GROW PROJECT

BUSINESS PLAN COMPETITION GRANT (BPCG)

APPLICANT QUICK GUIDE

A simple step-by-step guide for creating your GROW-MIS account to completing and submitting your application.

01	02	03	04
CREATE ACCOUNT	VERIFY & SIGN IN	COMPLETE FORM	REVIEW & SUBMIT

Before you begin

Keep your mobile phone and email account accessible. You will receive a one-time password (OTP) by SMS or email to verify your account. Use contact details you can access throughout the application process.

IMPORTANT Creating an account is not the same as submitting an application. After creating your account, sign in, open the business plan Competition Grant opportunity, complete the application sections, review your answers and submit before the official deadline.

What to have ready

✓	Your full name, active mobile number and email address
✓	Business information and ownership/management details
✓	Your business expansion idea and proposed use of grant funds
✓	Requested supporting documents and financial/budget information
✓	Time to review the entire form before final submission

Follow the steps in this guide in order. The exact screens or labels may vary slightly as the portal is updated.

STEP 1 | Create your GROW-MIS account

You need an account before you can start or manage a BPCG application.

1

Open the GROW-MIS portal

Visit the official GROW-MIS website using the link https://mis.grow.go.ug. On the login page, select **Create Account**.

2

Enter your personal details

Complete the account form with your **First Name**, **Middle Name** (if applicable), **Last Name**, **Mobile Number** and **Email Address**. Check spelling carefully because these details may be used for account communication.

3

Create and confirm your password

Enter a strong password and type it again in the confirmation field. Use a password you do not use on other websites. Keep it private.

4

Accept the terms and verify your account

Read and accept the Terms and Privacy information as requested. The system will send a one-time password (OTP) to your registered mobile number by SMS or to your email address. Retrieve the OTP and enter it in the portal to verify your account.

5

Finish account creation and sign in

Follow the on-screen prompts to complete account creation. If asked to return to the login page, sign in using your registered email/mobile identifier and password, as supported by the portal.

OTP NOT RECEIVED? Check that your mobile number and email address were entered correctly. Check your SMS inbox and email spam/junk folder. Use the portal's resend option if available. Never share your OTP or password with another person.

Account safety tips

- Use your own active phone number and email address.
- Do not create duplicate accounts unless instructed by the programme support team.
- If you are using a shared computer, sign out when finished.
- Save your login details securely; do not write your password on the application itself.

STEP 2 | Find the BPCG opportunity

1

Open the grant opportunity

After signing in, go to the grants/opportunities area or applicant dashboard and locate the **Business Plan Competition Grant (BPCG)** call.

2

Read the grant information

Open the opportunity and read the Grant Description, Eligibility Summary, eligible sectors/subsectors, funding limits and application deadline. Check that your business activity fits the call and that you can meet the stated conditions.

3

Start the application

Select **Apply Now** or the equivalent application action. Follow the prompts to open the application form. Complete the form yourself or seek assistance through an approved channel if needed.

STEP 3 | Complete the application sections

The form may be organised into sections. Complete each section using accurate, consistent information.

APPLICATION SECTION	WHAT TO DO
1. Application Assistance	Choose Self-service online or Assisted Application. If assisted, provide the assistant's full name, mobile contact and email.
2. Applicant Contact Details	Confirm your personal contact details and the best way to reach you.
3. Basic Information	Complete your personal profile and the basic information requested in the form.
4. Enterprise Identity, Ownership & Control	Provide enterprise details, ownership structure and information about who controls or manages the business.
5. Financial Access & Payment Channel	Enter the requested bank account and payment-channel details carefully. Check names and numbers before continuing.
6. Business Expansion Plan	Explain your business growth goals, proposed activities and how the grant will support expansion.
7. Operations & Customers	Describe business operations, products or services, customers and market activity as requested.
8. Existing GROW & Other Support	Declare relevant previous or current support from GROW or other programmes accurately.
9. Detailed Budget and Budget Notes	List proposed budget items and explain each cost in the budget notes. Ensure figures are realistic and consistent.
Review & Submit	Review all sections, complete required declarations, correct errors and submit. Wait for the portal's confirmation.

KEY REQUIREMENTS & SUPPORTING DOCUMENTS

Prepare the documents that apply to your applicant category and business registration level.

1. **Copy of National ID**
   Ugandan applicants.
2. **Approved Local Authority Identity/Introduction Letter**
   Ugandan applicants whose selected ethnic group is Tepeth, Beneth, Iki or Batwa.
3. **Copy of Refugee ID**
   Registered refugees who select Refugee Identification Number (RIN).
4. **Family Attestation Document**
   Registered refugees who select Family Attestation Document Individual Number.
5. **URSB Business Registration Certificate**
   Businesses registered at national level.
6. **District Trading License**
   Businesses registered at district level.
7. **Subcounty Trading License**
   Businesses registered at subcounty level.
8. **Copy of Bank Statements**
   At least 12 months of statements.
9. **Copy of Mobile Money Statements**
   At least 6 months of statements.
10. **VSLA Financial Records**
    At least 6 months. Only for Ugandans whose ethnic group is Tepeth, Beneth, Iki or Batwa, and Registered Refugees.
11. **Copy of Document Supporting Business Operating Period**
    Any document that demonstrates how long the business has been operating.

STEP 4 | Save, review and submit

1

Save your progress

Use **Save** or **Save Draft** where available, especially before leaving a long section. A draft allows you to return later, but it is not a submitted application.

2

Return to a saved draft

Sign in again and open your applicant dashboard. Locate the BPCG application marked as a draft or in progress, then select the action to continue editing.

3

Review every section

Check names, contacts, business details, sector/subsector selection, proposed activities, requested amount, budget calculations and uploaded files. Make sure the answers agree with the supporting documents.

4

Complete both declarations

Read the applicant declarations carefully. Where the form presents two declaration checkboxes, select **both** only if you agree with each statement. Do not submit with a required declaration left unchecked.

5

Submit the application

When all required sections are complete, select **Submit** and confirm if the portal asks you to. Wait for the system's confirmation before closing the page. Do not assume the application was submitted just because you clicked the button.

6

Keep your reference and check status

After submission, note the application reference number and check your dashboard for the recorded status. Keep any confirmation message for your records and monitor official communication channels for updates.

SAVE DRAFT ≠ SUBMIT	A saved draft is still in progress. Your application is submitted only when you complete the submission process and receive confirmation from the portal.

Final checklist before you submit

■	All required fields are completed.
■	My contact details are correct and accessible.
■	The selected sector and subsector match my business.
■	My business expansion plan and budget are clear and realistic.
■	Required supporting documents are attached and readable.
■	Both applicant declaration checkboxes are selected, where required.
■	I have reviewed the application and am ready to submit.

Helpful tips for applicants

A strong application is clear, complete and supported by accurate information. Use these practical tips as you work through the form.

1. Be accurate

Provide truthful details about your business, ownership, operations and finances. Inconsistent or misleading information may affect assessment.

2. Explain the business need

Describe the challenge your business faces, the investment you propose and how it will help the business grow.

3. Make the budget understandable

Use realistic costs and explain what each requested item or activity is intended to achieve. Follow the call's rules on eligible expenses.

4. Choose the right sector

Select the sector and subsector that best match your main business activity. Read any available descriptions to help you choose.

5. Upload clear documents

Use the requested file formats and ensure scans or photographs are readable, complete and correctly oriented.

6. Do not wait until the deadline

Start early so you have time to gather documents, ask for assistance and correct missing information.

7. Protect your account

Never share your password or OTP. Use only official GROW-MIS links and official support channels.

NEED HELP?

If you have trouble creating an account, receiving an OTP, accessing a saved draft or submitting your application, contact the official GROW Project/MGLSD support channel or the help desk named in the BPCG announcement. Do not send your password or OTP to support staff.

YOUR APPLICATION JOURNEY

Create account → Verify by OTP → Sign in → Read the BPCG call → Complete the form → Save draft → Review → Submit → Keep your reference number

This quick guide explains the general application journey. Always follow the live GROW-MIS form and the official BPCG call where they provide specific instructions, deadlines or document requirements.