Guidelines
DEFINITION OF TERMS

Out-of-school youth - : Any youth who is not currently attending any school and/or training.

Unemployed youth –: Any youth who is not in any formal employment or not operating any form of business.

Underemployed Youth— Any youth who fall under the following:

- Employed on a part-time basis and earning below P500 per month,
- Employed on a full time basis and earning below P500 per month,
- Operates a small subsistence business making an average of P500 per month turn-over.

(Note: a salary slip and employment letter should be produced as proof)

Recipient/Beneficiaries – Youth who receive the fund for approved project.

(Note: Beneficiaries shall be expected to work full time in the project/business.)

Grant - Funds given out to youth for approved projects. Beneficiaries shall not be expected to return such funds. This grant comes with issues of accountability and responsibility by the grantee and signing of a Memorandum of Agreement with the Botswana Government which is valid for Five (5) years.

1. BACKGROUND

The Ministry of Youth, Sport and Culture has the portfolio responsibility among others for the coordination, implementation and evaluation of the National Youth Policy.

In implementing the National Youth Policy the Ministry has put in place a programme for youth to venture into income generating projects.

The e-nnovation Youth Empowerment Programme (eYEP) is a programme where the young people and graduates between 18-29 years are in invited to submit feasible business proposals in the Information and Communication Technology and Science and Technology sectors. Interested teams and individuals are encouraged to submit and present business concepts that are unique yet beneficial to society in the long term.

There will be a substantial focus on creativity, innovation, social responsibility and sustainability of the project.
As the department wants to encourage innovation, creativity and uniqueness the business proposal with but not limited to the following as core services or products will **not** be considered:

- Internet cafe
- Secretarial Services
- Computer Hardware and Software retail
- Local Area Network Installation
- Graphics design and printing focused on Corporate Identity (Logo’s etc)
- Advertising and promotional material (posters, t-shirts)

2. **OBJECTIVES:**

- **To promote creativity and innovation among young people.**
  Young people will be encouraged to develop or implement business concepts and models that are currently not being pursued locally. This will help foster a culture where people strive to be unique in their pursuits
- **To promote entrepreneurship amongst the young people of Botswana as a whole.**
  Young people will be encouraged to develop profitable sustainable business, this is important given the reality that formal sector employment has ceased to be a guarantee for the graduates of today. It has been envisaged that small business will therefore be the means through which many young people and Batswana will have to support themselves.
- **Increase in the usage of ICT’s by the public**
  Communities will have access to and use technologies that will actually benefit them. The funded projects will provide services and products that will have positive and long lasting effects on consumers.
- **Youth empowerment**
  Young people will be empowered to have more control over their lives and to expose them to business skills and to assist those around them. It will also be an opportunity for employment creation especially for other young people.
- **Economic Diversification**
  Given their Uniqueness funded projects will play their role in the long term vision of true economic diversification
3. OPERATIONAL AND INSTITUTIONAL STRUCTURES

3.1 The Department of Youth shall be responsible for the implementation and management of projects approved under the Programme. The implementation will be overseen by the e-nnovation Implementation Committee (eIC) based at the Department of Youth Headquarters.

3.2 The Department of Youth shall be responsible for the implementation and management of projects approved under the Fund. The eIC shall be responsible for overseeing:
- screening of applications,
- coordination of appraisal and adjudication of all submissions and
- Monitoring of approved projects.

3.3 Information Technology Officers and Project Officers shall provide technical assistance to District Youth Offices on the Programme management. All requests for funding shall then be referred to the eIC for adjudication.

4. FORM OF ASSISTANCE

4.1 Financial assistance provided by the eYEP shall be in the form of a grant. The financial assistance may be used for infrastructural developments such as movable containers, etc required for the project or to cover working capital or both, provided that the requested amount falls within the fund ceiling.

4.2 Entrepreneurial development training is considered critical for the success of small businesses. In this regard, requisite training shall be provided prior to the disbursements of funds. The beneficiaries shall also go through project specific training; this shall be dependent upon skills gaps identified during monitoring of projects.

4.3 Monitoring and mentoring services shall be provided, and it is expected that this support will equip young people with the requisite skills for running businesses, thereby enhancing the prospects of success of the programme. Training, monitoring and mentoring under the Programme will be rationalized with other training programmes provided by Government institutions, including Local Enterprise Authority (LEA), Junior Achievement Botswana (JAB), Botswana National Youth Council (BNYC) and the private sector to avoid duplication of efforts.

4.4 The Programme shall leverage on existing infrastructure in the country to minimize costs and avoid duplication of efforts.

(Note: Availability and suitability of land required for development of the project where applicable shall be the responsibility of the applicant.)
5. **FUNDING GUIDELINES FOR eYEP PROJECTS**

5.1 The Programme ceiling shall be P145 000.00.

5.2 Funding shall be 100% grant.

5.3 Beneficiaries shall benefit once under the Programme. The expectation is that they have to graduate and utilise other financial intermediaries to expand and grow their establishments.

5.4 Youth who benefitted from the *Out-of-School Youth Grant, Financial Assistance Programme (FAP), KBL Kickstart and Citizen Entrepreneurial Development Agency* shall not be eligible to be funded under this fund.

5.5 Assistance is available to individuals and companies who meet the following criteria:
- Batswana aged 18-29 years
- Out-of-school-youth
- Unemployed youth
- Underemployed youth
- Proof of relevant experience or qualifications in Science and Technology and/or Information and Communications Technologies by the applicant(s) or potential employees
- A legally registered business/company that is owned by young citizens.

6. **PROJECT APPLICATION AND APPRAISAL PROCEDURE**

6.1 All projects should be conceptualised, initiated and implemented by eligible youth(s).

6.2 Proposals for funding should provide a clear path of employing other unemployed youth.

6.3 The applicant should possess relevant knowledge and or experience, in skills the proposed technology field.

6.4 Project proposals should be accompanied by the following documents:
- A copy of valid certificate of business name/ company registration
- Three (3) quotations from 3 different companies/suppliers.
- A copy of valid license of operation (where applicable).
- Certified copies of valid Omang of all project members.
- A letter of intent to lease or lease agreement in cases of operating businesses or proof of ownership thereof.

- Curriculum Vitae of all members.

- Certified copies of vocational and or academic certificates

- Copy of partnership deed or group constitution or memorandum and articles of association (where applicable)

- Certificates of business registration and shareholder’s certificate should show all names of members.

6.5 Funding of proposals shall strictly depend upon the project viability.

6.6 The fund will finance project’s fixed assets and working capital for 3 months.

(Note: 1. Connection and installation of electricity, water, telephone leased lines etc, will not be financed. 2. The working capital must be calculated in the overall project proposal.)

6.7 Projects operating in backyards shall not be accepted unless approved by Byelaw authorities.

6.8 Release of funds to successful projects shall be done after conditions precedents have been met. All payments shall be made directly to the suppliers and not to the beneficiaries.

6.9 The beneficiaries shall be responsible for the transportation of their goods from suppliers to their place of operation. Transport costs for such should be made part of the project budget.

7. METHOD OF APPLICATION

7.1 Applications and Guidelines are only available online on the Ministry of Youth, Sport and Culture website.

7.2 Submissions will be made through email. The submission address is e-nnovation@gov.bw.

7.3 Certificates, quotations and other relevant documents are to be scanned, and all documents should be in PDF format.

(Note: Proposals that are not accompanied by required documents shall not be accepted.)
8. OTHER SPECIFIC REQUIREMENTS

8.1 Business proposal: To get assistance under the eYEP, applicants are required to submit the Programme’s application form.

8.2 Project Evaluation: Project proposals shall be subject to a thorough adjudication process by the eIC to demonstrate viability.

8.3 Agreements: Applicants of approved projects will be required to sign a binding grant agreement with the Department.

8.4 Reporting: Beneficiaries shall be required to fully account for the funds and submit monthly progress reports accompanied by a detailed financial report to the eIC.

8.5 Business bank accounts are a requisite and periodic bank statements should accompany the monthly reports to the district youth office.

8.6 Willingness to be guided: The project beneficiaries must demonstrate willingness to be guided and developed as entrepreneurs. They will need to comply with the training, mentoring and monitoring processes.

8.7 Management: The project should be full time owner-managed.

9. TYPES OF PROJECTS NOT TO BE FUNDED: Only projects in the fields of Information and Communications Technologies and Science and Technology will be funded. Within those fields, business proposals with, but not limited to, the following as core services or products will not be considered:

- Internet cafe
- Secretarial Services and reprographics
- Computer Hardware and Software retail and repair
- Local Area Network Installation and maintenance
- Graphics design and printing focused on Corporate Identity (Logo’s etc)
- Advertising and production of promotional material (posters, t-shirts)
- Design and Development of websites without rich and interactive content

10. MONITORING OF YOUTH PROJECTS

Monitoring of youth projects shall be carried out by the eIC and other relevant stakeholders to ensure that funds are utilised for the intended purposes.
11. **APPEALS STRUCTURE**

In the event of an appeal, the following procedure shall apply:

- The appeal should be in a written form and be submitted to the Director of Youth.
- The appeal should be submitted to the eIC within 14 working days from the time of receipt of the rejection letter.
- The appeal should be addressed to the Director of the Department of Youth, P/Bag 00185 Gaborone.
- **THE DECISION OF THE APPEAL’S BODY SHALL BE FINAL**