

# PRIVATE SECTOR DEVELOPMENT AWARDS – 2023

## ENTRY FORM

Please complete all questions and don't leave empty spaces. Insert 'N/A' if information is not available.

<p><b>AWARD CATEGORY ENTERED</b></p> <p><i>(Please refer to last page for description of categories before selecting)</i></p>	<p><b>Business Association Year</b></p> <p><b>1. National Level</b></p> <p><b>2. Regional Levels</b> (West Nile, Northern, Eastern, Central, Western and South Western)</p>
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### GENERAL INFORMATION 5 MARKS

<b>Name of the Association</b>	
<b>Year of foundation</b>	
<b>Current number of members</b>	
<b>Number of members by category</b>	<input type="checkbox"/> Small sized enterprises (5-50) <input type="checkbox"/> Medium sized enterprises (50-100) <input type="checkbox"/> Large sized enterprises (100<)
<b>Nature of Business</b>	
<b>Number of fulltime staff working for the association</b>	
<b>Contact Person, Telephone and Email</b>	

### GOOD GOVERNANCE 20 MARKS

a. Do you have audited accounts for 2021 and 2022?

Yes    No

If yes, you will be required to submit them when shortlisted for oral interviews.

b. Do you have a Code of Ethics / Conduct for your members?

Yes    No

If yes, you will be required to present document upon shortlist for selection interviews.

c. Organization of general meetings?

Yes  No

If yes, indicate when you held the last 2 general meetings? *(If shortlisted, minutes must be provided as evidence)*

d. How often do your Governing Board / Executive committee meet?

- Annually
- Bi-annually
- Quarterly
- Monthly
- Weekly
- Other (specify)

You will be required to present proof upon shortlist in form of minutes of the meetings *(at least minutes of the 3 preceding executive meetings)*.

**MEMBERSHIP DEVELOPMENT**  
10 MARKS

a. Number of paid up members as a percentage of the total membership:

\_\_\_\_\_%

b. Number of non-paid members as a percentage of the total membership:

\_\_\_\_\_%

*(Upon shortlist, you will be required to provide the list of paid and unpaid members)*

c. Does the association organize trainings for the members?

Yes  No

If yes, indicate up to 5 training programs, their duration and coverage undertaken in 2021/2022

- i.
- ii.
- iii.
- iv.
- v.

*(Upon shortlist, you will be required to provide curricula used for the respective training programmes)*

d. What other capacity building services do you offer your members?

- i. Mentorship programs
- ii. Exchange visits
- iii. Internship programs
- iv. Others (specify).....

a. Does the organization have a newsletter / magazine?

Yes  No

If yes, what is the name and frequency (daily, weekly, monthly, quarterly or annual?)  
(You will be required to provide copies of these if short listed.)

b. Does the organization have an active website?

Yes  No

If yes, i.) Website is: \_\_\_\_\_

ii.) When was it developed?

ii.) How often is it updated?

c. Other publications of the organization: (Please circle/tick any applicable below)

- Magazines
- Newsletters
- E. newsletters
- Brochures
- Fliers
- Posters/sign posts
- Other .....

d. What other methods do you use to communicate with your members?

- Telephone calls
- One on one
- Use posters
- Letters
- Email
- Radio/TV
- Newspapers
- Other (specify) .....

a. What networking meetings do you organize?(*please circle/tick any applicable below*)

- Seminars
- Parties/dinners
- Trainings.
- Annual general meetings(AGM)
- Exhibitions.
- Field visits
- Exchange visits
- Other (specify).....

*Upon shortlist, you will be required to provide reports/evidence of conducted networking events.*

b. Which exhibitions have you organized in the last three years? (*please circle/tick any applicable below*)

- World food day.
- HIV/AIDS day
- Agricultural Day(food crops and animals)
- Art and crafts
- Child sensitization day
- Other (specify).....

c. Does the association participate in exhibitions organized by PSFU / Other organizations?

Yes  No

If Yes, Name at least 5 in the 2021 and 2022

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- 
- 
- 

d. Does the association undertake research/survey?

Yes  No

If yes, indicate at least 3 research activities in 2021 and 2022

- i.
- ii.
- iii.

**FINANCIAL MANAGEMENT AND SUSTAINABILITY**  
10 MARKS

a. What are your major sources of income? (Indicate percentage).

- i. Membership fees \_\_\_\_\_%
- ii. Training programs \_\_\_\_\_%
- iii. Donations \_\_\_\_\_%
  - Foreign \_\_\_\_\_
  - Local \_\_\_\_\_
- iv. Rentals \_\_\_\_\_%
- v. Trade \_\_\_\_\_%
- vi. Sponsorship \_\_\_\_\_%
- vii. Others(specify) \_\_\_\_\_%

b. What is the payment behavior of member with respect to membership fees and annual subscription fees? (Extracts of audited accounts should be submitted with form showing auditor' signature)

**REPRESENTATION OF MEMBERS**  
**LOBBYING & ADVOCACY**  
25 MARKS

a. State the policies you have successfully lobbied for your members in the past 3years.(please circle/tick any applicable below however, If shortlisted, evidence will be required to prove this)

- Security on farm product at local council level
- Dams/wells construction
- Road construction/repair
- Equal rights for the positive living in your community
- Human resource/financial policies
- Child well being
- Other (specify).....

## DESCRIPTION CATEGORIES

### BUSINESS ASSOCIATION/NETWORK OF THE YEAR - NATIONAL LEVEL

- ✚ This award recognizes a business Association, Network or any form of member based organization that has a National presence. With a well established secretariat, good governance structures, audited accounts and has been in existence for more than 3 years with recognizable achievement in membership development, policy research and advocacy.

### EXCELLENCE AWARD IN RURAL ECONOMIC DEVELOPMENT

- ✚ This award recognizes a network based initiative with a focus on innovation, market based strategies which has result in economic empowerment of rural communities. Formal groups, networks and registered cooperative societies at village, sub county or division level that have been in existence for more than 3 years will be eligible to participate in this category.

## TERMS AND CONDITIONS OF THE ENTRY

- The judges' decision is final.
- Only the short listed nominees will be contacted personally.
- Short listed nominees will be notified in November and will make a 4-minute presentation and the judges will then make a final decision and announce the winners on the awards ceremony.
- Acceptance of the award constitutes permission to use the name of the winners for promotional purposes without additional consultation.
- Prizes must be taken as stated and cannot be deferred. there will be no cash alternative unless PSFU management decides otherwise
- The winners agree to take part in publicity campaign as a result of the competition.
- PSFU does not accept any responsibility for late or lost entries.
- Proof of sending is not proof of receipt

**DEADLINE FOR SUBMISSION IS 03<sup>RD</sup> NOV 2023**