

# CAPACITY BUILDING FOR SMALL AND MEDIUM SIZE ENTERPRISES (SMEs) ALONG THE EAST AFRICAN CRUDE OIL PIPELINE (EACOP) ROUTE

## APPLICATION FORM

### SECTION A: BACKGROUND INFORMATION

Date		
Name of the entity		
Category of entity	Commercial Farmer	1
	MSME	2
	Others, specify	98
A4: District	Hoima	1
	Kikube	2
	Kakumiro	3
	Kyankwanzi	4
	Mubende	5
	Gomba	6
	Sembabule	7
	Lwengwe	8
	Rakai	9
	Kyotera	10
A5: Sub county		
A6: Parish		
A7: Village/LC1		
A8: Name of contact person		
A9: Telephone		

### Section B: ENTERPRISE HISTORY

**B1: What activities/services is the entity engaged in? (Tick all that apply)**

Service Area	code	Service Area	code	Service Area	code
Hotel & Lodges, Catering services	1	Livestock products supply	6	Saloon/Beauty Parlour	14
Transport/Tourism/Tours and Travel	2	Trade/Retail/Wholesale/Supermarket/ Market vending	7	Electrical Services	15
Crop husbandry (food, Vegetable and fruits)	3	Agro processing	8	Professional services (accounting, legal)	16
Animal husbandry (livestock - poultry, piggery, goats, cattle etc)	4	Cleaning/Laundry Services	9	IT support services/Internet cafe	17
Fresh food and fruits supply	5	Communication/Media Services	10	Construction/Building	18
		Waste Management Services	11	Others (Specify	98
		Mechanical Services (including vehicle maintenance)	12		
		Rentals/Accommodation	13		

### SECTION C: BUSINESS OPERATIONAL REQUIREMENTS

Question	Responses	Code	Skip
C1. Is your business currently registered	If Yes, attach copy of certificate	1	→ C3
	No, not yet	2	

	Don't know	97	
C2: If <b>no</b> , why haven't you registered your entity	Don't know where to register from Its expensive/have no money It's not necessary/no need They need many documents which I don't have I do not see any benefits I do not want to pay taxes I have heard bad experiences from other businessmen I know I don't know how to register Those registering are tough/not friendly Others, specify	1 2 3 4 5 6 7 8 9 98	→C6
C3: If <b>yes, (options and 2)</b> Who provided the Registration certificate  (Tick all that apply)	District Uganda National Registration Services Bureau Sub county Municipality Others, specify	1 2 4 5 98	
C4: In which year and month was the certificate offered?	Year: _____  Month: _____		
C5: Since registering, what benefits have you achieved as a result of registering			
C6: What services would you like to be provided as a result of registering?			
C7: How easy did you find the registration process?	Very easy Quite easy Quite difficult Very difficult Don't know	1 2 3 4 5	
C8: Give the reason for answer above			
C9: Do you have a current permits/trade license	Yes, <b>attach a copy</b> No, not yet Don't know	1 2 97	→C11  →C11
C10: Why not having a trade license?	Was waived of taxes Not necessary	1 2	

	Others, specify	98	
C11: Do you have an active bank account for the business (have done transactions in it in the last six month)?	Yes	1	
	No, not yet	2	
	Don't know	97	
C12: In whose names is the account	Company/Institution names	1	
	Names of member	2	
	Others	98	
C13: In which year was the account opened?  <i>(record year and month)</i>	Year: _____  Month: _____		
C14: Do you have Business plan	Yes	1	
	No, not yet	2	→D1
	Don't know	97	→D1
Does the enterprise have an internationally-recognized quality certification?  <i>(for clarification, some examples are: ISO 9000, 9002 or 14000)</i>	Yes	1	
	No	2	
	In the process	3	
	Don't know	4	
Does this enterprise have a locally-recognized quality certification?  <i>(for clarification, some examples are: NBS)</i>	Yes	1	
	No	2	
	In the process	3	
	Don't know	4	

#### SECTION D: ENTERPRISE HISTORY AND EMPLOYMENT DETAILS

Question	Responses	Code	Skip
D1: In which year did this enterprise begin operations?  <i>(Record 2 if don't know)</i>			
D2: How many full-time <sup>1</sup> employees is this enterprise currently employing?  <i>Please include all employees and managers if applicable</i>		Number	
	Male		
	Female		
	Total		
D4: How many part-time <sup>2</sup> employees is this enterprise currently employing?  <i>Please include all employees and managers if applicable</i>		Number	
	Male		
	Female		
	Total		

<sup>1</sup> They are most times at your workplace and likely, paid on a monthly fee

<sup>2</sup> Usually, they provide seasonal services and called on when there is need

D5: Of the full-time employees, how many have disabilities?		Number		
	Male			
	Female			
	Total			
D6: Of the full-time employees, how many are family members		Number		
	Male			
	Female			
	Total			
D7: What is the average length of employment of all full-time temporary employees	_____ (months)			
D8: What percentage of your staff is literate?				

#### SECTION E: GROUP MEMBERS/SHARE HOLDERS

<i>Question</i>	<i>Responses</i>	<i>Code</i>	<i>Skip</i>
E1: Ownership of the enterprise/group	Sole proprietorship <sup>3</sup>	1	
	Shareholding	2	
	Partnership <sup>4</sup>	3	
	Limited by guarantee	4	
	Family owned	5	
	Don't know	97	
	Others, specify	98	
E2: How many people own the business?			
E3: Amongst the owners of this enterprise, are there any females?	Yes	1	
	No	2	→H5
	Don't know	97	→H5
E4: If yes, how many females			
E5: Amongst the owners of this enterprise, are there any with disabilities?	Yes	1	
	No	2	→H5
	Don't know	97	→H5
E6: If yes, how many have disabilities		Number	
	Male		
	Female		
	Total		
E7: What is the highest level of education completed by the principle owners of this enterprise?	No formal education	1	
	Did not complete primary	2	
	Completed Primary (P7)	3	
	Did not complete O Level (S1-S3)	4	
	Completed O'Level	5	

<sup>3</sup> A sole proprietorship is a business that has a single owner who is responsible for making decisions for the company

<sup>4</sup> A partnership consists of two or more individuals who share the responsibility of running the company

	Did not complete A' Level	6	
	Completed A 'Level	7	
	Tertiary	8	

### SECTION F: Incomes and expenditures

F1: On average, what is your monthly turnover from your business	_____ UGX		
F2: On average, how much expenditure do you incur on your business	_____ UGX		
F3: What challenges are you facing in your business	Lack of markets	1	
	Lack of raw materials	2	
	Lack access to finance	3	
	Poor infrastructure e.g. roads	4	
	High competition – many people in similar business	5	
	Lack of capital to expand business	6	
	Lack of access to credit	7	
	Defaulters	8	
Others, specify	98		
F4: What suggestions would you have to improve your business			

### G: BOOKS OF ACCOUNTS

Question	Responses	Code	Skip
G1: Is the enterprise keeping financial records?	Yes, and up to date	1	
	Yes, but not up to date	2	
	No	3	
G2: If <b>yes above</b> , do the financial flows indicate incomes and expenditures	Yes, both income/sales and expenditure recorded	1	
	No, only income/sales recorded	2	
	No, only expenditure recorded	3	
G3: Does the enterprise make monthly reports?	Yes, and up to date	1	
	Yes, but not up to date	2	
	No	3	
G4: Which of the following key financial documents does the institution have and updated	<b>Financial books</b>	<b>1=Yes; 2=No</b>	
	a) Cashbook		
	b) Purchase Book		
	c) Sale Book		
	d) Purchase Return Book		
	e) Sale Return Book		

	f) Financial Statements			
	g) Ledgers/Analysis Book			
	h) Fixed Assets Register			
	i) Invoice			
	j) Receipt books			
	k) Delivery Book			
	l) Voucher			

## SECTION H: Membership to business associations or groups

<i>Question</i>	<i>Responses</i>	<i>Code</i>	<i>Skip</i>
H1: Are you a member of any business association or group that is aimed at helping your business improve	Yes No Don't know	1 2 97	 →H5 →H5
H2: How many groups/associations are you a member of?	_____ groups		
H3: If <b>yes</b> , which associations are you a member of?  (Tick all that apply)			
H4: How have these associations helped you in your business	Train in better farming methods Look for markets Give us raw materials at low costs Help us network Buy our products Others, specify	1 2 3 4 5 98	
H5: How else would you like associations to help you in promoting your business	Look for markets Give us raw materials at low costs Help us network Buy our products Others, specify	2 3 4 5 98	    

## SECTION I: CONTRACTS AND REGULAR SUPPLIES

<i>Question</i>	<i>Responses</i>	<i>Code</i>	<i>Skip</i>
I1: Is there any entity/ organization/ enterprise/ company or institution that you supply your products/ services?	Yes No Don't know	1 2 97	
I2: If <b>yes</b> , how often do you supply these organizations	Daily At least once every week At least once every after two weeks At least once every after two weeks At least once every month Others, specify	1 2 3 4 5 98	     
I3: Have you signed any contracts with any of	Yes	1	

the above institutions that you supply?	No	2	
	Don't know	97	
<b>If yes, which organization did you sign the contract with and when</b>	Organization	When contract signed	Value of contract (UGX)
I4: What is the total value (in Uganda Shillings) of these contracts			

## SECTION J: MARKETING STRATEGIES

Question	Responses	Code	Skip
J1: In the last six months, which of the following have you done to market your products/services?	<b>Financial books</b>	<b>1=Yes; 2=No</b>	
	a) TV adverts		
	b) Radio adverts		
	c) Used social media		
	d) Distributed business cards		
	e) Distributed fliers/brochures		
	f) Set up a sign posts		
	g) Put signings/brand		
	h) Participated in exhibition		
	i) Put advert in newspapers		
	j) Others, specify		

## Section k: CAPITAL INVESTMENT

Question	Responses	Code	Skip
H1: How much money did you invest in your business as you started?	_____ UGX		
H2: Currently, what is the value of your business?	_____ UGX		
H3: How much land does this enterprise/business have for its activities (in areas)	_____ (acres)		
H4: Of the land used, how much of this land is owned by the enterprise	_____ (acres)		
H5: Of the land used, how much of this land is rented by the enterprise	_____ (acres)		
H6: Of the land used, how much of this land is currently utilized?	_____ (acres)		
H7: How did the enterprise/you come to own the land owned for its activities?	Inherited Bought from government Bought from private seller Don't know	1 2 3 4	

	Others, specify	98	
H8: Does the enterprise have a place/office it operates from	Yes	1	
	No	2	
	Don't know	97	
H9: In the last three years, has this enterprise attempted to acquire additional land or buildings to expand operations?	Yes	1	
	No	2	
	Don't know	97	
H9: In the last three years, have you taken any credit/loan to expand operations?	Yes	1	
	No	2	
	Don't know	97	
If no, why hasn't the enterprise taken any loan?	No need for a loan - enterprise has sufficient capital	1	
	Application procedures for loans or lines of credit are complex	2	
	Interest rates are not favorable	3	
	Collateral requirements are too high	4	
	Size of loan and maturity are insufficient	5	
	Did not think it would be approved	6	
	Don't know how/where to get it from	7	
	Others, specify	98	
H10: If yes, what was the source of this credit?	Commercial Bank	1	
	Micro-finance institution	2	
	SACCO	3	
	Money lender	4	
	Individual/friend/relative	5	
	Government agency	6	
	Others, specify	7	

### ON K: Trainings

K1 In the last 12 months, which of the following trainings have you received?

Which trainings have you received	K2: Who provided the training	When was the training (Month/Year)	K3: How has the training helped you




K4: Which other trainings would you need to help you improve your business?

PLEASE ATTACH A PHOTOCOPY OF YOUR NATIONAL IDENTITY CARD

THANK YOU SO MUCH