1. **EXECUTIVE SUMMARY**

The Apprenticeship for the Needy Foundation (ANF) is seeking a grant to expand its apprenticeship programme with the objective of helping the youth and people with disability to go through apprenticeship by supporting them financially and with equipments/tools. The objective is that by the end of three years training the applicants could get their own equipments/tools to work with in order to reduce unemployment rate in the region. Funding in the amount of **One Hundred and Eighty Seven Thousand Six Hundred and Four Dollars ($187,604)** is in need for fifty (50) applicants for apprenticeship fees, feeding fee and purchase of required equipments/tools for the training for three years. ANF have fifty (50) applicants who are determined to become artisans without any help from family members or friends.

1. **PROBLEM STATEMENTS**

There are young ladies and gentlemen between the ages of 15-30 in the Eastern Region who could not get the opportunity to further their education after completing Junior High School and Senior High School due to lack of money. Their parents could not provide for their apprenticeship either, and they are just staying home without doing nothing. What to eat at times is a big problem for the family. This at times leads to forcing the young ladies to sleep with some men for money, some young boys also engage in armed robbery to feed themselves, others also move from their parents to nearby cities to do menial jobs to earn a living and people with disabilities are forced to beg for money on the road side to feed themselves and their families. This project is to support the youth and people with disabilities to learn apprenticeship for three years. It would cater for their apprenticeship fees, feeding fee and needed equipments for the three year period.

1. **PROGRAMME DESCRIPTION**

The apprenticeship would include Hairdressing, Tailoring, Barbering, Carpentry, Masonry, Beads making, Soap making, Basket weaving, Mechanics, Painting, Batik making, Driving, Tiling, Steel burning, Electricians, Catering, Plumber, Borehole drilling, Embroidery, Shoe making, Decoration etc. As an Assistant Registrar of Koforidua Technical University it is my duty to help the needy but my salary only caters for few people, it is in this light am requesting for this grant to support them.

1. **OBJECTIVES**

* To reduce unemployment rate
* To erase teenage pregnancy, early marriage, slavery, child labour and armed robbery in the deprived areas
* To publicize and promote artisans
* Promoting talent enhancement support programme
* To raise funds and receive contributions where appropriate to finance the work
* Make rules and standing orders for categories of members and their rights
* To prepare every eligible youth and people with disability in the Eastern Region to become a responsible, participating citizen and leader
* To help people in remote areas of the region to hold the power to create opportunity for themselves and others
* To work with communities to end hunger and poverty

1. **TIMELINE**

|  |  |
| --- | --- |
| **Activities** | **Date** |
| Submit Grant Proposal | March, 2018 |
| Expected Grant Notification | April, 2018 |
| Obtain Beginning Equipments | June, 2018 |
| Apprenticeship Fee paying and arrangements | June, 2018 |
| Applicants Commencement | June, 2018 |
| Obtain Ending Equipments | January, 2021 |
| Graduation of Applicants | April, 2021 |

1. **2018 – 2021 BUDGET FOR FIFTY (50) PEOPLE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **ITEM** | **QUANTITY** | **PRICE**  **$** | **TOTAL**  **$** | **SUB TOTAL**  **$** | **GRAND TOTAL**  **$** |
| 1 | **Apprenticeship Fee:**  Hairdressers  Tailors  Mechanics  Carpenters  Masonry  Driving | 15 People  10 People  10 People  5 People  5 People  5 People | 156  156  178  112  112  230 | 2,340  1,560  1,780  560  560  1,150 | **2,340**  **1,560**  **1,780**  **560**  **560**  **1,150** | **7,950** |
| 2 | **Beginning Equipments Cost:**  **Hairdressers: (15 People)**  Towels (6 pieces x 15 people)  Rollex (6 packs x 15 people)  Hair Pins (2 boxes x 15 people)  Combs (6 pieces x 15 people)  Gloves (2 boxes x 15 people)  Thread (6 pieces x 15 people)  Scissors (4 pieces x 15 people)  Plastic Chair (1 x 15 people)  Minerals (1 crate x 15 people)  Uniforms (15 people)  **Tailors: (10 People)**  Sewing Machine (1 x 10 people)  Scissors (2 pieces x 10 people)  Tape Measure (5 pieces x 10 people)  Thread (4 boxes x 10 people)  Machine oil (1 tin x 10 people)  Tailor Chalk (1 box x 10 people)  Pins (2 packet x 10 people)  Needle (2 packet x 10 people)  Cloth (2 yards x 10 people)  Uniform (10 people)  **Mechanics: (10 People)**  Mechanic machine  **Carpenters: (5 People)**  Hammer (1 x 5 people)  Tape measure (1 x 5 people)  Squares (2 x 5 people)  Level (1 x 5 people)  Chalk (1 box x 5 people)  Wood Chisel (1 x 5 people)  Utility knife (1 x 5 people)  Wood saw (1 x 5 people)  Pencil (4 piece x 5 people)  **Masonry: (5 People)**  Trowel (2 x 5 people)  Mason Thread (1 x 5 people)  Level (1 x 5 people)  Measuring tape (1 x 5 people)  Mason Hammer (1 x 5 people) | 90  90  30  90  30  90  60  15  15  15  10  20  50  40  10  10  20  20  20  10  10  5  5  10  5  5  5  5  5  20  10  5  5  5  5 | 4  5  4  2  4  1  2  11  10  23  67  2  0.5  4  2  2  1  1  4  23  90  5  2  3  8  2  12  3  7  0.2  7  2  8  3  5 | 360  450  120  180  120  90  120  165  150  345  670  40  25  160  20  20  20  20  80  230  900  25  10  30  40  10  60  15  35  4  70  10  40  15  25 | **2,100**  **1,285**  **900**  **229**  **160** | **4,674** |
| 3 | **Feeding Fees: (Three (3) Years)**  **Hairdressers:**  First year ($2 x 365 days)  Second year ($3 x 365 days)  Third year ($5 x 365 days)  **Tailors:**  First year ($2 x 365 days)  Second year ($3 x 365 days)  Third year ($5 x 365 days)  **Mechanics:**  First year ($2 x 365 days)  Second year ($3 x 365 days)  Third year ($5 x 365 days)  **Carpenters:**  First year ($2 x 365 days)  Second year ($3 x 365 days)  Third year ($5 x 365 days)  **Masonry:**  First year ($2 x 365 days)  Second year ($3 x 365 days)  Third year ($5 x 365 days)  **Driving:**  Six Months ($2 x 180 days) | 15 People  15 People  15 People  10 People  10 People  10 People  10 People  10 People  10 People  5 People  5 People  5 People  5 People  5 People  5 People  5 People | 730  1,095  1,825  730  1,095  1,825  730  1,095  1,825  730  1,095  1,825  730  1,095  1,825  360 | 10,950  16,425  27,375  7,300  10,950  18,250  7,300  10,950  18,250  3,650  5,475  9,125  3,650  5,475  9,125  1,800 | **54,777**  **36,500**  **36,500**  **18,250**  **18,250**  **1,800** | **166,077** |
| 4 | **Ending Equipments Cost:**  **Hairdressers:**  Hair Dryer (2 x 15 people)  **Tailors:**  Electric Sewing Machine  **Mechanics:**  Mechanic Machine  **Carpenters:**  Hammer  Tape measure  Squares  Level  Wood Chisel  Utility knife  Wood saw  **Masonry:**  Trowel  Mason Thread  Level  Measuring tape  Mason Hammer | 30  10  10    5  5  5  5  5  5  5  5  5  5  5  5 | 112  178  134  5  2  3  8  12  3  7  7  2  8  3  5 | 3,360  1,780  1,340  25  10  15  40  60  45  35  35  10  40  15  25 | **3,360**  **1,780**  **1,340**  **230**  **125** | **6,835** |
| 5 | Other Expenses (T&T, Stationary etc) |  |  |  |  | **2,068** |
| **GRAND TOTAL** | |  |  |  |  | **187,604** |

1. **EVALUATION**

ANF will be at all training centres at the end of every week to check on the performances of the applicants. Applicants will be tested at the end of every year to determine their training skills. ANF will organize a workshop/seminar on causes and effects of teenage pregnancy, good citizen and child labour for all applicants and their families.

1. **STAFF AND ORGANISATIONAL INFORMATION**

**Patricia Crentsil (Founder/CEO)** holds Master of Business Administration in General Management from University of Applied Management, Ghana Campus, Postgraduate Diploma in Management Studies from Paris Graduate School of Management and Higher National Diploma in Secretaryship and Management Studies from Kumasi Technical University. Mrs. Crentsil is currently an Administrator at Koforidua Technical University.

**Eric Marcus Crentsil (Board Chairman)** holds a Master of Science in Finance and Investment from Kwame Nkrumah University of Science and Technology, Postgraduate Diploma in Entrepreneurship from University College of Entrepreneurship and a Bachelor of Commerce in Management Studies from University of Cape Coast. Mr. Crentsil is currently the Head of Internal Auditor at Gomoa Community Bank.

**Betty Ansah (Board Secretary)** holds Bachelor of Technology in Procurement and Supply Chain from Koforidua Technical University, Higher National Diploma in Purchasing and Supply from Koforidua Technical University and Diploma in Secretaryship and Management Studies from Kumasi Technical University. Miss Ansah is currently an Administrative Assistant at Full Gospel Church International.