



**Contracting Authority: Ghana National Chamber of Commerce and
Industry**

**Green Growth Ghana Project
Financial Support to Third Parties for Green and Circular Economy
Actions**

Guidelines for Grant Applicants

Lot 1: Vocational and Technical Training Institutions

Lot 2: Small and Medium Enterprises

Deadline for submission of full applications

30 October 2026 at 23:00 GMT

GREENGROWTH GHANA PROJECT: CALL FOR PROPOSALS VOCATIONAL AND TECHNICAL TRAINING INSTITUTIONS AND SMALL AND MEDIUM ENTERPRISES

NOTICE

This is an open Call for Proposals with two separate Lots. Applicants must submit a complete application package consisting of the prescribed Application Form, Budget Sample and required supporting documents. Applications will be assessed within the Lot selected by the applicant.

Applicants may apply under one Lot only for each proposed action. Every proposed action must demonstrate a clear, practical and measurable focus on a green or circular sector.

Applications will first undergo an administrative and eligibility check. Eligible applications will then be evaluated and ranked under the selected Lot. Before contracting, provisionally selected applicants may be required to submit additional supporting documents and cooperate with due diligence and verification.

SUBMISSION BY EMAIL

Full applications must be submitted by email to eu-grants@presbyuniversity.edu.gh no later than 30 October 2026 at 23:00 GMT. The suggested subject line is Green Growth Call 2026 - Lot [1 or 2] - [Applicant name].

INFORMATION SESSION

An online information session will be held on 1 October 2026 at 10:00 a.m. GMT via Zoom. Meeting ID: **865 3504 7000**. Passcode: **EUGRANT**.

IMPORTANT

The Ghana National Chamber of Commerce and Industry reserves the right not to award all available funds. Submission of an application does not create an entitlement to funding. An award takes effect only when the grant contract has been signed.

1.1 Background

The Green Growth Ghana Project seeks to advance the economic empowerment of women and young people and maximise their contribution to growth and poverty reduction in Ghana's

Northern Savannah. It supports entrepreneurship, employability, sustainable livelihoods and inclusive local development through green and circular economic activity.

This combined Call provides financial support through two complementary Lots. Lot 1 strengthens vocational and technical training institutions so they can deliver relevant practical skills for green and circular jobs. Lot 2 supports small and medium enterprises to adopt or expand environmentally sustainable business models, technologies and production practices.

1.2 Objectives of the programme and priority issues

The overall objective of this Call for Proposal is to strengthen inclusive economic opportunities for women and young people through practical skills development and enterprise growth in green and circular sectors in the Northern, Upper East and Upper West Regions of Ghana.

The specific objectives are to:

- improve the quality and relevance of practical vocational training for green and circular occupations;
- enable SMEs to improve productivity, environmental performance, resilience and employment creation;
- promote sustainable production, resource efficiency, waste reduction, reuse, repair and recycling; and
- increase the participation and benefits of women, young people and vulnerable or marginalised groups.

Priority green and circular sectors

Priority area	Illustrative focus
Sustainable agriculture and food systems	Climate-smart or organic production; agroforestry; water and soil conservation; sustainable agro-processing; food-loss reduction.
Waste management and recycling	Waste prevention; collection and sorting; recycling; composting; recovery and productive reuse of materials.
Circular production and resource efficiency	Repair, reuse and remanufacturing; cleaner production; energy and water efficiency; sustainable textiles, weaving, shea and wood processing.
Renewable energy and green technologies	Renewable-energy applications, efficient equipment, low-carbon technologies and associated installation or maintenance skills.

Priority area	Illustrative focus
Eco-tourism and sustainable services	Community-based eco-tourism, sustainable hospitality and services that reduce environmental impact and support local livelihoods.

1.3 Financial allocation provided by the Contracting Authority

The overall indicative amount made available under this Call for Proposals is GHC 350,000.00.

The Contracting Authority reserves the right not to award all available funds.

Indicative allocation of funds by Lot

Lot	Eligible applicants	Indicative allocation
Lot 1	Vocational and Technical Training Institutions	GHC 200,000.00
Lot 2	Small and Medium Enterprises	GHC 150,000.00
Total		GHC 350,000.00

Awards under each Lot will be made from that Lot's allocation, subject to the quality and ranking of eligible proposals and the Contracting Authority's right not to award all available funds.

Size of grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: GHC 10,000.00
- maximum amount: GHC 30,000.00

Any grant requested must represent 100% of the total eligible costs of the action. The grant will cover the full eligible cost essential to carry out the approved action. Applicants must present a realistic, itemised and cost-effective budget.

2 Rules for this Call for Proposals

These Guidelines set out the rules for the submission, selection and implementation of actions financed under this Call for Proposals.

2.1 Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the applicant submitting the application;
2. the action for which a grant may be awarded; and
3. the types of cost that may be taken into account in setting the grant amount.

2.1.1 Eligibility of applicants

General requirements

To be eligible, an applicant must:

- be a legal person or legally recognised institution established in Ghana;
- be directly responsible for preparing and managing the proposed action and not act as an intermediary;
- have the operational capacity to implement the action and manage the grant;
- demonstrate relevant operations or experience during at least the preceding 12 months;
- operate, or implement the action, in the Northern, Upper East or Upper West Region; and
- submit a complete application under one clearly identified Lot.

Lot 1 Vocational and Technical Training Institutions

Lot 1 is open to public or private vocational and technical education and training institutions that:

- are registered or otherwise officially recognised in Ghana;
- are accredited or authorised by the relevant national TVET authority, where required;
- deliver, or are ready to deliver through the proposed action, training in at least one green or circular sector; and
- will use the grant primarily to strengthen practical training capacity, including appropriate equipment, tools, installation, instructor orientation or directly related learning materials.

Only one application under Lot 1 will be accepted from each institution.

Lot 2 Small and Medium Enterprises

Lot 2 is open to legally registered micro, small or medium enterprises, social enterprises and cooperatives that:

- carry out an income-generating activity in Ghana;

- operate in, or propose a credible transition toward, a green or circular value chain;
- can demonstrate how the investment will strengthen the enterprise, create or sustain decent work, improve resource efficiency or reduce environmental harm; and
- give meaningful attention to women, young people or vulnerable and marginalised groups as owners, workers, suppliers, trainees or beneficiaries.

Only one application under Lot 2 will be accepted from each enterprise or cooperative.

2.1.2 Associates and contractors

Applicants may engage suppliers or contractors only where necessary for the action. Contractors are neither applicants nor grant beneficiaries. Procurement must be transparent, competitive, proportionate and free from conflicts of interest. No onward grants or cash transfers to third parties are permitted.

2.1.3 Eligible actions

An action must be coherent, feasible and directly linked to the chosen Lot. It must have measurable outputs and a clear green or circular rationale.

Lot 1 illustrative actions	Lot 2 illustrative actions
Purchase and installation of energy-efficient or environmentally sustainable training equipment and tools.	Acquisition of productive equipment or technology that reduces waste, emissions, energy use or raw-material consumption.
Development or improvement of practical training delivery in green and circular occupations.	Expansion of recycling, repair, reuse, composting, sustainable processing or renewable-energy services.
Instructor orientation linked to equipment, safety and sustainable production methods.	Product improvement, quality assurance, packaging or market development tied to a green or circular product or process.
Industry-linked demonstrations and practical learning benefiting women and youth.	Targeted technical training essential to operate the financed investment and create or sustain jobs.

Duration and location

The planned duration of an action must be at least 2 months and no more than 4 months. All activities must be implemented in the Northern, Upper East or Upper West Region of Ghana.

2.1.4 Eligibility of costs

Eligible costs must be necessary for the action, incurred during the implementation period, identifiable and verifiable, reasonable, justified and compliant with applicable tax, procurement and financial-management requirements. They may include:

- equipment, tools and essential accessories directly required for the action;
- delivery, installation, testing and user orientation directly connected to eligible equipment;
- essential consumables and materials for approved demonstrations, initial production or practical training;
- specialist technical services that are necessary, proportionate and clearly described; and

Ineligible costs and activities

- debts, interest, penalties, fines, losses or provisions for future liabilities;
- costs already financed by another donor or programme;
- purchase of land or buildings, and major construction works;
- general recurrent salaries, rent, utilities or overheads not directly attributable to the action;
- political, religious or discriminatory activities;
- activities that cause significant environmental or social harm;
- cash transfers, loans or onward grants to third parties; and
- expenditure incurred before the grant contract takes effect.

2.1.5 Exclusion ethics and conflict of interest

Applicants may be excluded if they have made false declarations, are subject to insolvency or professional misconduct proceedings, have failed to meet tax or statutory obligations, or have attempted to influence the award process. Applicants must disclose any actual, potential or perceived conflict of interest involving preparation, assessment or implementation of the action.

All actions must respect environmental, social, safeguarding and non-discrimination obligations. Applicants must avoid fraud, corruption, exploitation, abuse and any practice that could cause significant harm to people or the environment.

2.2 How to apply and the procedures to follow

2.2.1 Application forms

Applicants should download the Application Guidelines, Application Form and Budget Sample from the Presbyterian University Ghana Green Growth Project grant webpage:

<https://www.presbyuniversity.edu.gh/site/green-growth-ghana-project/>

The required application package comprises:

1. completed and signed Application Form, clearly marked Lot 1 or Lot 2;
2. completed budget using the prescribed Budget Sample;
3. proof of legal registration or official recognition;
4. for Lot 1, evidence of relevant TVET accreditation or authorisation, where applicable;
5. for Lot 2, evidence of enterprise or cooperative registration and current operations; and
6. any other supporting documents specified in these Guidelines or the application package.

2.2.2 Where and how to send applications

Full applications must be submitted by email using the following details:

Field	Submission details
Attention	Rev. Dr Christina Amarchey
Programme	Green Growth Ghana Project
Institution	Presbyterian University Ghana
Postal address	P.O. Box 59, Abetifi, Ghana
Email	eu-grants@presbyuniversity.edu.gh
Suggested subject line	Green Growth Call 2026 - Lot [1 or 2] - [Applicant name]

Applications sent to another address, submitted after the deadline or not clearly identifying the selected Lot may be rejected. Applicants should retain the sent email and attachments as proof of submission.

2.2.3 Deadline for submission

The deadline for submission of full applications is 30 October 2026 at 23:00 GMT. Late applications will not be considered.

2.2.4 Further information

An online information session will be held on 1 October 2026 at 10:00 a.m. GMT via Zoom. Meeting ID: **865 3504 7000**. Passcode: **EUGRANT**.

Questions and answers that may affect all applicants should be communicated through the project's grant webpage or another channel announced by the Contracting Authority. Applicants remain responsible for consulting any published clarifications before submitting.

2.3 Evaluation and selection of applications

Applications will be examined and evaluated by the Contracting Authority, with the possible assistance of independent assessors. Proposals will be assessed within their selected Lot.

Step 1 Administrative and eligibility check

- The application was received before the deadline and at the specified address.
- The correct Lot is clearly identified.
- The Application Form and budget are complete and signed where required.
- The applicant and action meet the eligibility requirements for the selected Lot.
- The requested grant and financing rate fall within the permitted limits.
- The required supporting documents are included.

Missing or incorrect information may lead to rejection. The Contracting Authority may request clarification where this does not allow the applicant to improve or materially change the proposal.

Step 2 Technical and financial evaluation

Criterion	Maximum score
1 Financial and operational capacity	20
2 Relevance to the selected Lot green and circular priorities women and youth	20
3 Design feasibility and measurable results	15
4 Implementation approach work plan and risk management	15
5 Sustainability and continuation of benefits	15
6 Budget quality and cost effectiveness	15
Total	100

To be recommended for funding, an application must score at least 12 out of 20 for financial and operational capacity and at least 50 out of 100 overall. Passing these thresholds does not guarantee an award.

Step 3 Ranking and award recommendation

1. Eligible proposals will be ranked within their selected Lot based on the evaluation score.
2. The highest-ranked proposals may be selected within each Lot until that Lot's indicative allocation is exhausted.
3. A reserve list may be established for proposals that meet the quality threshold but cannot initially be funded.
4. The Contracting Authority may adjust budgets by removing ineligible or unjustified costs.
5. An award becomes effective only after signature of the grant contract.

2.4 Submission of supporting documents

Provisionally selected applicants may be required to provide original or certified documents, banking information, tax or statutory records, quotations, equipment specifications, safeguarding or environmental information, and any other evidence required for due diligence. Failure to provide satisfactory evidence within the stated period may result in withdrawal of the provisional award and possible consideration of a reserve-listed application.

2.5 Notification of the Contracting Authority decision

2.5.1 Content of the decision

Applicants will be informed in writing of the outcome of the evaluation. A notification of provisional selection does not constitute a grant award. The award becomes effective only after the Contracting Authority and the selected applicant have signed the grant contract.

2.5.2 Indicative timetable

Stage	Date	Time
Online information session	1 October 2026	10:00 a.m. GMT
Deadline for submission	30 October 2026	23:00 GMT
Evaluation notification and contracting	To be communicated	-

2.6 Conditions for implementation afterwards

Successful applicants will enter into a grant contract setting out the approved action, budget, implementation period, payment arrangements, procurement and record-keeping requirements, reporting obligations, monitoring rights, visibility requirements and conditions for suspension, recovery or termination.

- Grant funds must be used only for approved eligible costs.
- Recipients must keep complete financial and technical records and supporting documents.
- Procurement must be transparent, competitive, proportionate and free from conflicts of interest.
- Equipment and financed assets must be used for the approved purpose and kept in good condition.
- Recipients must cooperate with monitoring visits, verification, audit and evaluation.
- Any significant change to activities, timing or budget requires prior written approval.
- Environmental, social, safeguarding and non-discrimination obligations must be respected.

The Contracting Authority may suspend payments, recover funds or terminate the grant where the recipient fails to comply with the grant contract, provides false information or uses grant funds for ineligible purposes.

3 List of Annexes

Documents to be completed

Annex	Document
Annex A	Application Form
Annex B	Budget Sample
Annex C	Applicant declaration and submission checklist

Supporting documents

- proof of legal registration or official recognition;
- for Lot 1, evidence of relevant TVET accreditation or authorisation, where applicable;
- for Lot 2, evidence of enterprise or cooperative registration and current operations; and
- any additional documents requested during due diligence before contracting.

Application submission checklist

Check	Requirement
☐	Correct Lot selected and stated in the form and email subject.
☐	Action clearly focuses on at least one green or circular sector.
☐	Applicant and action meet the regional and Lot-specific eligibility rules.
☐	Requested amount is between GHC 10,000.00 and GHC 30,000.00.
☐	Application Form is complete and signed.
☐	Budget uses the prescribed sample and totals agree with the application.
☐	Registration, accreditation or authorisation evidence is attached as applicable.
☐	Completed Financial Identification Form completed.
☐	All other required supporting documents are attached.
☐	Email is addressed to eu-grants@presbyuniversity.edu.gh.
☐	Application will be sent before 30 October 2026 at 23:00 GMT.