 representative of Civil Society Organizations (CSOs) of Persons with Disabilities that have national representation.

Roles and Responsibilities

- Providing technical and operational guidance to local governments in implementation of the Program;
- Monitoring performance of the National Special grants program;
- Development of Program guidelines
- Resource mobilization;
- Complaints and conflict resolution

ii) Technical Support Unit

- The Ministry of Gender, Labour and Social Development (MGLSD) will Maintain Technical Support Unit (TSU),
- Ensure effective and efficient roll-out of the implementation of the National Special Grant for Persons with Disabilities. The TSU shall be headed by the National Program Coordinator assisted by the Regional focal Persons for National Special Grant.

The Roles and responsibilities of TSU will include;

- Develop Program User Guides, Manuals, Training Modules among others as may be required from time to time
- Review and appraise of Projects submitted by the Local Governments
- Monitor and report on National Special Grants implementation
- Provide day-to-day technical implementation support, monitoring and evaluation at the national, local government and community levels.
- Monitor performance of the National Special Grants at all levels

- Prepare Program Annual Work plans and Budgets
- Prepare Quarterly and Annual Program Implementation Progress and Financial Reports
- Document achievements, best practices, lessons and challenges to inform local government and national planning processes.
- Make other administrative communications as shall be determined by the Commissioner of Disability and Elderly affairs, the permanent secretary, the NSG committee and the Minister;
- Write program performance for sharing with other stakeholders and the NSG committee

4.1. District and Sub- County Levels

The CAOs/Town Clerks shall be the Accounting Officer for the Program at the district level. The CAOs will designate the Senior CDO in charge Disability as the NSG Focal Person. At the Sub County level, the Sub- County Chief shall be the Accounting Officer and he/she will designate the CDO as the Focal Person at the sub-county level.

The DTPC and STPC will take responsibility to ensure proper coordination is achieved through wider participation of the various stakeholders in planning, implementation and monitoring of the program at the District and Sub- County levels respectively. They will also ensure that the projects being undertaken by Persons with Disability Groups meet the sector norms and standards as well as the viability and sustainability requirements. The Chairpersons of the Disability Councils will participate in monitoring the implementation of the program in the respective districts, Sub-counties and communities.

4.2. Community Levels

At the community level, the Persons with Disabilities Groups/Homes of Persons with Disabilities shall be responsible for the implementation of the Projects financed. The groups shall ensure effective participation of all the members or care-takers at all stages of the implementation of their projects. The Sub-County CDOs will support the beneficiary groups through trainings, technical support, linkages to ensure sustainability of their enterprises.

SECTION FIVE

ROLES OF STAKEHOLDERS

5.0. Ministry of Gender, Labour and Social Development

Ministry of Gender, Labour and Social Development will be the overall lead of the implementation of the program. The program will be hosted in the Department of Disability and Elderly. The Ministry will coordinate, supervise, monitor and evaluate the performance of the program to ensure compliance with the intended objectives. It will also develop relevant guidelines and manuals as well as action plans and budget for submission to the relevant government authorities for approval.

5.1. Ministry of Local Government

The Ministry of Local Government is responsible for the coordination, implementation and managing of all Government program in all districts and lower local governments. The National Special Grants for Persons with Disabilities shall be mainstreamed into existing structures at Local Government level and the Local Governments at both the district and sub-county levels will be involved in mobilization, selection of beneficiaries, approval of projects, implementation, supervision monitoring and evaluation.

5.2. Parliament

Parliament shall be responsible for mobilization and appropriation of funds for the program. The Parliament,

especially the Members of Parliament representing Persons with Disabilities, will play important role in monitoring and evaluation of the project to ensure compliance with the established rules and procedures.

5.3. National Council for Persons with Disabilities

The National Council for Persons with Disabilities will participate in the sensitization and mobilization of Persons with Disabilities countrywide to support and participate in the program especially at the community level. At the district and sub-county levels, the Chairpersons of the Disability Councils will be co-opted to the DTPC and STPC during approval of projects.

5.4. District Authorities

- As the Political head of the District/Urban Authority, the District Chairperson/Mayor will supervise the program to ensure that the Program benefits and responds to the needs and aspirations of Persons with Disabilities.
- Resident District/City Commissioners as representatives of the President in the districts will monitor and supervise the program to ensure successful implementation and positive impact
- The Chief Administrative Officers (CAOs)/Town Clerks as technical head of the district/Urban Authority will be responsible for the overall technical oversight role of the program in their respective districts. The CAOs/Town Clerks will submit progress reports to the PS/MGLSD on quarterly basis.

SECTION SIX

PROJECT CYCLE FOR THE NATIONAL SPECIAL GRANT FOR PWDS

7.0 Stages of National Special Grant project cycle

Stage	Key tasks	Responsible Person
<p>1. Sensitization & Mobilization</p>	<ul style="list-style-type: none"> • Clarifying objectives, investment options, target population, access criteria & implementation modalities. • Encouraging stakeholder participation. • Inspiring & creating determination among the target population. • Issuing and Receipt of Application Forms by the Sub- County CDO. 	<ul style="list-style-type: none"> • MPs • National Council for Disability • MGLSD • RDCs • RCCs • District Councils • Mayors • District Disability Councils • CAOs • Town Clerks • Sub-county Chiefs • CDOs Focal person Disability affairs • Persons with Disabilities/ Communities

<p>2. Identification & Preparation</p>	<ul style="list-style-type: none"> • Identifying & prioritizing investments areas that create self-employment and income generation opportunities. • Selecting beneficiaries. • Preparing project proposals and business plans 	<ul style="list-style-type: none"> • CDOs. • District /SC Sector Experts. • Sub-county Disability Council Chairpersons. • Division Disability Council Chairpersons. • Councilors for Persons with Disabilities.
<p>3. Desk Appraisal at Sub-County level and Submission to District</p>	<ul style="list-style-type: none"> • Checking completeness of documentation. • Reviewing Project generation process. • Checking conformity with sector standards & norms. • Checking conformity with NSG guidelines. • Checking appropriates of budgets and proposals. 	<ul style="list-style-type: none"> • Sub-county Chiefs. • CDOs. • Sub-county Technical Planning Committee (STPC). • Sub-county Disability Council Chairperson.

<p>4. District Desk Appraisal and Approval</p>	<ul style="list-style-type: none"> ● Reviewing Persons with Disability Group Projects documentation. ● Reviewing Project generation and appraisal process. ● Ascertaining conformity with sector norms & standards. ● Ascertaining compliance with NSG guidelines. ● Recommending PWDG Projects for funding. ● Communicating approvals to the beneficiaries. 	<ul style="list-style-type: none"> ● Accounting officer at specific local government (LG) ● District Technical Planning Committee(DTPC). ● Chairperson District Disability Council. ● District Executive Committee.
<p>5. Submission to MGLSD</p>	<ul style="list-style-type: none"> ● Written Submission to MGLSD ● Forwarded approved PWDs funding request schedule, Bank details (Bank statement), and Minutes (STPC, DTPC). ● Provision of group TIN numbers. 	<p>Accounting Officer</p>

<p>6. Desk appraisal by MGLSD</p>	<ul style="list-style-type: none"> • Reviewing of submitted PWDs files • Provision of feedback to local government in case of missing information • Harmonization of the submitted data 	<p>TSU at MGLSD</p>
<p>7. Field Verification by MGLSD</p>	<ul style="list-style-type: none"> • Verifying information on proposal file. • Verification of existence of the group members. • Checking appropriateness of targeting. • Confirming existence of PWD selected. • Confirming participation of the PWD in planning. • Recommending PWD projects for approval. 	<ul style="list-style-type: none"> • TSU at MGLSD. • DCDOs. • Sub-county Chief, Sub-county • Technical Planning Committee (STPC). • Chairpersons of Person with Disabilities council. • CDOs.

<p>8. Fund Disbursement</p>	<ul style="list-style-type: none"> • Reviewing field report and harmonizing FRS & bank details accordingly. • Submission of harmonized group information for supplier numbers • Ascertaining that the accounts information provided matches what is on the bank statement • Making request for funds to be disbursed to groups that have been approved. • Disbursing funds to groups as approved on the request letter. 	<ul style="list-style-type: none"> • PS/MGLSD. • NSG Committee. • Commissioner Elderly and Disability/MGLSD. • NSG/TSU.
<p>9. Project Implementation</p>	<ul style="list-style-type: none"> • Project launch in respective community sites by accounting officer. • Start of physical implementation of Project activities. • Provision of technical support to Persons with Disabilities by Sector Experts. • Annual reporting on progress in implementation. 	<p>Persons with Disability Groups</p>
<p>10. Monitoring & Evaluation</p>	<ul style="list-style-type: none"> • Field visits to Project sites. • Providing technical support & guidance to implementers. • Tracking progress towards meeting the Project objectives. 	<ul style="list-style-type: none"> • PS/MGLSD/TSU. • RDCs, RCCs. • CAOs/District Planner. • SCCs/CDOs. • NSG Committee.



REPUBLIC OF UGANDA

MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

INTRODUCTION TO THE DISABILITY MANAGEMENT INFORMATION SYSTEM (DMIS)

1. The programme is in the process of rolling out the Disability Management Information system and this will automate most/all the business processes from expression of interest to acquisition of the grant to the group account.
2. The online forms will replicate the physical forms used to collect data. They will gradually phase out the physical forms that are currently being used to collect data. These forms include; Disability Grant Project Application Form, Project Identification Information, Project Description/Details, Project Beneficiaries' Information and Members Co-Guarantee Sheet, Beneficiary Nature of Disability Template, Beneficiary Level of Education

and Vulnerability Categories Template, National Special Grant (NSG) Project Management Template, Confirmation by the Selection Committee Template, Project Detailed Budget template, Budget Summary and Source of Financing, Sales and Profit Projection, Application Form For National Special Grant For Homes Of PWDs, Beneficiary Level of Education and Vulnerability Categories Template among other forms.

3. The Management information system will be accessible via an online portal using
<https://www.dmis.mglsd.go.ug>
4. A user Manual on the system functionality and user roles will be issued as a separate guideline

Annex I



REPUBLIC OF UGANDA

MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

APPLICATION FORM FOR NATIONAL SPECIAL GRANT GROUPS OF PWDs

PROJECT ID NO:

Assigned by the District Focal Point Person after
Project Approval)

Instructions for filling the Disability Grant Project Application Form

5. The application form is filled after the PWD Group have completed planning for their Priority Project.
6. The filling of the form shall be facilitated by the Sub-County CDO/ ACDO or a person designated by the Sub- County Chief.

7. Three copies of this form should be filled: One copy for the Projectfile at the Sub- County, one for the Project file at the district and another to be retained in the Project file at the Group level.
8. Submit the completed and signed copies to the Sub-County through the Sub- County Focal Point Person (CDO).
9. The Disability Grant Application Form is **Not for Sale**
10. Beneficiaries/Parent or Care-taker recent coloured photos **MUST** be attached on the photocopy of the National Identification Card
11. A Group Photograph Beneficiaries/Parents or Care-takers **MUST** be attached to the application form

NATIONAL SPECIAL GRANT FOR PWDs PROJECT IDENTIFICATION INFORMATION

- 1.1. PWD Group Name: _____
- 1.2. Number of PWDs in a group: Male: _____
Female: _____ Total _____
- 1.3. Has the group been in existence? YES/NO: ____
____ If yes, for how long has the group been in existence and what enterprises has the group been undertaking: _____
- 1.4. Project Location:
Village/Cell: _____
Parish/Ward: _____

Sub-county/Division/Town Council: _____

County /Municipality _____

District/City: _____

Project Contact Persons (*Name & Telephone of Chairperson and Secretary of the PWD group*):

Name: _____

Telephone: _____

Name: _____

Telephone: _____

PROJECT DESCRIPTION/DETAILS

2.1 What is the nature (type) of project you want to undertake? _____

Estimated total cost of the project _____

NB: For projects that require direct use of land attach a proof of land availability

Project Beneficiaries' Information and Members Co-Guarantee Sheet

We the undersigned members of the _____

Group undertake to co-guarantee ourselves (stand for each other) for purposes of implementation of the project and to ensure that we individually and collectively meet all the obligations spelt out for beneficiaries under the Disability Grant.

SN	Name of Beneficiary	Sex	Age	Parents/ Care takers	ID (NIN)	Role/ Position in the Group	Village	Household Size	Contact	Signature/ Thumb print
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Beneficiary Nature of Disability Template

In this section, fill in the type of disability of the beneficiaries

No	Name of Primary Beneficiary	Sex	Nature of Disability (Tick as applicable)											
			Visual Impairment	Hearing Impairment	Mental Health Conditions	Physical	Deaf-blind	Little People	Albinism	Multiple disability	Others Specify			
1														
2														
3														
4														
5														
6														
7														

Beneficiary Level of Education and Vulnerability Categories Template

Provide information on each and every Beneficiary in the table below. Note that one Beneficiary may fall in more than one category.

SN	Beneficiary or Parent / Guardian's Name	Education Attainment (Tick Highest level attained)												Other Vulnerability		
		Sex	No Formal Education	Primary Dropouts	Completed Primary	O' Level Dropouts	Completed O' level	A' level Dropouts	Completed A' level	Tertiary Institutions	Dropouts	Completed Tertiary Education (Univ. Included)	Living in Slums	Child headed homes	Single Parents	
1																
2																
3																
4																
5																

**National Special Grant (NSG) Project Management Template
National Special Grant Project Management Committee (NSGPMC)**

SN	Name	Position	Sex	Telephone	Signature
1		Chairperson			
2		Secretary			
3		Treasurer			

Confirmation by the Selection Committee

No	Name	Position	Telephone	Signature	Date
1		SAS/TC (Chairperson)			
2		CDO (Secretary)			
3		SC/TC/Division Chair-person for Council of Persons with Disabilities (Member)			
4		LC I (Member)			

Project Detailed Budget template

Indicate the breakdown of the Project cost for all inputs in the Table below:

No.	Item to be procured	Unit of measure (e.g. kgs, pieces, Boxes)	Quantity (How much, how many)	Unit Price (UGX.) cost for each	Total Cost (UGX.)	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

12							
13							
14							
15							
Total Cost							

Budget Summary and Source of Financing

Description	Response
What is the total cost of the Project?	
What is the contribution (financial and non-financial) of the group to the Project?	
How much money do you wish to request from NSG	

**Sales and Profit Projection
Expected sales within One Year**

SN	Products	Quantity to be sold	Unit Price	Expected Sales
Total of expected sales				

SUBJECT MATTER SPECIALIST

Comments by the Subject Matter Specialist

10.0. GROUP ACCOUNT DETAILS

Account Name: _____

Account No: _____

Bank : _____

Branch _____

Signature _____

N.B: Please attach the bank statements when submitting files to Ministry Gender Labour and Social Development

ATTACHMENTS

Please attach the following documents to the application form;

1. Submission letter from CAO or Town Clerk
2. Group TIN number
3. Copies of National ID and visible individual photos.
4. Visible Group photos for all beneficiaries in the group
5. Minutes of Beneficiary Selection Meetings at District, Sub County and Group
6. Copies of Bank statements.
7. Certified copies of registration of the group.

Annex II



THE REPUBLIC OF UGANDA

**MINISTRY OF GENDER, LABOUR AND SOCIAL
DEVELOPMENT**

**APPLICATION FORM FOR NATIONAL SPECIAL
GRANT FOR HOMES OF PWDs**

PROJECT IDNO:

(Assigned by the District Focal Point Person after Project Approval)

**Instructions for filling the National Special Grant
Application Form for Homes of PWDs.**

1. The application form is filled after the Homes of PWDs have completed planning for their Priority Project.
2. The filling of form shall be facilitated by the Sub-County CDO/ ACDO or a person designated by the Sub-County Chief.
3. Three copies of this form should be filled: One copy for the Project file at the Sub- County, one for the Project

file at the district and another to be retained in the Project file at the Group level.

4. Submit the completed and signed copies to the Sub-County through the Sub- County Focal Point Person (CDO)
5. The Disability Grant Application Form is **Not for Sale**
6. The certified copy of registration **MUST** be attached together with the photocopy of the National Identification Card of the manager or his/her representative.

NATIONAL SPECIAL GRANT FOR PWDs PROJECT IDENTIFICATION INFORMATION

1.1. Name of the Home: _____

1.2 Number of PWDs in a Home: Male: _____

Female: _____ Total _____

1.3 Has the Home been in existence? YES/NO: _____ If yes, for how long has the Home been in existence and what enterprises has the Home been undertaking: _____

1.4. Location of the Home:

Village/Cell: _____

Parish/Ward: _____

Sub-county/Division/Town Council: _____

County /Municipality _____

District/City: _____

1.5. Contact of the Home manager or his/her representative

Name: _____

Telephone: _____

Name: _____

Telephone: _____

2.0. PROJECT DESCRIPTION/DETAILS

2.1. What is the nature (type) of project you want to undertake? _____

2.2. Estimated total cost of the project _____

NB: For projects that require direct use of land attach a proof of land availability

Project Beneficiaries' Information and Members Co-Guarantee Sheet

We the undersigned members of the _____ home undertake to co-guarantee ourselves (stand for each other) for purposes of implementation of the project and to ensure that we individually and collectively meet all the obligations spelt out for beneficiaries under the Disability Grant.

SN	Name of Beneficiary	Sex	Age	Parents/ Care-takers	ID (NIN)	Role/ Position in the Group	Village	Household Size	Contact	Signature/ Thumb print
1										
2										
3										
4										
5										
6										
7										
8										

9	10	11	12	13	14	15	16	17	18	19	20	

Beneficiary Nature of Disability Template

In this section, fill in the type of disability of the beneficiaries

No	Name of Beneficiary	Sex	Nature of Disability (Tick as applicable)																
			Visual Impairment	Hearing Impairment	Mental Health Conditions	Physical	Deaf-blind	Little People	Albinism	Multiple disability	Others Specify								
1																			
2																			
3																			
4																			
5																			
6																			
7																			

Beneficiary Level of Education and Vulnerability Categories Template

Provide information on each and every Beneficiary in the table below. Note that one Beneficiary may fall in more than one category.

SN	Beneficiary Name	Education Attainment (Tick Highest level attained)											Other Vulnerability			
		Sex	No Formal Education	Primary Dropouts	Completed Primary	O' Level Dropouts	Completed O' level	A' level Dropouts	Completed A' level	Tertiary Institutions	Dropouts	Completed Tertiary Education (Univ. Included)	Living in Slums	Child headed homes	Single Parents	
1																
2																
3																
4																
5																
6																

National Special Grant (NSG) Project Management Template
National Special Grant Project Management Committee (NSGPMC)

SN	Name	Position	Sex	Telephone	Signature
1		Chairperson			
2		Secretary			
3		Treasurer			

Confirmation by the Selection Committee Template

No	Name	Position	Telephone	Signature	Date
1		SAS/TC (Chairperson)			
2		CDO (Secretary)			
3		SC/TC/Division Chairperson for Council of Persons with Disabilities (Member)			
4		LC I (Member)			

Project Detailed Budget template

Indicate the breakdown of the Project cost for all inputs in the Table below:

No.	Item to be procured	Unit of measure (e.g. kgs, pieces, Boxes)	Quantity (How much, how many)	Unit Price (UGX.) cost for each	Total Cost (UGX.)	Comments
1						
2						
3						
4						
5						
6						
7						

Budget Summary and Source of Financing

Description	Response
What is the total cost of the Project?	
What is the contribution (financial and non-financial) of the group to the Project?	
How much money do you wish to request from NSG	

**Sales and Profit Projection
Expected sales within One Year**

SN	Products	Quantity to be sold	Unit Price	Expected Sales
Total of expected sales				

SUBJECT MATTER SPECIALIST

Comments by the Subject Matter Specialist

10.0. HOME ACCOUNT DETAILS

Account Name: _____

Account No: _____

Bank : _____

Branch _____

Signature _____

ATTACHMENTS

Please attach the following documents to the application form;

7. Submission letter from CAO or Town Clerk
8. Home TIN number
9. Copies of National ID and visible individual photos.
10. Visible Group photos for all beneficiaries in the group
11. Minutes of Beneficiary Selection Meetings at District, Sub County and Group
12. Copies of Bank statements.
13. Certified copies of registration of the group.

N.B: Please attach the bank statements when submitting files to Ministry Gender Labour and Social Development



Annex III

THE REPUBLIC OF UGANDA

MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

Application form of start-up kits for Vocational Rehabilitation Centre Finalists

Instructions

- 1) The Persons with Disabilities (PWDs) finalists are required to utilize the start-up support kits given to them to unwrap their potential in the field of knowledge & skills acquired to improve on their livelihood.
- 2) The Persons with Disabilities who miss-uses the start-up support kits given by the Ministry will be blacklisted.

The Finalist Identification Information

Part One

1. Name of Finalist.....
2. Age.....
3. Nationality.....
4. NIN.....
5. Marital Status

- 6. District/Municipality/City.....
- 7. Sub-County/Divion.....
- 8. Parish/Wad.....
- 9. Village/Zone/Cell.....
- 10. Telephone.....
- 11. Address
- 12. Name of Parents/Guardian.....

Part Two

- 13. Name of Institution.....
- 14. Course Studied.....
- 15. Course Duration.....
- 16. Start-up Support kit given.....
- 17. Nature of enterprise engaged in.....
- 18. Location of enterprise.....

Finalist Name..... Date.....
Signature.....

Official Use Only

Ministry of Gender, Labour and Social Development

Head of Department (D&E)

Date.....

Signature.....

Annex IV



THE REPUBLIC OF UGANDA

Ministry of Gender, Labour and Social Development

**NATIONAL SPECIAL GRANT GROUP/HOME
COMMITMENT FORM.**

I.....Chairperson/representative of
..... group here by pledge and
commit that we shall utilize the funds that is given by the
Government of Uganda Appropriately to meet the intended
objective. And we shall be able to provide the necessary
information on the progress of the fund whenever needed
at any appropriate time.

Signature.....

Date.....

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Email: ps@mglsd.go.ug Website: <http://www.mglsd.go.ug>

