

COCODEV MATCHING GRANT SCHEME

The following are responses to the questions which were received from stakeholders as of 17.00hrs on 25th April 2024

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| **NO.** | **QUESTION** | **RESPONSE** |
| 1 | Where are the names of those who qualified in the first step? | A list of all passed EOIs was generated and is with the PMU for onward engagements and further preparations. The lists have been approved by NAO/EU. The RMs and RCEOs have lists aligned to districts |
| 2 | We are two brothers, and we would like to submit a joint application for the grant as individuals. However, the application form only provides for details of one applicant. Please advise how we should fill in the form to ensure both of us are reflected.  | The options are provided for individuals, companies, associations and or cooperatives. Please use the name used during the expression of interest as this is a follow-up process and not a new application requirement. |
| 3 | Which year of implementation should a farmer indicate on the new application, and should it differ from the first application? | The planned year of activity should be the current year. Activities officially start on the signing of the grant support agreement. Formally submitted workplans need to be updated accordingly.  |
| 4 | Can the successful farmers start on activities? In the North we have one long season and if we miss now, we have to wait for next year. | No. Farmers cannot start on any activity for which they seek financial support (reimbursement) unless a grant support agreement is signed.All farmers are encouraged to desist from acts that may be considered retrospective leading to ineligible costs. |
| 5 | Can you please clarify when successful applicants Will begin planting in this year? | The next day after all parties to the grant support agreement have signed the same.  |
| 6 | What is your plan for new applicants who want to apply?  | No new applications can be logged in at this time. New prospects will have to wait for another window and this is subject to availability of funds. |
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| 7 | In the application can a farmer change the acreage? | Due to the revised and modified guidelines, farmers with more than 50 acres will have to adjust the same to a maximum of 50 acres only. The minimum allowable acreage remains 10 acres.  |
| 8 | In the north planting stops in August and beyond that survival rate will be too low, can a farmer plant next year? | Farmers are encouraged to submit their full applications during this window to allow for processing of the same, regardless of their planned planting duration. The grant implementation period is 24 months and this should be the planned period |  |
| 9 | Any training on cocoa and reading materials?  | The MGS manual (Annex J) has good basic information on GAP for Coffee and Cocoa establishment and care. Other Cocoa production manuals produced by UCDA CoCoDev funds are now available and offer extensive inform on the crop. |  |
| 10 | What was the rationale of removing the key drivers of coffee yield such as fertilizers, pesticides and herbicides? | The PMU and other stakeholders were cognizant of the difficulty of accounting for items that may not be physically verifiable, and hence undermine accountability for reimbursement. As such the said items were removed and instead replaced with labour related costs to contribute to overall activity budget. However, grantees are encouraged to use such inputs as part of GAPs as part of their cost share in farm establishment |  |
| 11 | Don't you think verification of labour costs would be tougher since we don't give contracts to casual labourers? | No. The process requires documentation and recording as opposed to contracts regarding casual labour. The PMU and selected UCDA technical staff will be able to physically verify the labour input based on the established acreage e.g. if 200 coffee seedlings have been planted it is known that 200 holes must have been dug, 200 seedlings planted, etc. Each of these has associated labour costs in line with the establishment cost estimates given in Annex K |  |
| 12 | Don't you think that it is important that at this time someone should visit the site to confirm or to assess the area before go-ahead with the documentation process? | The EU has guided that we have to follow the laid-out procedures of assessment including technical evaluation of the applications before undertaking the field verification exercise. |  |
| 13 | We got few applicants in Elgon due to land fragmentation, if we identified one after the first application, is there chance he / she can come on board? | No. All applications are based on those who successfully passed through the step 1 – EOI submission and assessment. These are 967 in number and only these will be eligible to submit the full applications. If more finance is available, then a second MGS round may be considered, but this is not planned at the moment.  |  |
| 14 | What happens to applicants who are successful at stage one and have already planted? | Unfortunately, they will be disqualified from the MGS because all reimbursements are based on activities that take place AFTER the Grant Support Agreement (GSA) – see annex G is signed by the successful grantee and UCDA.  |  |
| 15 | Why does the application form and supporting documents need to be resubmitted? | The EOI application and Full Application are seen as two distinct steps. As such each step needs a full set of submitted documents. The Full application form has also been updated to allow responses to be scored as part of the evaluation process. |  |
| 16 | Why the need for a full application after the EOI? | The full application (Step 2) contains a set of documents – the MGS guidelines plus 16 annexes (A to P). These have all been carefully reviewed and approved by the NAO/EU. The Full application is aligned to this approval which is necessary for any EU grant award. |  |
| 17 | Is training planned as part of the MGS process? | Training in grant management and GAP for coffee and cocoa is being planned for ALL successful grantees. This will take place immediately after the GSA has been signed. The need for training the RMs and RCEOs in the current MGS process has been noted by the PMU. |  |

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| **NO.** | **QUESTION** | **RESPONSE** |
| 18 | My first question is that if in the same area I have acquired more land since time of application, can I increase the acreage? | No. The number of acreages should be consistent with that indicated in the EOI. |  |
| 19 | What proportion of the submitted budget will the grant be expected to cover? | CoCoDev intends to cover 100% of the budget for the eligible activities (see MGS guidelines) within the prescribed thresholds for 10 to 50 acres. |
| 20 | Is there no grant support for organic or inorganic fertilizers? | Fertilizers, whether organic or inorganic, are not eligible for grant support under the modified guidelines. (See guidelines for eligible activities) |
| 21 | If I initially applied to plant 10 acres in Bushenyi District, can I transfer and plant 10 acres in Buhweju district instead (2 different districts in the same UCDA region?) | No. You cannot change locations from those included in your expression of interest. Doing so will nullify your application.  |
| 22 | I had originally applied to plant 6 hectares in Buhweju district; and now I would like to add another separate 6 hectares in the same district -making a total of 12 hectares. Am I allowed? | The status quo in your first submission (EOI) should be maintained for category one (10 – 19 acres) but for those with more than 50 acres, they are advised to adjust to the modified maximum acreage of 50 acres during the full application.  |
|  | I have been requested to submit 2 copies of the application form. How do I differentiate coffee application from Cocoa? | Fill two different applications – one for each and under no. 9 (planned land for plantation of coffee / cocoa, circle what is applicable for each. |
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| 24 | I already planted 5 acres of coffee with 2800 seedlings in the 1st week of April (they will be 2weeks this weekend). Does this still fall under "proposed planting schedule" as required in the table? | No. The planted acreage will not be eligible for a grant reimbursement is it is do outside the approval circuit of CoCoDev. There is no retrospective approval for activities done without a signed Grant Support Agreement. |
| 25 | If yes, can I capture it under 1st season because by the time you complete the evaluation and give out contracts, season one will be done. | See above response. |

| **NO.** | **QUESTION** | **RESPONSE** |
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| 26 | Expound on "Estimated total days"! Is it per week, month, year or until the trees reach production? | CoCoDev project has a two-year intervention period. The estimated days under 11 in the application refer to approximate total number of days for each of the planned for human resource engagements for the entire duration of the project. |
| 27 | I am currently working with an Agronomist on the 5 acres. He laid the field, supervised pitting, Backfilling, and planting. Planting took him 3days and I was paying him 150,000 Shs per day. As for layout, pitting and backfilling, he charged per hole. As with planting, the workers charged per hole. How does one capture this? | As explained in 24 above, all activities started on without a signed Grant Support Agreement are ineligible for grant support. |
|  | During the preliminary application, I was told not to capture some activities like bush clearing, ploughing, field laying, pitting, backfilling, transport, irrigation system, planting cost, labour costs, etc. In this section, you are asking for all activities. Where do we stand so that I can't make errors? | In consultation with funder, and modification of the guidelines, some labour related activities are now eligible for support and can be included in the application. These include:Labour costs incurred for farm establishment including but not limited to the following: a) Site clearance including land opening and /ploughing b) Digging planting holes and back filling c) Planting seedlings d) Establishing of shade trees, banana suckers, cover crops etc. e) Setting up soil and water conservation methods e.g. mulching, trenches etc. f) Weed control |
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|  | Item Number 10 (part 2) of the application form, is there a limit to the number of years I can use for planting? If for example, my goal is to plant 20 acres of coffee, is it possible for me to say I will plant one acre per season over a period of 10 years (given that we have 2 seasons per year)? |  |  | Yes, there is a limit to the time you can use for planting. The project implementation period is two years, and all planting must be done at least 6 months before the elapse of the second year.Kindly note that any planting outside the 2-year project intervention period is void. |
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|  | Kindly clarify on number 13 (a) and (c)– do I have to have another source of funding other than the grant? | (13a) The Matching Grant is to allow for establishment of commercial coffee and or cocoa plantations. The mode of support is reimbursement hence you must finance all related costs upfront and then claim for a reimbursement. This means you MUST have finances to do so. And that is the resource for the source otherwise, the support cannot be extended.(13c) (13b) The idea is that they may be farmers who may not have all the funds BUT are able to mobilize the same in 3 months. This gives a chance to such farmers otherwise where there is no indication of the same, a grant offer cannot be extended. |
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| 32 | For annex C (budget), I am not clear about the difference between column 4 (Cost per Unit/Quantity @ acre) and column 5 (Cost @ acre). | Ignore column 5 as it is repetitive and apply column 4 for the same. |
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|  | I applied as a company thus inquiring if I have to use a company account on the financial identification form or if one the individual account of shareholder can be used. |  |  | If your application is in the company name, then the company account and not the individual/shareholder, must be included on the Financial Identification Form. |
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|  | I have seen an excel form which requires information about the cost budgets. Do we have standard costs for bush clearing, digging of halls, cost of coffee seedlings, cost of shade trees and banana suckers, labor for weeding in the first year of planting, fertilizers among others? | Please see Annex K for guidance on gross margins and with indictive costs for the same |
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|  | Do I choose to either use banana planting as shades or shade trees or I can mix both?  | You have the prerogative to choose the best cover crop given your resources and budget. Care should be taken to ensure survival rates based on soil types and topography. |
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| 36 | Do you have particular type of shade trees you can recommend?  | See 35 above |
| 37 | I provided my bank statements when I made my initial application last year for a period of one year from 15th September 2022 to 15th sept 2023. Since then, only 6 months have elapsed. So which bank statement do you require to attach on financial identification form? | A bank statement is required to determine your financial status and ability to pre-finance planned activities before CoCoDev’s reimbursement is made. The assumption is that you have income that could be deposited to reflect a much more improved financial position than it was 6 months ago and to put you in better light for the evaluation. |
| 38 | Do I need to re submit a copy of the same statement that I submitted last year (photocopy since you retained original bearing the cost implications) or a top up statement from September 2023 to date?  | No, you don’t have to resubmit the same statement but rather the most recent statement that speaks to your current financial position. |
| 39 | I don’t see the difference between the information provided last year and what you are asking for now? | There is a difference as more questions have been included to assist with a more quantitative assessment of the full application. Please ensure that all questions are answered well for a better assessment. |
| 40 | What do you mean “recommended for secondary processing”?  | The first submission made is refer to as expression of interest and was administrative in nature. The second full application is designed to allow for a quantitative assessment and will be scored. Those who pass this level will then be subjected to a field verification to confirm their submissions. |
| 41 | Does this mean that my application was considered passed and is therefore eligible for funding the first planting done last year as per information provided to you (subject to field verification)? | It means that when you return the full application, the same will be technically evaluated and a field verification exercise undertaken before a grant is awarded. |
| 42 | Can I fill the form by type setting(print) or you only require hand written? In the event that the former is possible, this would require converting the pdf into word document to enable type setting. Considering that the pdf forms have small spaces for handwriting in. | Type written forms are highly appreciated, and the conversions can be made provided you don’t change the entry fields and meaning. |
| 43 | Is it okay to include the financial statements of my spouse to support financial position since this is a family project? We may not necessarily hold joint accounts  | The submission of a spouse’s bank statements as support of financial viability is okay provided there is proof of consent, authorization and use by the same. |
| 44 | Can we amend the budget template (online version) and substitute for example the line on Erosion Control with "Manure or Fertiliser"costs in need? | No. You cannot substitute items on the budget template. Kindly note that following MG guidelines modifications, fertilizers are not eligible for CoCoDev grant support. |
| 45 | Should our total budget be exact with one in the initial pre-qualification application, or can it be more or less? (Can we factor in additional costs as envisaged under Paragraph 11? for example labor of experts/ technical staff and any limits?) | Yes. The budget can be modified to reflect the agreed eligible activities including labour related costs as reflected in the guidelines (Kindly visit our website [www.ugandacoffee.go.ug](http://www.ugandacoffee.go.ug) to access the guidelines and other documents. |
| 46 | Should our breakdown of activity under Paragraph 12 include purchase of seedlings or other incidental activities only? (Must it include all the budget lines as in Annex C?) | Yes. The breakdown under 12 should include all planned eligible activities including the allowable incidentals. Annex C is a reflection of what is eligible and capture under 12 for referencing. |
| 47 | Overall, should we stick to the template as given or there is room for flexibility and tailor to our envisaged needs? | You are strongly advised to stick to the templates provided to avoid misinterpretation and inconveniences.  |
| 48 | The land on which we intend to implement the project was initially a leasehold title with no encumbrances whatsoever. However, we have initiated a process of converting it to freehold title since government made this legal provision. Can we apply and provide the available process documentation? | The requirement is to show proof of ownership and that the land is not with incumbrances. You will have to certify the above requirement both at the submission of the full application stage and for those that pass the technical evaluation at the field verification stage. |
| 49 | The application form, workplace and other documents attached on the email as well as the downloads from the website are in .pdf format. Is it possible to get soft copy word/Excel versions to fill in and submit hard copies as required? | You may change the PDF into word and or excel depending on the form being filled to facilitate input into the same, provided you don’t change the content and wording therein. |
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