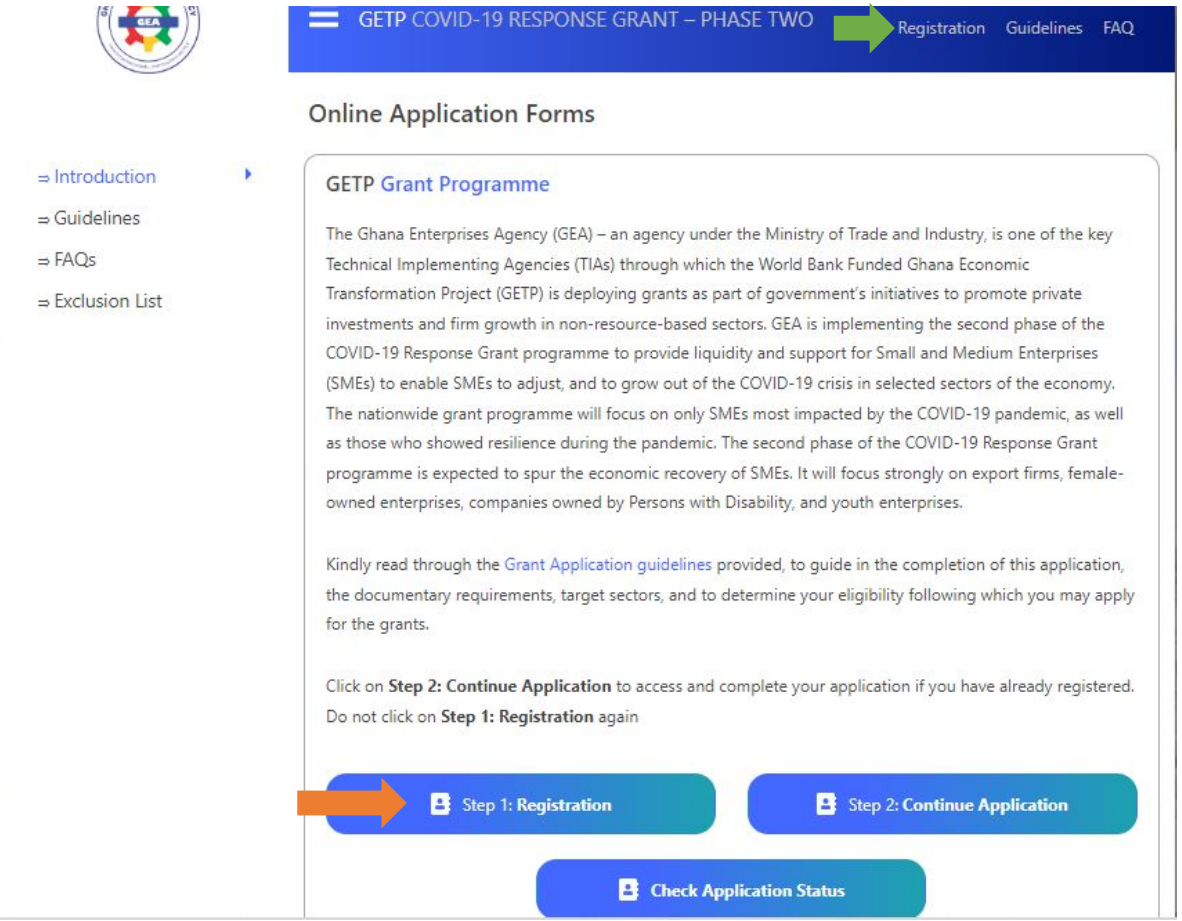
GETP GRANT MANAGEMENT PLATFORM

APPLICATION USER MANUAL

September, 2022

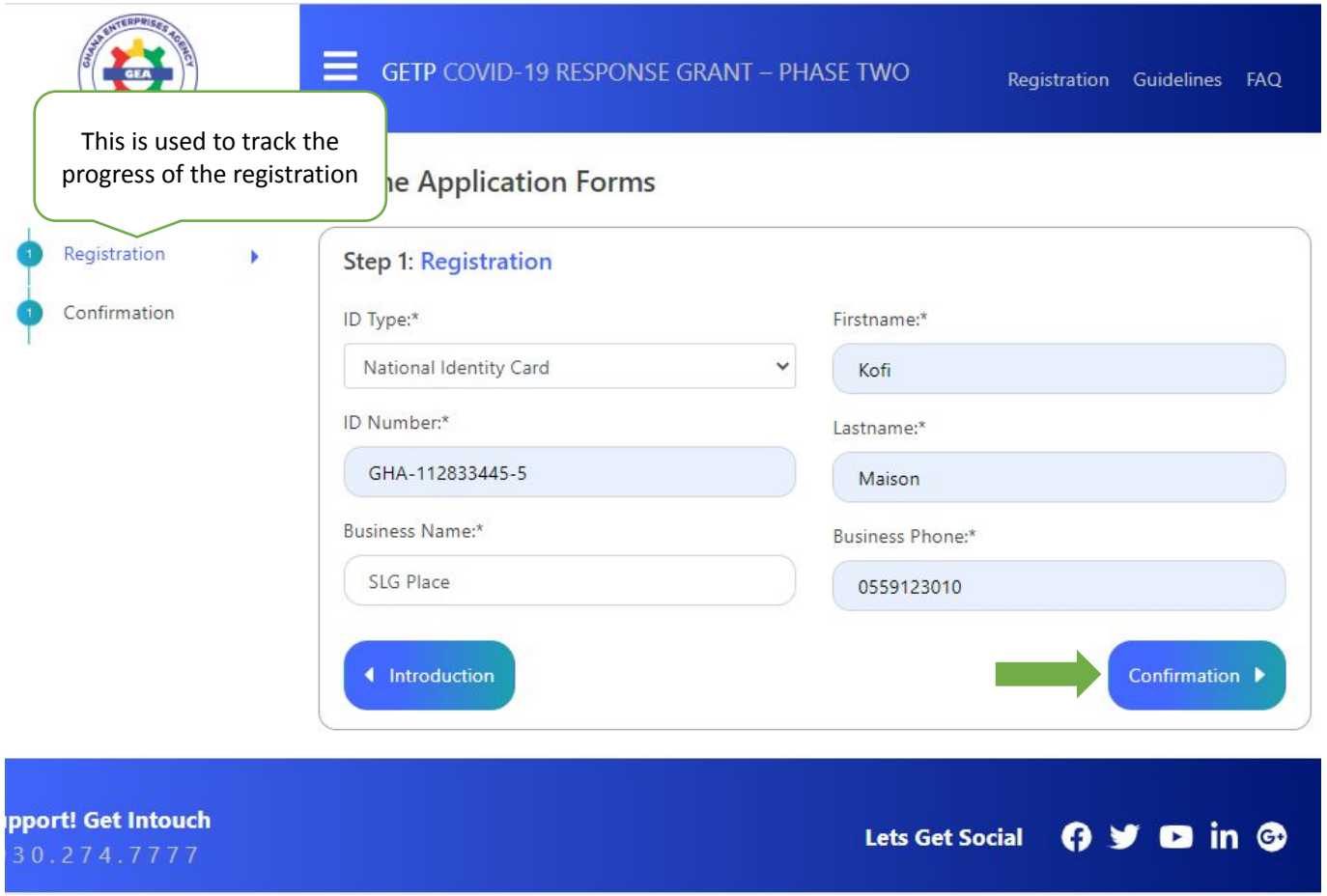
Application Manual



An applicant who would like to register can do so through the following steps;

1. Click on the "***Registration***" button on the menu
2. Click on the "***Step 1: Registration***" button

Application Manual

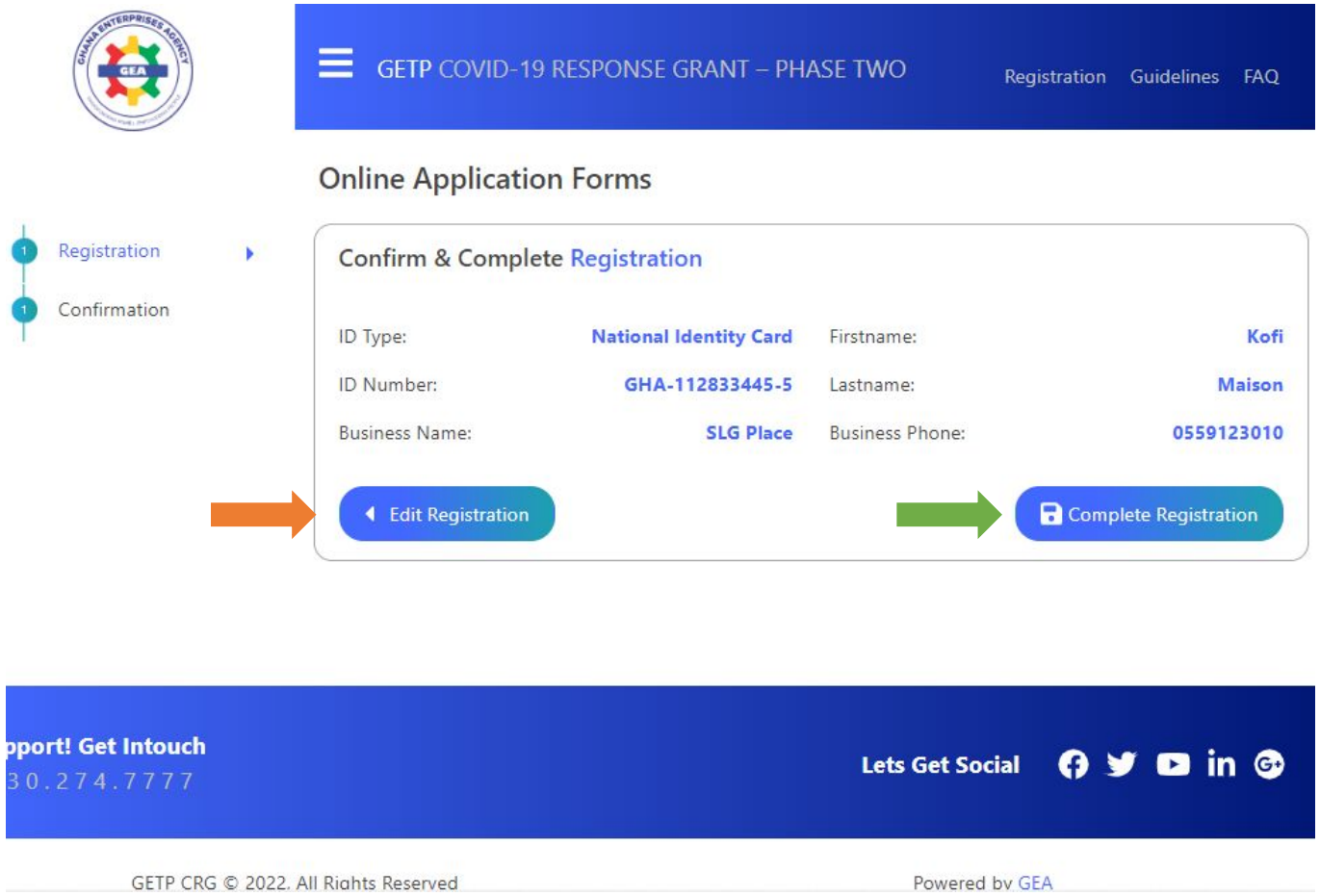


Provide the information required for registration here.

Click on the "*Confirmation*" button after all fields have been filled to proceed.

All fields with "*" are mandatory

Application Manual



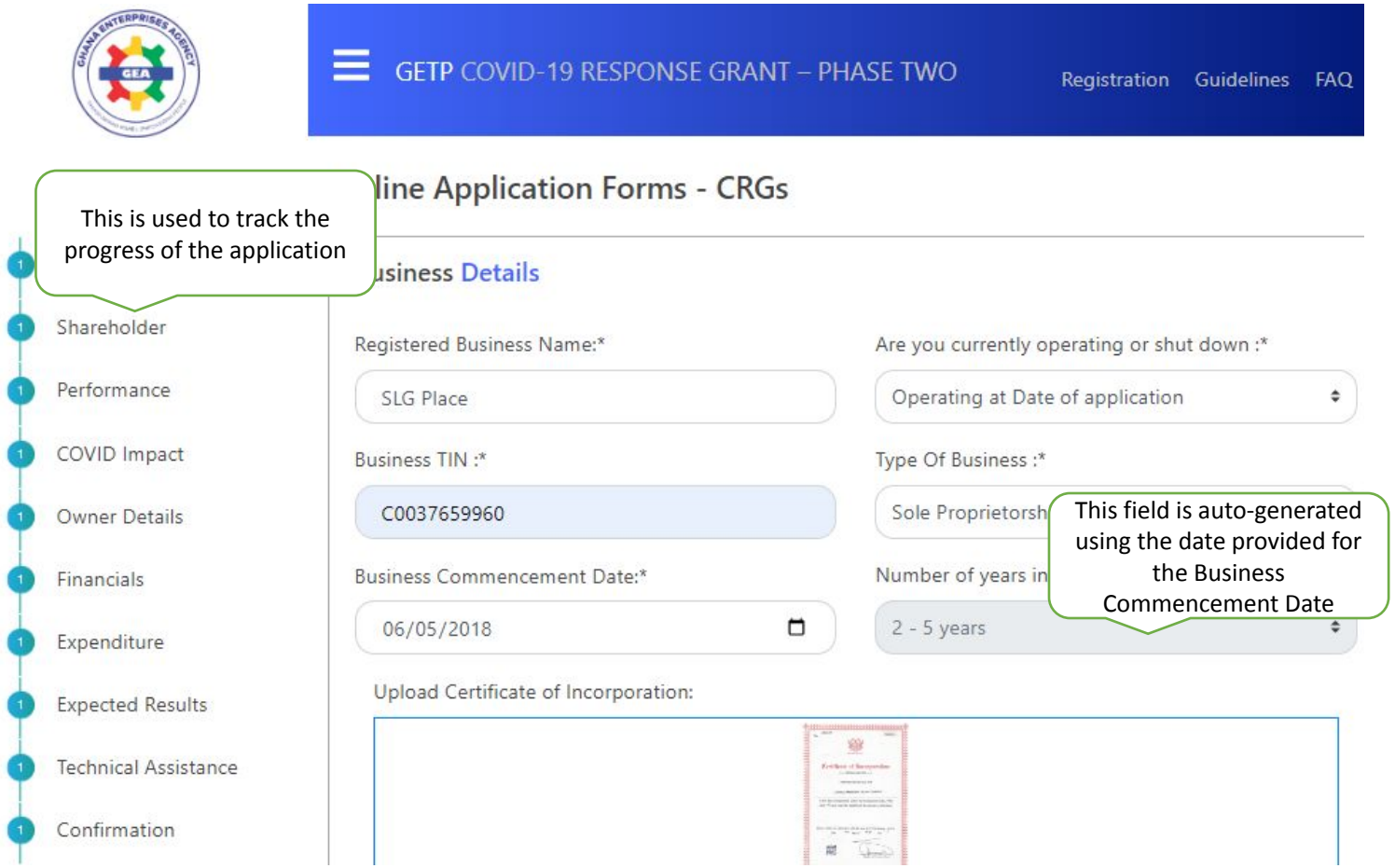
This page gives a preview of the information provided during the registration step.

Click on the "***Complete Registration***" button once you confirm all information is correct.

This grants access to the application form

Click on the "***Edit Registration***" button to make changes.

Application Manual



Provide the Business details for application in this section.

All fields with "*" are mandatory

Business Details

Application Manual

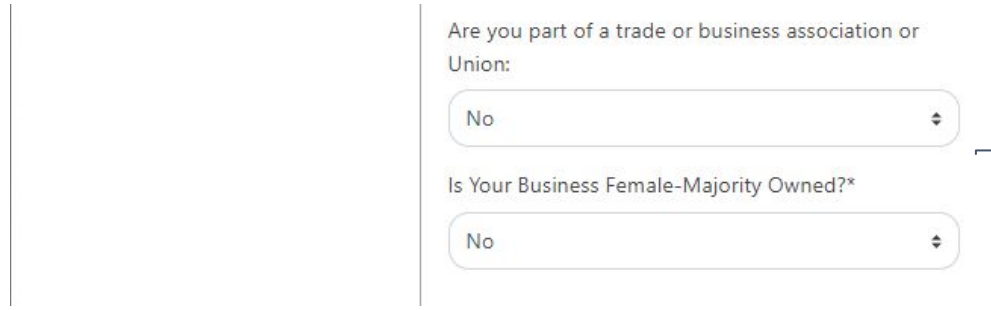
Indicator	Year - 2022
A. Employee size disaggregated by Gender at Date of Application	Full-time Male:* 5
	Full-time Female:* 5
	Part-time Male:* 3
	Part-time Female:* 3
	Total current employees::* 16

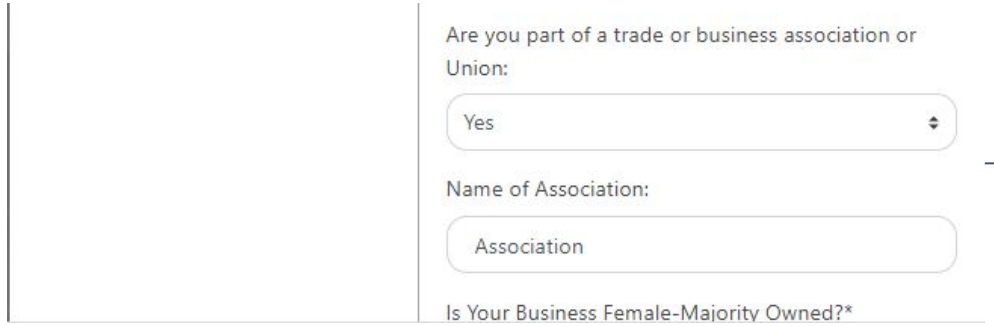
"Total Employees" fields are auto-generated

B. Age Disaggregation of Employees as at Date of Application: (Please State the number of employees from the above total that fall within the following age categories?)	Less than 18 years:* 1
	18 – 35:* 15
	36 – 45:* 0
	46 years and above:* 0
	Total current employees::* 16

Ensure the totals are equal

Application Manual

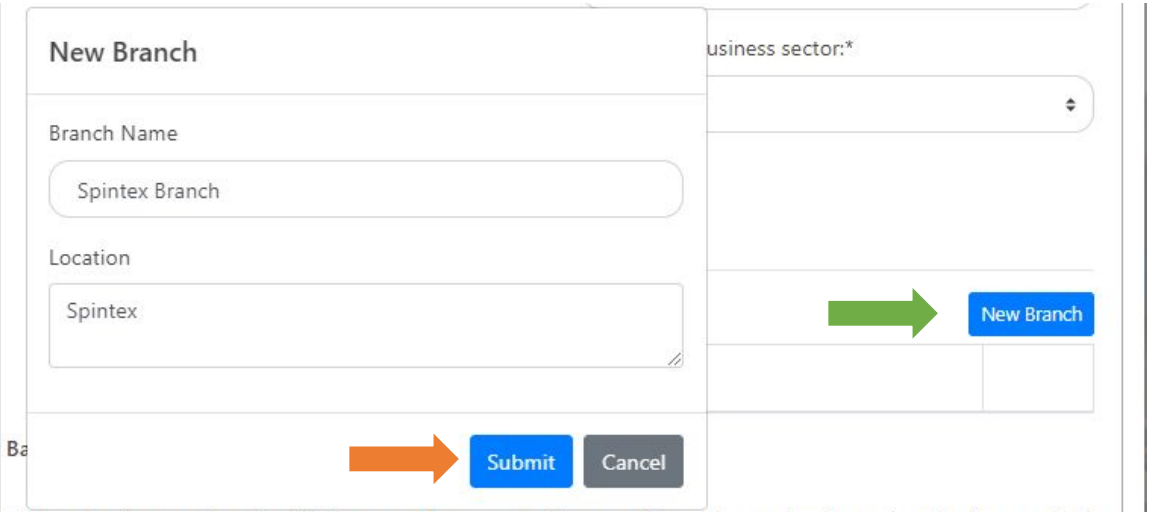


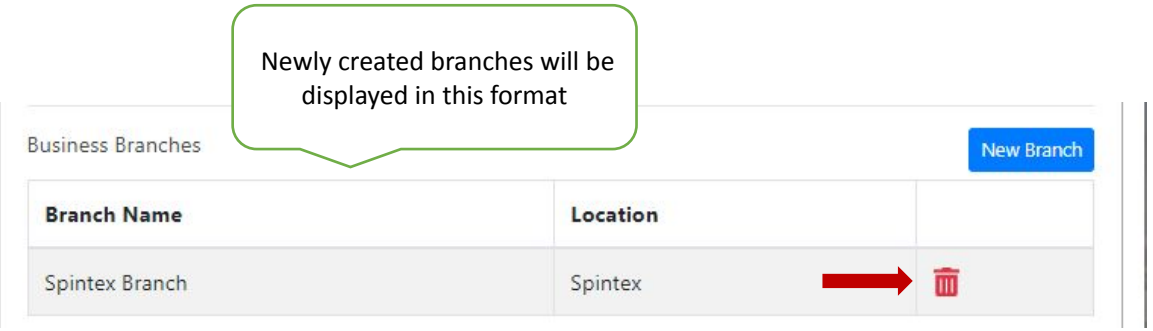


NB: Hidden questions may appear based on the responses an applicant provides.

Selecting "***Yes***" to "***Are you part of a trade or business association or union***" displays the follow up question, "***Name of Association***".

Application Manual





Businesses with more than one branch will be indicated in the "New Branch" table.

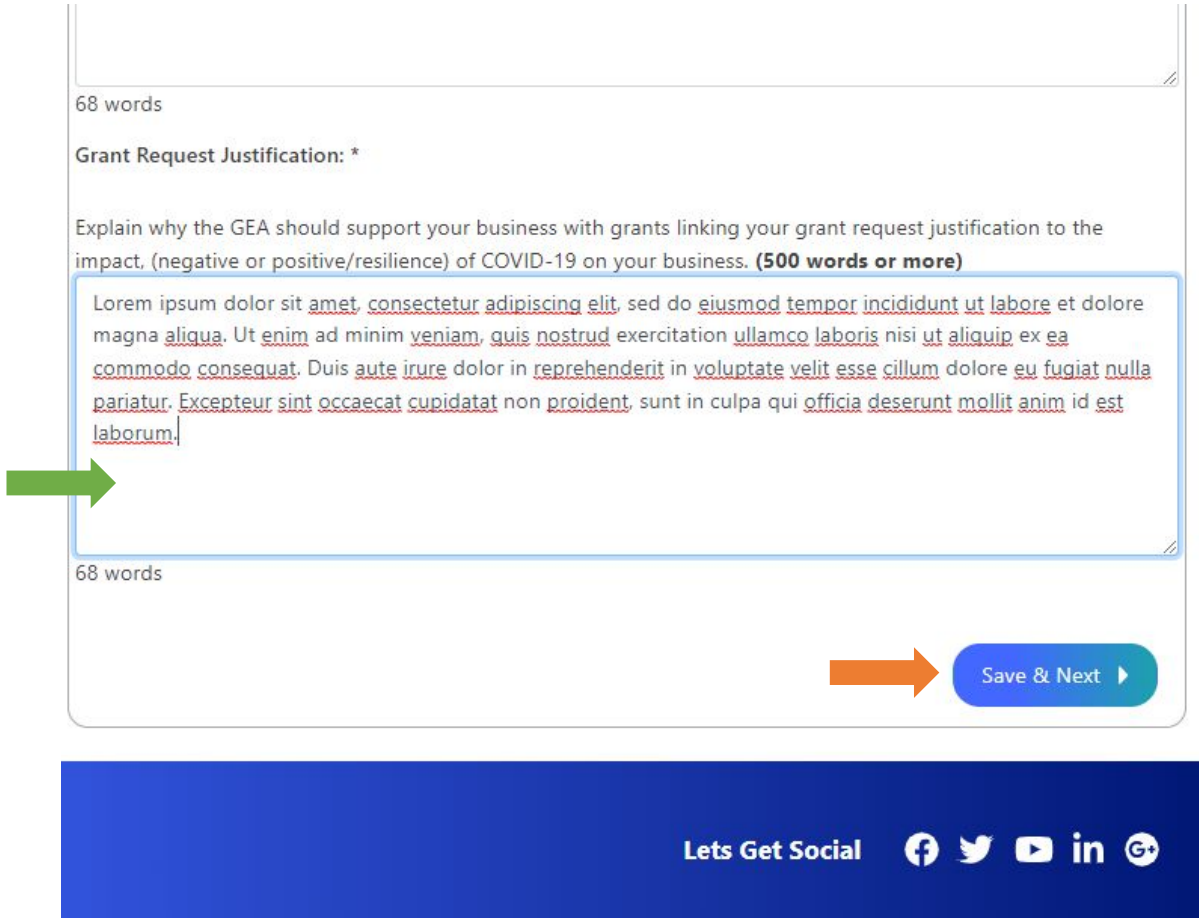
To add a branch;

1. Click on the "***New Branch***" button
2. Provide the information required
3. Click on the "***Submit***" button to save the input.

NB:The process may be repeated until all branches have been successfully added.

Click on the "***Red Icon***" in the Business Branches table to delete a branch.

Application Manual



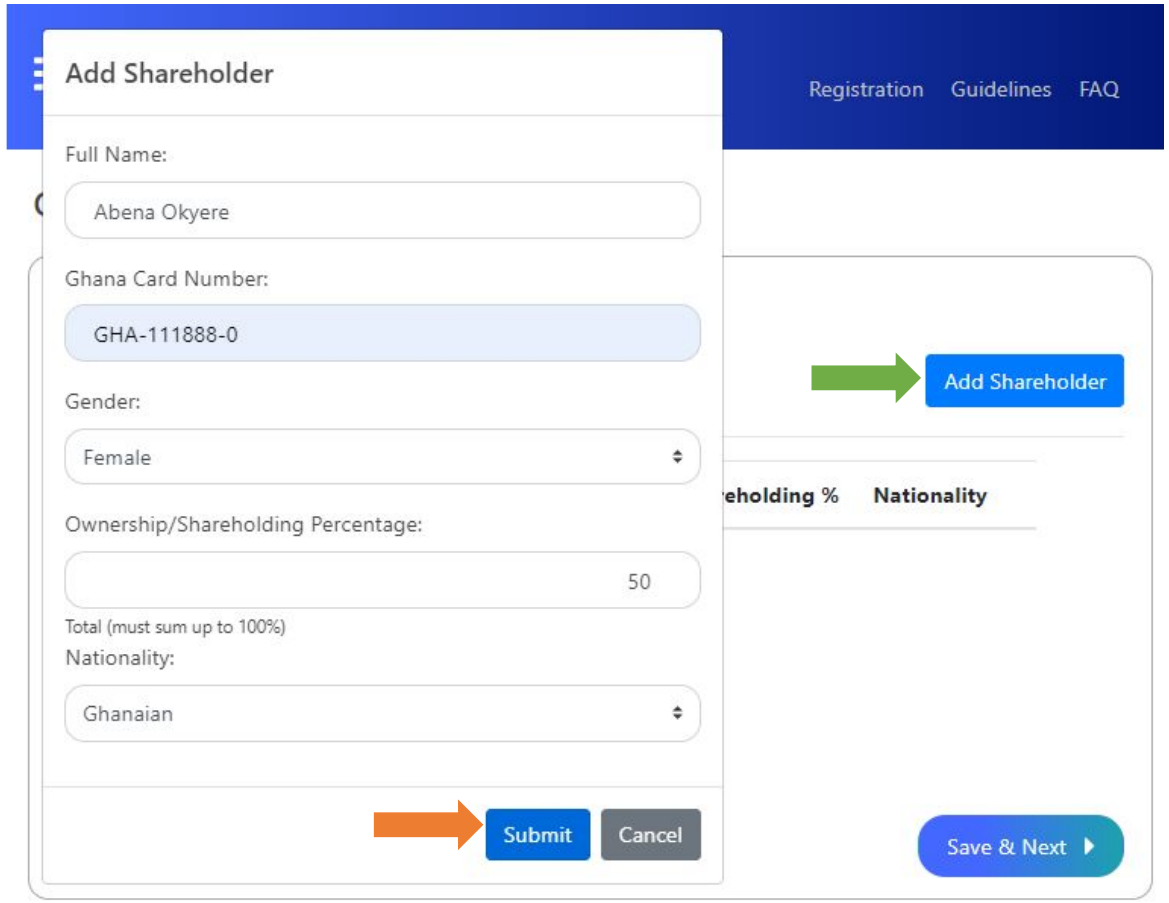
The applicant will be required to provide input into the text boxes displayed.

To type into a text box;

1. Left click anywhere in the ***text box***.
2. Type in your answer to the question.

Once the business section has been completed, click on the "***Save & Next***" button to proceed.

Application Manual

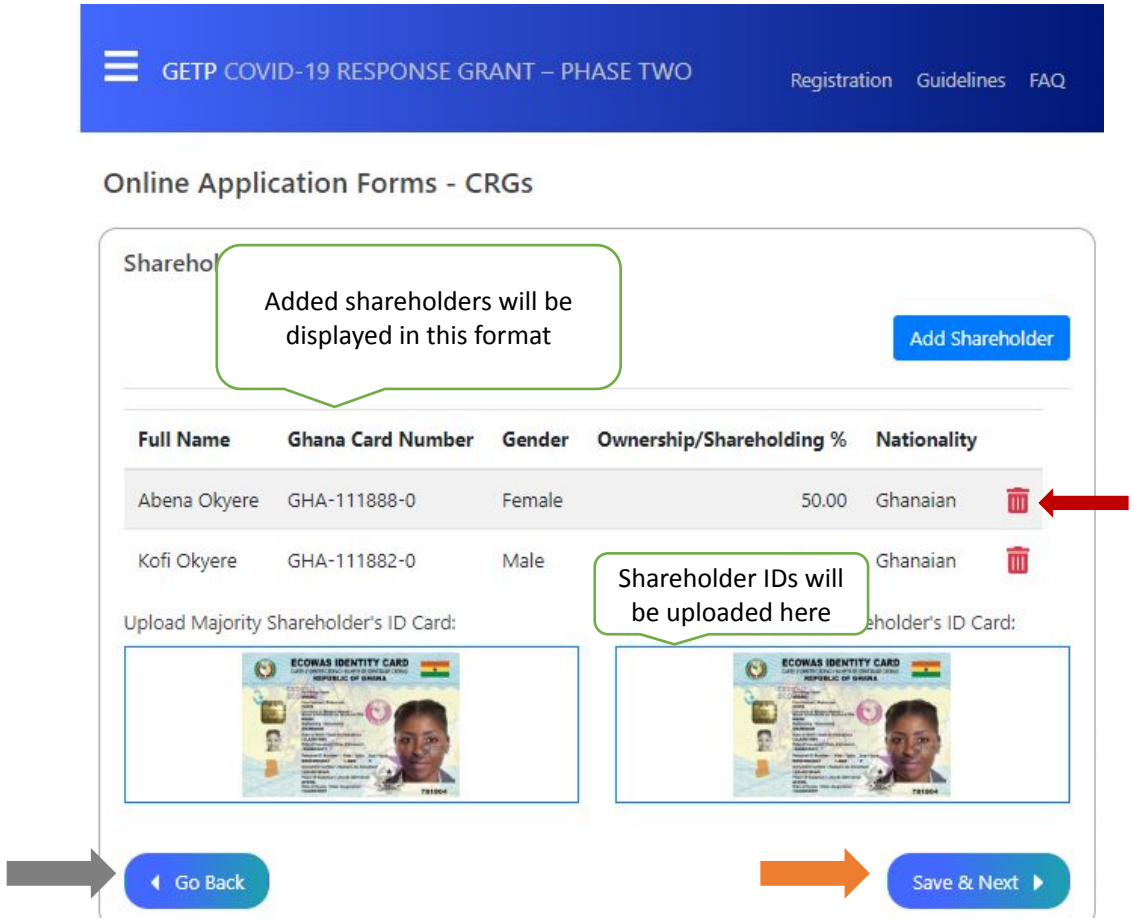


Shareholder information will be required at this section of the form.

To add a shareholder;

1. Click on the "***Add Shareholder***" button
2. Fill in the information required
3. Click on the "***Submit***" button

Application Manual



Click on the "***Red Icon***" in the Shareholder table to delete a shareholder.

Once all shareholders have been added, click on the "***Save & Next***" button to proceed.

Click on ***"Go Back"*** to visit the previous section

NB : Before you will be able to proceed to the next section, make sure the ownership/shareholding % adds up to 100%.

Shareholder

Application Manual

Historical Performance Indicators

Indicator	2019	2020	2021
Sales/Turnover (GHS)	2000	4000	8000
Employee size disaggregated by Gender at December 31st	Full-Time Male:* 4	Full-Time Male:* 4	Full-Time Male:* 5
	Full-Time Female:* 6	Full-Time Female:* 4	Full-Time Female:* 5
	Part-Time Male:* 0	Part-Time Male:* 3	Part-Time Male:* 3
	Part-Time Female:* 2	Part-Time Female:* 0	Part-Time Female:* 3
	Total Employees: 12	Total Employees: 11	Total Employees: 16

"Total Employees" fields are auto-generated

Ensure the totals are equal

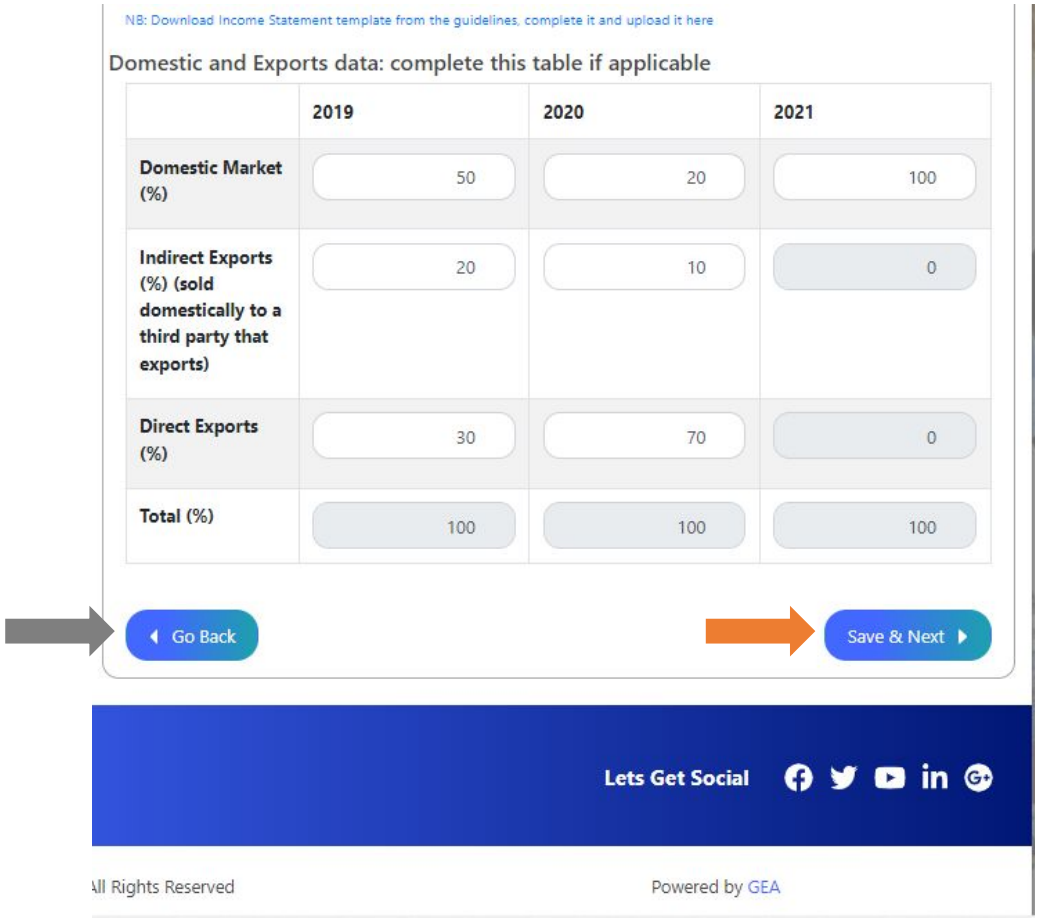
Age Disaggregation of Employees: (Please State the number of employees from the above total that fall within the following age categories?)	Less than 18 years:* 1	Less than 18 years:* 1	Less than 18 years:* 1
	18 – 35:* 9	18 – 35:* 10	18 – 35:* 15
	36 – 45:* 2	36 – 45:* 0	36 – 45:* 0
	46 years and above:* 0	46 years and above:* 0	46 years and above:* 0
	Total Employees: 12	Total Employees: 11	Total Employees: 16
Exports (GHS)	1000	5000	0

Upload Income Statement file:

NB: Download Income Statement template from the guidelines, complete it and upload it here

Performance Indicators

Application Manual



Once all information has been provided, click on the "***Save & Next***" button to proceed.

Click on ***"Go Back"*** to visit the previous section

NB : Before you will be able to proceed to the next section, make sure the total % adds up to 100%.

Application Manual

Online Application Forms - CRGs

Impact of COVID-19

Impact of COVID-19 on your Business?

- ◉ Negatively
- ○ Improved Perfomance

What challenges did you face? (Select all that apply):

- [x] Temporary production shut-down due to government-mandated closures
- [ ] Loss in demand
- [x] Difficulties in accessing suppliers due to mobility restrictions imposed by government
- [ ] Reduction in the availability and/or price increases for the main inputs
- [x] Worker absenteeism arising from mobility restrictions imposed by the government
- [ ] Difficulties with worker absenteeism arising from other reasons
- [ ] Managers or executive personnel absenteeism arising from mobility restrictions imposed by the government
- [ ] Managers or executive personnel absenteeism arising from other reasons
- [ ] Securing access to finance (e.g. banks are closed or operate at restricted capacity)
- [ ] Depreciation of productive capital due to inactivity
- [ ] Difficulties in accessing customers due to mobility restrictions imposed by government
- [ ] No particular challenge, things have proceeded as normal
- [ ] Other

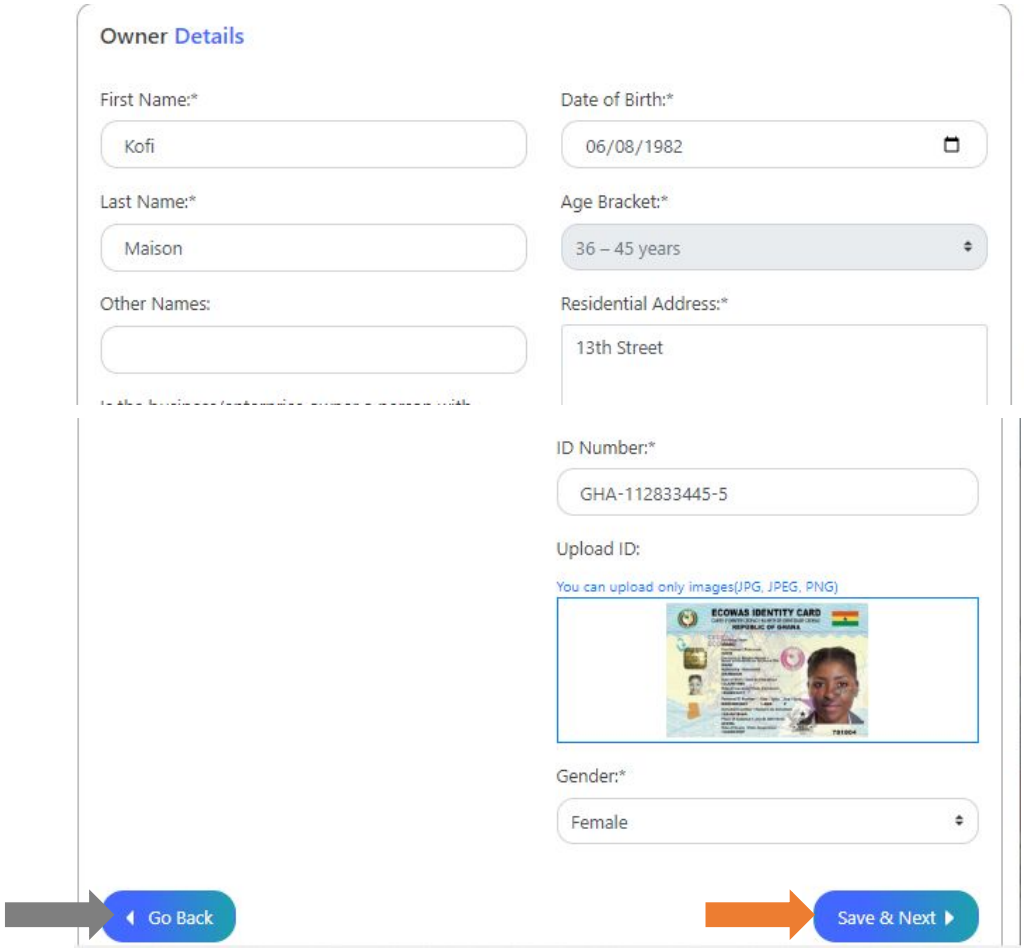
Go Back Save & Next

Information on the Impact of COVID will be required at this section of the form.

Once all information has been provided, click on the "***Save & Next***" button to proceed.

Click on ***"Go Back"*** to visit the previous section

Application Manual



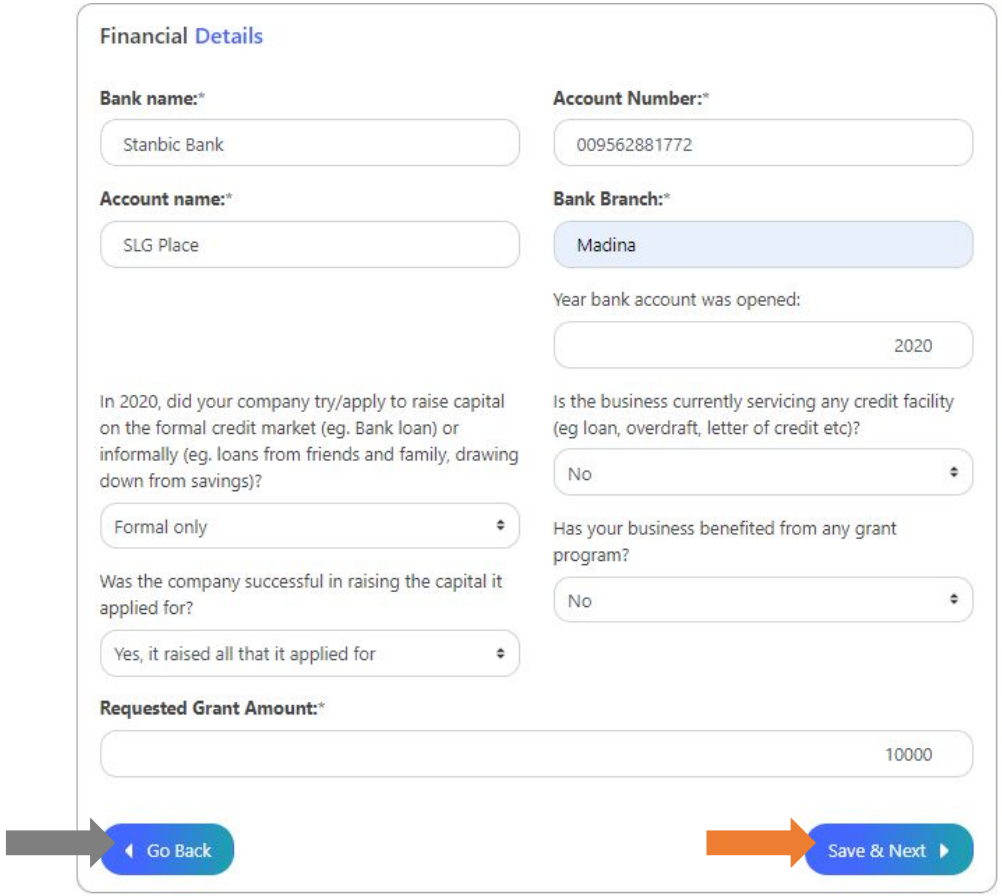
Owner information will be required at this section of the form.

Once all information has been provided, click on the "***Save & Next***" button to proceed.

Click on ***"Go Back"*** to visit the previous section

Owner Details

Application Manual



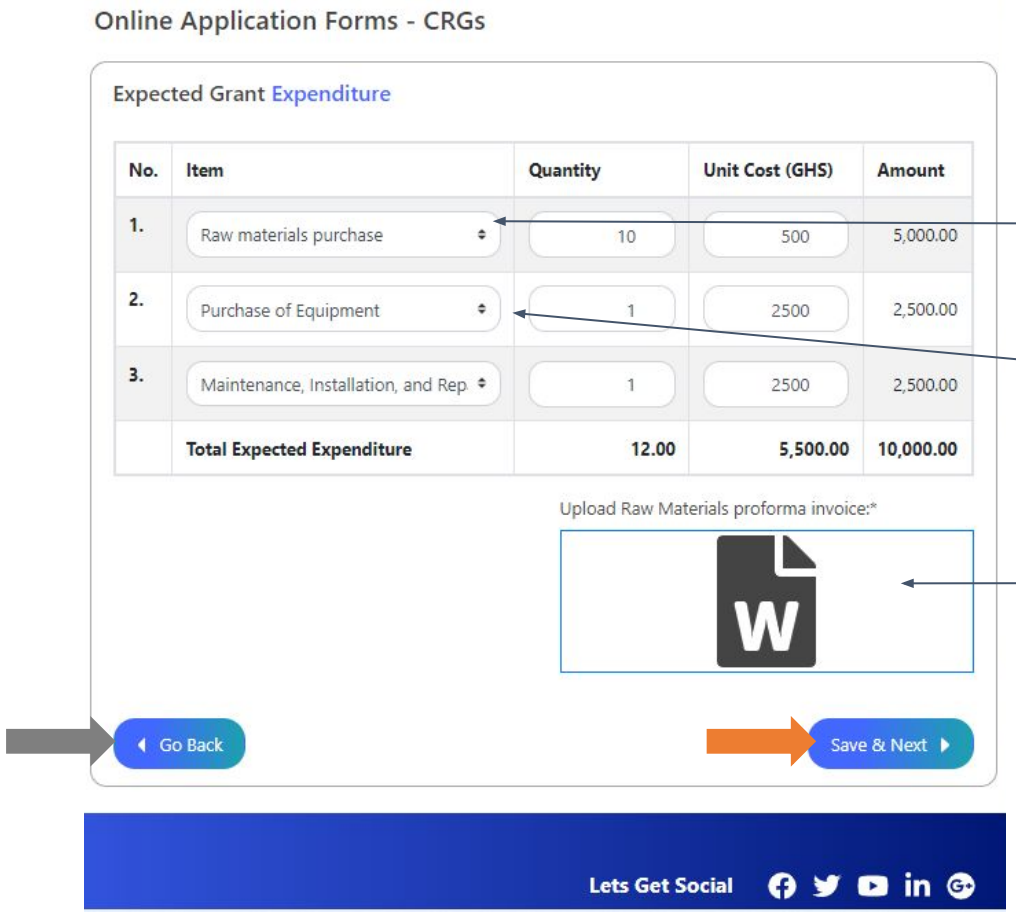
Financial details will be required at this section of the form.

Once all information has been provided, click on the "***Save & Next***" button to proceed.

Click on ***"Go Back"*** to visit the previous section

Financial Details

Application Manual



Applicants are required upload ***one*** proforma invoice for *Raw Materials Purchase*

Applicants are required upload ***three*** proforma invoice for *Raw Materials Purchase*

Proforma invoices will be uploaded in fields like this

Expected Grant Expenditure will be required at this section of the form.

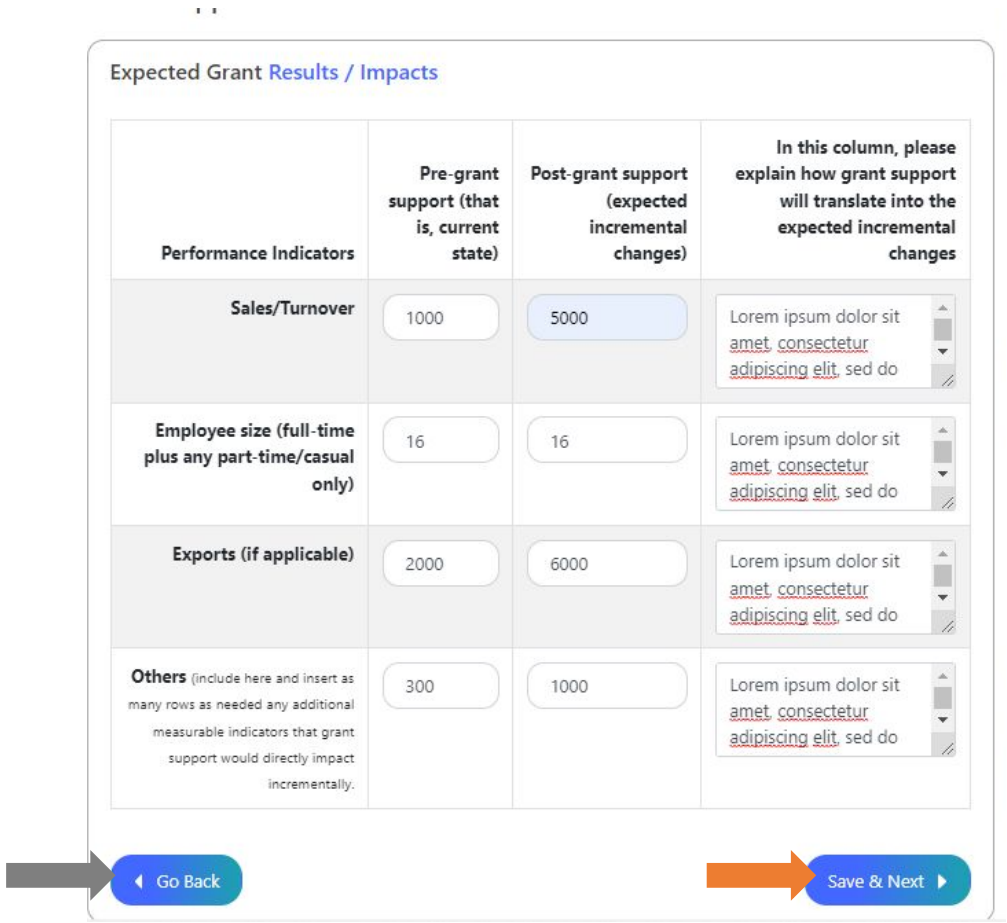
Once all information has been provided, click on the "***Save & Next***" button to proceed.

Click on ***"Go Back"*** to visit the previous section

NB : The total expected expenditure must sum up to the grant amount applied for.

Expenditure

Application Manual



Expected Grant Results / Impacts

Performance Indicators	Pre-grant support (that is, current state)	Post-grant support (expected incremental changes)	In this column, please explain how grant support will translate into the expected incremental changes
Sales/Turnover	1000	5000	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do
Employee size (full-time plus any part-time/casual only)	16	16	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do
Exports (if applicable)	2000	6000	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do
Others (include here and insert as many rows as needed any additional measurable indicators that grant support would directly impact incrementally.	300	1000	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do

Go Back

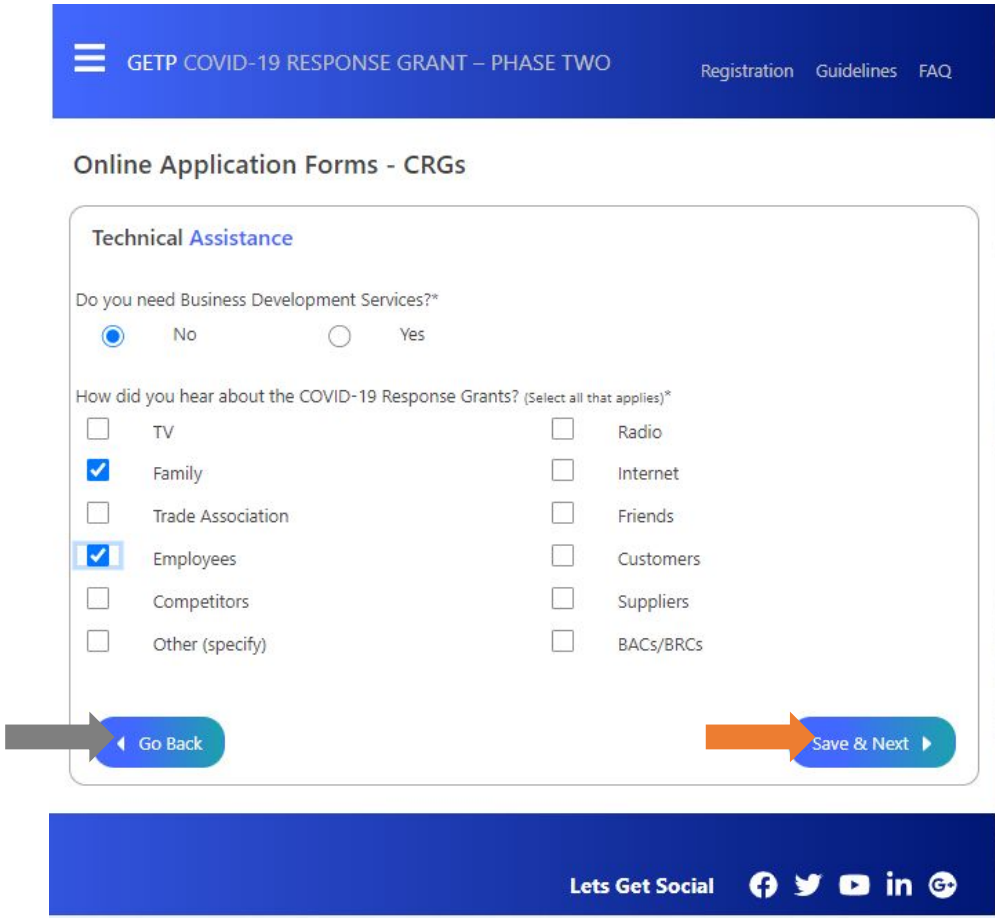
Save & Next

Expected Grant Expenditure will be required at this section of the form.

Once all information has been provided, click on the "***Save & Next***" button to proceed.

Click on ***"Go Back"*** to visit the previous section

Application Manual

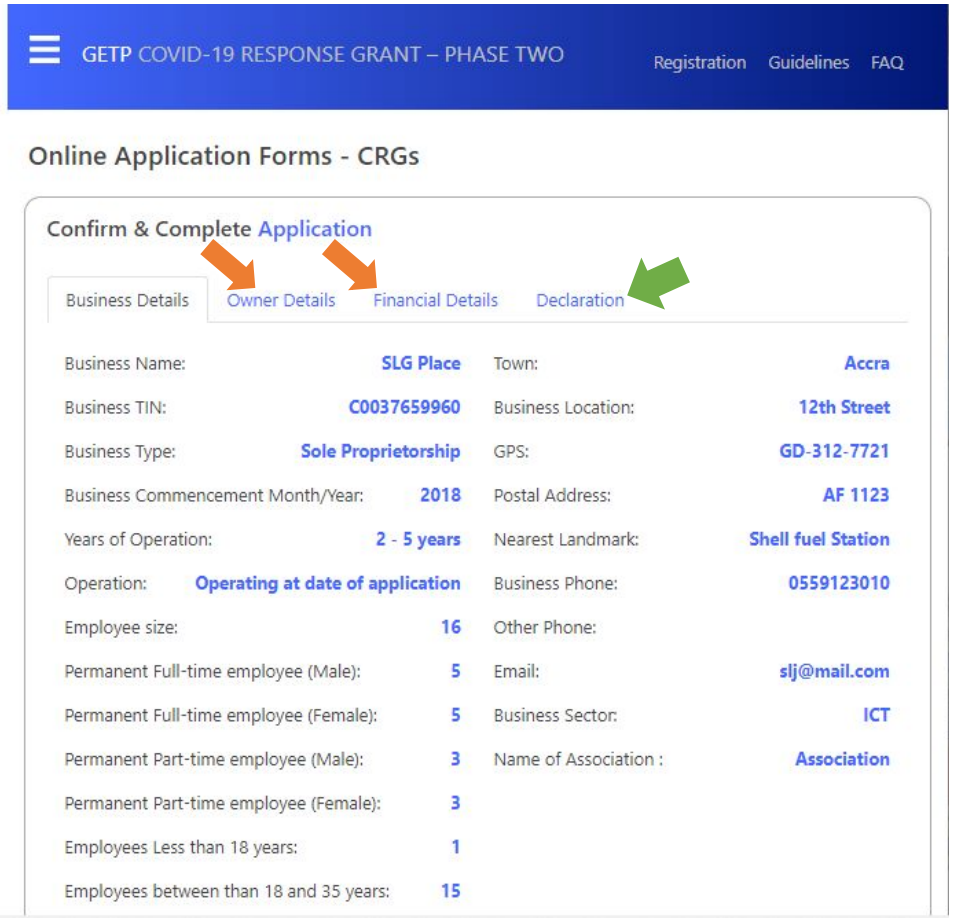


Technical assistance information will be required at this section of the form.

Once all information has been provided, click on the "***Save & Next***" button to proceed.

Click on ***"Go Back"*** to visit the previous section

Application Manual



Here, the applicant will have a preview of all the information provided during the application.

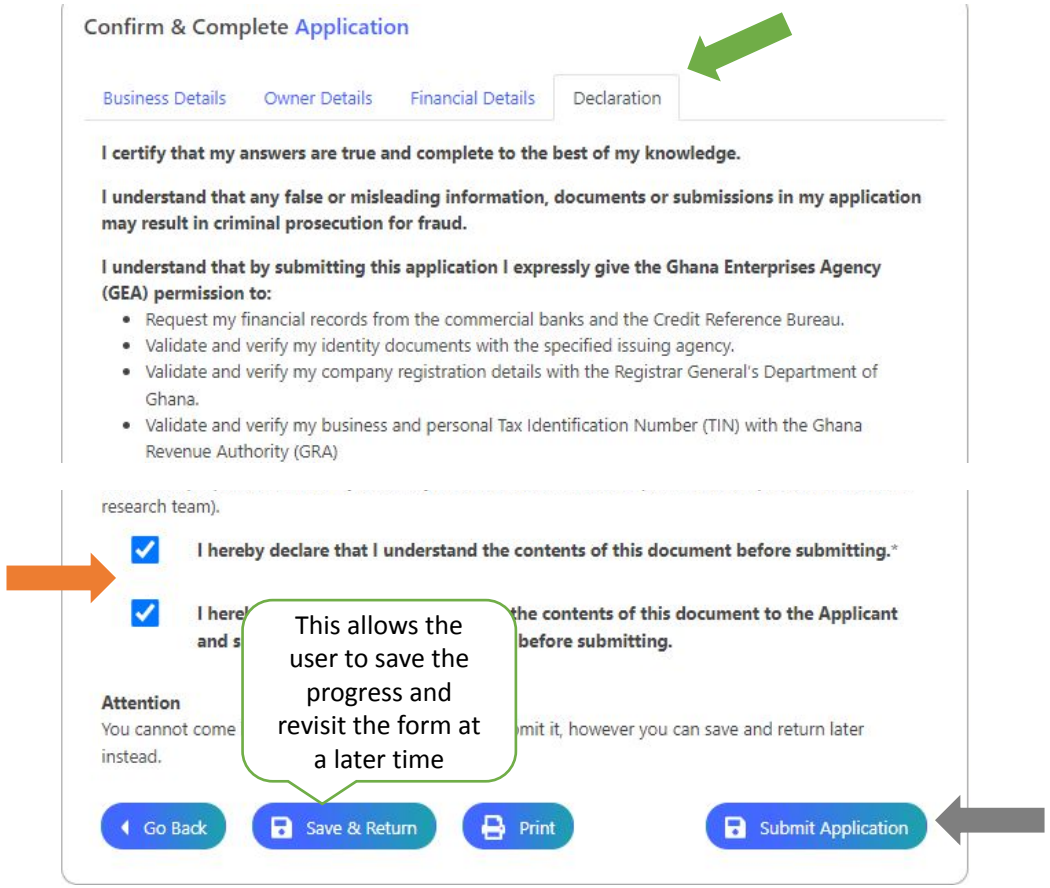
Click on the "***tabs***" to switch previews

Click on the "***Declaration***" to proceed to the final stage of the application process.

This grants access to the declaration form

Preview

Application Manual



Applicants must sign the declaration in order to submit an application.

To sign the declaration;

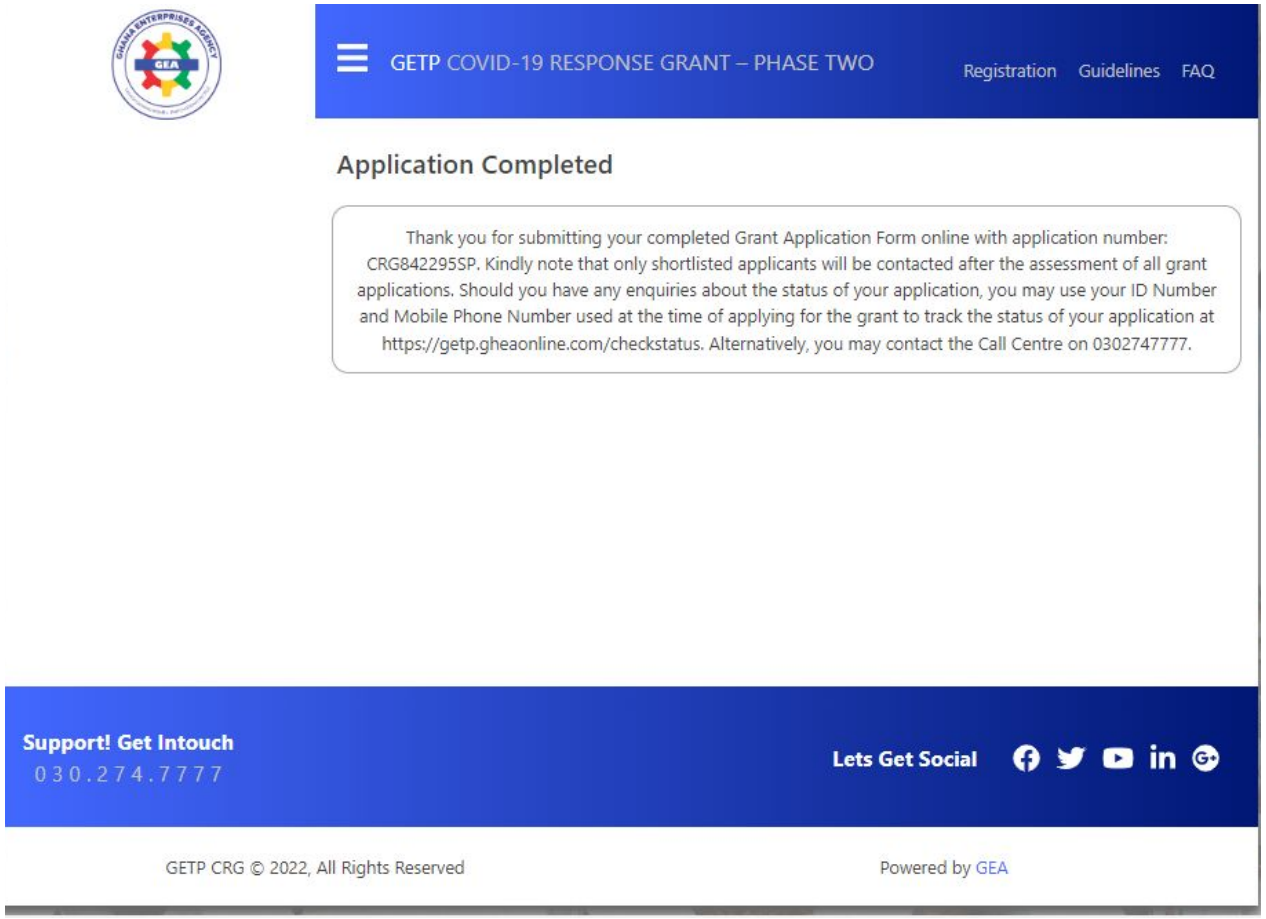
1. click on the "*Declaration*" tab at the top of the page
2. Click on the "*check boxes*" to sign the declaration.

Click on the "*Submit Application*" button to submit the application.

NB : The form WILL NOT be submitted until the declaration boxes have been checked.

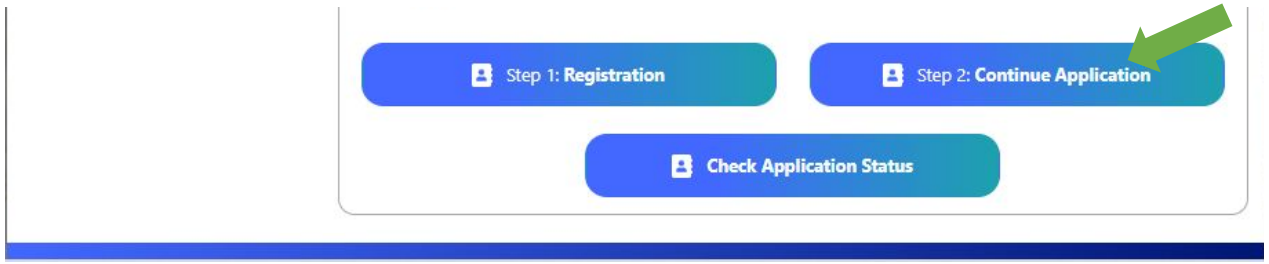
Declaration

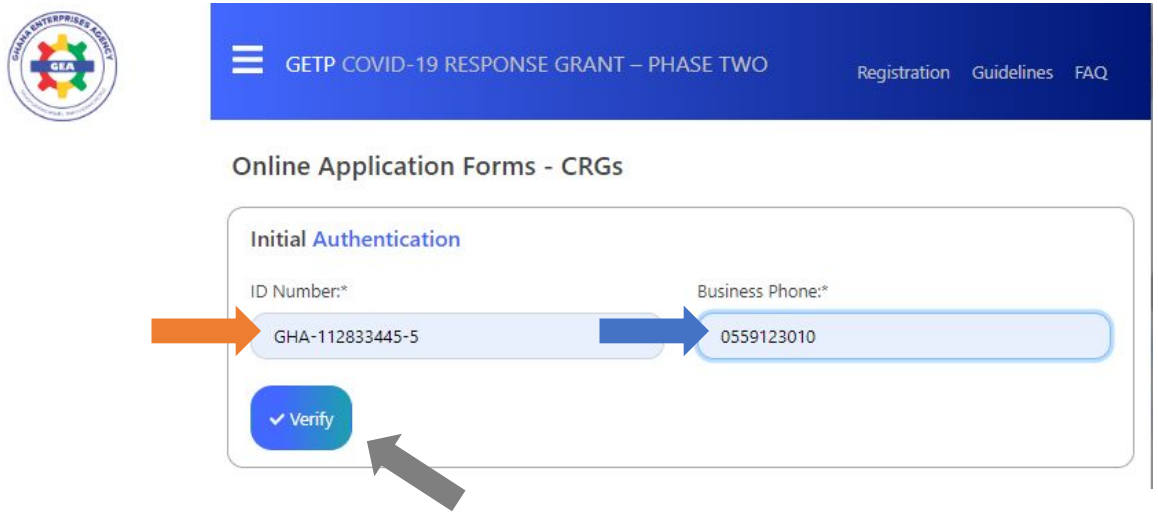
Application Manual



Once the application has been successfully submitted, this message will be displayed.

Save and Continue

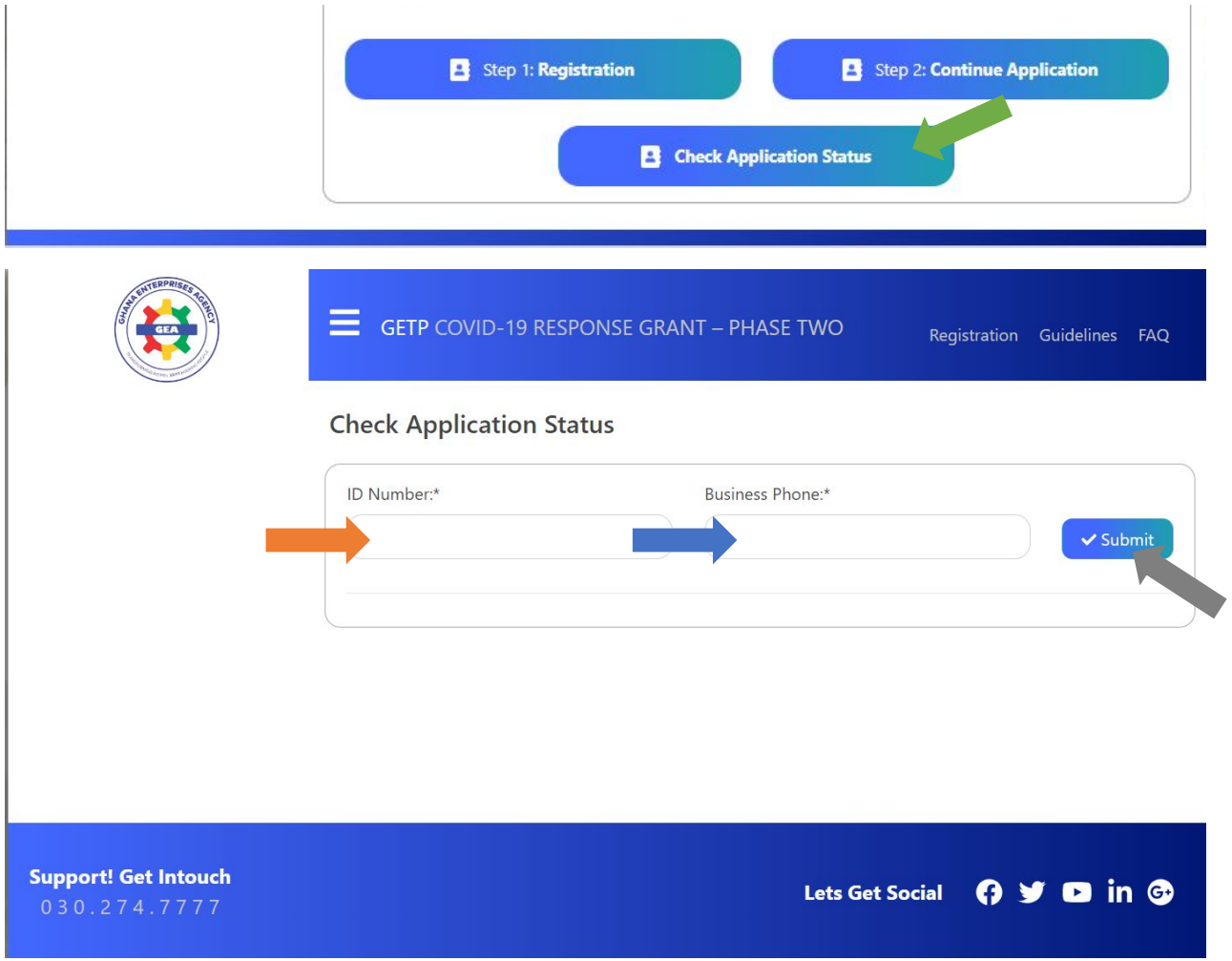




An applicant who would like to continue an application can do so through the following steps;

1. Click on the "***Continue Application***" button
2. Provide the ***ID number*** used during registration
3. Provide the ***Business phone*** number used during registration
4. Click on the ***"Verify"*** button to proceed.

Check Application Status



An applicant who would like to continue an application can do so through the following steps;

1. Click on the "***Check Application Status***" button
2. Provide the ***ID number*** used during registration
3. Provide the ***Business phone*** number used during registration
4. Click on the ***"Submit"*** button to proceed.