



**GUIDELINES FOR FUNDING OF
UNIONS AND ASSOCIATIONS IN THE AGRONOMY &
HORTICULTURE INDUSTRY**



DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS		 NAMIBIAN AGRONOMIC BOARD	
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

Table of Contents

1. BACKGROUND.....	3
2. PURPOSE.....	3
3. SCOPE	4
4. CURRENT BENEFICIARY	4
5. GUIDELINES	5
5.1 Eligibility Criteria	5
5.2 Application and decision process.....	5
5.3 Allocation funds and the Formula	6
5.4 Submission of Activity Budget and Implementation Plan.....	7
5.5 Signing of Funding Agreement	7
5.6 Disbursement of funds.....	8
5.7 Utilisation of funds and Implementation of Planned Activities.....	8
5.9 Reporting.....	9
6. MONITORING AND EVALUATION	10
7. ANNEXURES.....	11

DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS			
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

1. BACKGROUND

Getting organised is vital for Agri input suppliers, farmers, processors and traders in developing countries such as Namibia. On their own, individual value chain actors in the agronomy and horticulture industry can do little to improve their businesses and livelihoods: they lack the capital, skills, experience and scale to solve problems, invest, market or innovate. But if value chain actors work together, they become strong, and speak as one voice, to contribute to the development of the entire value chain.

Thus, the Namibian Agronomic Board (NAB) have recognized the importance of financially supporting organised value chain actors in the agronomy and horticulture industry. On 4 September 2017, the Minister of Agriculture, Water and Land Reform approved the NAB's budgetary support to unions and associations in the agronomy and horticulture industry.


For each financial year (April to March), the NAB budgets a total of N\$4 million for the five unions and associations approved by the Minister of Agriculture and Land Reform to benefit from this funding. The funds are allocated to the unions and associations in line with the share percentage approved by the Ministry of Agriculture, Water, and Land Reform in 2017, on recommendation of the NAB Board. These unions and associations represent the agricultural input suppliers, producers (farmers), processors, and traders in Namibia, and operate at national level.

However, there are currently no guidelines that stipulates the rules and procedures to comprehensive and properly documents rules and process on how such funds must be utilised by the beneficiary organisation. Hence, this document set forth the ground rules and procedures for unions and associations in the agronomy and horticulture industry benefiting from the NAB levy funding.

2. PURPOSE

2.1 The purpose of these guidelines is to outline the rules and procedures for funding of unions and associations in the agronomy and horticulture industry of Namibia.

2.2 The guidelines also intend to promote organised value chain development groups to contribute to the attainment of the NAB's strategic goals and objectives.

DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS			
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

3. SCOPE

3.1 These guidelines only apply to unions and associations that operates at national level in the agronomy and horticulture industry in Namibia, and pays statutory levies to the NAB.


3.2 The guidelines further highlight the process for identifying, assessing, funding and monitoring the beneficiary union/ association.

4. CURRENT BENEFICIARY

4.1 List of unions and associations approved by the Minister of Agriculture, Water and Land Reform in 2017 to benefit from the NAB levy funding are as follows:

Organisation	Allocated Share	Description
a. Agronomy Producers Association (APA)	18%	This national association is affiliated to the National Agricultural Union (APA) and it represents the interest of large-scale grain farmers situated in all seven zones of Namibia.
b. Namibia National Farmers Union (NNFU)	50%	This union represents surplus small-scale agronomy (grain) farmers situated in all seven zones of Namibia.
c. Namibian Grain Processors Association (NGPA)	9%	The NGPA represents all commercial grain processors from all seven zones of Namibia. The National Mahangu Processors Association (NMPA) merged with the NGPA IN 2022. Hence the original allocation was; NGPA 5% and NMPA 4%.
d. National Association of Horticulture Producers (NAHOP)	20%	NAHOP represents all commercial horticulture farmers from all seven zones of Namibia.
e. Namibian Association of Trader in Fresh Produce (NATFP)	2%	The NATFP represents all horticulture traders from all zones of Namibia.

4.2 The allocated shares in the table above were for the 2017/2028 budget only, and hence this has been used as a formula for allocating funds to the beneficiary unions and associations over the years to date. However, the NAB reserves the right to review the allocated shares to each union or association, subject to Board approval.

DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS			
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

5. GUIDELINES

5.1 Eligibility Criteria


In order to be eligible for the NAB funding for unions and associations, an applicant must have:

- Company registration certificate issued by Business and Intellectual Property Authority (BIPA) in terms of the Companies Act No 28 of 2004, as a non-profit making organisation.
- Membership at national level, with representatives from the zone/ regional level.
- A constitution that govern the affairs of the union/ association.
- Active management structure in place, with a chairperson.
- Represent members who are obliged to pay statutory levies in line with the Agronomic Industry Act No 20 of 1992, and relevant regulations.
- Approved minutes of the meeting where the constitution was approved and the management committee was elected.
- List of membership indication the full names of the members, zone/ region and contact details. The list must be signed by the individual members, with date of signature.
- A Business Plan clearly demonstrating the sustainability of the union/ association, without depending on the NAB levy funding.
- A unique business model along the agronomy and horticulture value chain, without duplicating what is already done by other unions/ associations.

5.2 Application and decision process

5.2.1 The applicant organisation shall be required apply to the NAB for registration by completing the application form (**Annexure A**) and submit to the NAB Chief Executive Officer, through the designated official for consideration. The application form must be accompanied with a motivation letter from the organisation, signed by the chairperson/ chief executive officer of the union/ association.

5.2.2 The completed application form must also be accompanied with a copy of the approved constitution and minutes of the meeting where the management committee was elected and the attendance register signed by all members of the union/ association, including any other document as stipulated under clause 5.1.

DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS			
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

5.2.3 As a practice, the NAB will then write an acknowledgement letter back to the union/ association within 14 working days, and advise them on when exactly can they expected feedback to their request.

5.2.4 The NAB will assess the application based on the requirements stipulated under clause 5.1, and determine the eligibility of the union/ association for NAB levy funding.

5.2.5 Once the NAB has assessed the application, the Chief Executive Officer will then make a submission to the NAB Board for approval through the Crop Value Chain Development Advisory Committee. It is important to note that only application applications that meets the set criteria with be allowed to proceed to the NAB Board for consideration.

5.2.6 If the request was not approved by the NAB Board, the union/ association shall be informed accordingly in writing within 14 working days.

5.2.7 If the application is approved by the NAB Board, the NAB secretariat will then incorporate this as part of the NAB budget for the upcoming financial year to be submitted to the Minister of Agriculture, Water and Land Reform for approval.


5.2.8 This means, the final approval of the request shall only be communicated to the union/ association the Minister of Agriculture, Water and Land Reform, and this may take more than 90 days due to the lengthy process involved.

5.2.9 The fund allocation shares of each union/ association towards the total budget allocated by NAB shall be calculated based on the number of memberships at the time of the application, however on annual basis, the NAB reserves the right to review the allocation shares to each union/ association.

5.2.10 The unions and associations that are already funded by the NAB are exempted from the abovementioned application requirements, as well as the eligibility criteria set out in clause 5.2.10.1. However, all unions and associations that are currently not registered by BIPA as a legal entity and does not have a bank account shall be given 12-month grace period to do so, failure to which this funding shall be withdrawn until such time there is compliance.

5.3 Allocation funds and the Formula

5.3.1 Once the NAB budget has been approved by the Minister of Agriculture, Water and Land Reform, the organisation will be notified of the amount allocated based on the approved share

DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS			
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

percentage of the total budget line of the unions and associations for that particular financial year.

5.3.2 For new beneficiary unions and associations no funding will be done in the financial year of the application approval, and in the next financial year, funding will only be done if the Activity Budget and Implementation Plan was submitted before November each year, as the NAB overall budget is normally prepared in October each year.

5.4 Submission of Activity Budget and Implementation Plan

5.4.1 Upon receiving the allocation of funds letter, all unions and association benefiting from the NAB funding shall be required to submit an **Annual Activity Budget and Implementation** for that specific financial by completing **Annexure B**.

5.4.2 The union/ association shall ensure that the Annual Activity Budget and Implementation Plan is aligned to the NAB 5-year Strategic Plan/ and the Crop Value chain Development Strategy, and within the mandate/ function of that specific union/ association.

5.4.3 All Activity Budget and Implementation Plans will be submitted to the NAB latest by September each year, accompanied with a copy of signed minutes of the meeting where the management of the specific union or association approved such an Activity Budget and Implementation Plan. Late submission of Activity Budgets and Implementation Plan shall not be accepted.


5.4.4 The NAB shall review the Annual Activity Budget and Implementation to ensure that the activities planned are supporting the NAB in achieving its strategic objectives and does not exceed the allocated amount.

5.4.5 The Annual Activity Budget and Implementation Plan shall be submitted to the Crop Value Chain Development Advisory Committee, for recommendation to the NAB Board for approval.

5.4.6 The unions and association shall be required to only perform the activities that are outlined in the approved Annual Activity Budget and Implementation Plan.

5.5 Signing of Funding Agreement

5.5.1 Upon submission and approval of the Annual Activity Budget and Implementation Plan by the NAB Board, the unions and association shall be required to sign the Funding Agreement with

DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS		 NAMIBIAN AGRONOMIC BOARD	
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

the NAB for each financial year, upon submission of the audited financial statements stated in clause 5.9.

5.5.2 The Agreement shall be signed by the NAB Chief Executive Officer and the Chief Executive Officer or Chairperson of the union/association.

5.6 Disbursement of funds

5.6.1 Once the Funding Agreement has been signed, the NAB shall the pay the funds directly to the union/ association's bank account provided to the NAB. The unions/ association will be required to provide the NAB with a bank confirmation letter to which the funds will be paid.

5.6.2 In order for the NAB to pay the funds, the existing union/ association shall be required to submit to the audited financial statements to account for funds of the previous year, as stipulated under clause 5.9.


5.7 Utilisation of funds and Implementation of Planned Activities

5.7.1 The funds allocated/ paid to the unions and associations shall strictly be utilised for the implementation of the activities approved by the NAB Board as per the Annual Activity Budget and Implementation Plan for that specific financial year.

5.7.2 Unions and Associations may request for approval in writing to the NAB Chief Executive Office to deviate funding for specific activities, however, these activities must be within the mandate of the union/ association.

5.7.3 Unions and Associations have twelve (12) months (preferably within a financial year) to utilise all the funds allocated and shall not be allowed to carry unspent funds to the next financial year. The unspent funds will be forfeited to the NAB after the 12-month period, and the union/ association shall have 30 days after receiving the external audit report to pay back the money to the NAB's bank account, and furnish NAB finance division with the proof of payment.

5.7.4 Should the union/association fail to spend all the funds allocated for two consecutive years, the NAB will reduce their budget proportionally for the next financial year, and allocate it to other unions/ associations.

DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS			
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

5.7.5 Should a union/ association fail to spend any portion of the allocated funds within the approved timeframe, no funds will be allocated in the next financial and shall be deregistered as a beneficiary for the NAB funding. Should the union/ association desire to re-join, they will be required to re-apply to the NAB CEO for consideration, with a clear plan on how the union/ association will ensure that the allocated funds are spent 100% or at least 70%.

5.9 Reporting

5.9.1 On a quarterly basis, the unions and associations will be required to submit Quarterly Activity Implementation Reports to the NAB using the approved reporting template (**Annexure C**).

5.9.2 The Activity Implementation Report shall be submitted to the designed officials at the NAB within 14 working days after the end of each financial quarter.

5.9.3 The Activity Implementation Report shall indicate activities implemented and progress toward attaining of set targets in line with the approved annual Activity Budget and Implementation Plan. Any activities that are not implemented as planned must be justified when submitting the quarterly activity implementation report.


5.9.4 The reports by the unions and associations will be reviewed by the NAB to ascertain whether the activities are on track or not, and whether the allocated funds are spent on intended projects/ activities.

5.9.5 Once the NAB is satisfied, the report will then be submitted to the Crop Value Chain Development Advisory Committee (CVCDAC) for noting. Reports must be factual, and evidence-based.

5.9.6 The annual Activity Budgets and Implementation Plan and quarterly Implementation Reports shall be submitted to the NAB via the Managers: Agronomy Development, and Horticulture Development respectively and shall act as the contact persons between the unions and associations and the NAB.

5.9.7 The union/ association is obliged to submit a narrative and a financial report to the NAB. The financial report must include the following:

- a. Creditors paid,

DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS			
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

- b. Date of payment,
- c. Amount,
- d. Details of expenditure incurred,

5.9.8 The narrative reports must include a list of all the activities undertaken as listed in the approved Activity Budget and Implementation Plan, with the associated funds used per activity.

5.9.9 The financial report must reflect the actual spending as well as the likely outcome for each activity and be signed by the Chairperson/ Chief Executive Officer of the union/ association.

5.9.10 Whilst conducting the annual audit of the union/ association, the external auditors should provide written confirmation that the expenditure statement signed by the Chairperson/ Chief Executive Officer of the union/ association as submitted to the NAB, is a true reflection and is free from material misstatements, of the expenditure incurred.

5.9.11 The auditor's report must be submitted to the NAB without delay, no later than two (2) months after the financial year-end of the union/ association.


6. MONITORING AND EVALUATION

6.1 At the end of each quarter, the NAB will review all targets and indicators agreed to in the implementation plan.

6.2 Where targets are off track, remedial measures will be proposed and agreed upon to ensure that the performance gets back on track in subsequent quarters.

6.3 The assessment by the NAB will focus on the implementation of the activities planned and in addition, to budget execution.


6.3 Late submissions of Activity Budgets and Implementation Plan, reports and audited financials shall not be accepted, unless if there are valid reasons, and if the NAB is notified of such delay at least within 10 days before the due date.

DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS		 NAMIBIAN AGRONOMIC BOARD	
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

7. ANNEXURES

ANNEX A: APPLICATION FORM FOR NAB FUNDING FOR UNIONS/ASSOCIATIONS

Name of Organisation					
Company Registration No					
Residential Address					
Telephone Number					
Cellphone					
Email Address					
Contact Person					
Member Per Zone	Zambezi <input type="checkbox"/> Kavango <input type="checkbox"/> North Central <input type="checkbox"/> Karst <input type="checkbox"/> Central <input type="checkbox"/> South <input type="checkbox"/> Orange River <input type="checkbox"/>				
Please mark X where applicable					
Type of organisation	Union <input type="checkbox"/> Association <input type="checkbox"/>				
Specific Industry	Agronomy <input type="checkbox"/> Horticulture <input type="checkbox"/>				
Category of Membership	Farmers <input type="checkbox"/> Processors <input type="checkbox"/> Traders <input type="checkbox"/>				
Total Number of Members	<input type="text"/>				
Checklist Items (Attach)					Please X
1. Company registration Documents					
2. Approved Constitution (copy)					
3. Approved Minutes of AGM (copy)					
4. AGM Attendance List (copy)					
5. Full list of members (copy)					
Submitted By:					
<div> <div></div> <div>Full Names</div> </div> <div> <div></div> <div>Signature</div> </div> <div> <div></div> <div>Date</div> </div>					
FOR OFFICIAL USE ONLY					
Received By:					
<div> <div></div> <div>Full Names</div> </div> <div> <div></div> <div>Signature</div> </div> <div> <div></div> <div>Date</div> </div>					
Recommended/ Not Recommended					

DOC/AD/08		GUIDELINES FOR FUNDING OF UNIONS AND ASSOCIATIONS		 NAMIBIAN AGRONOMIC BOARD	
Effective date	20 May 2025	Compiled by: GM: AHD	Approved by: CEO	Revision no.	00

ANNEX C: QUARTERLY ACTIVITY IMPLEMENTATION REPORT

ANNEXURE B:

QUARTERLY ACTIVITY IMPLEMENTATION REPORT

NAME OF UNION/ ASSOCIATION:

PERIOD:

BUDGET ALLOCATED (N\$):

Financial Year Quarters: **Quarter 1** (April, May, June), **Quarter 2** (July, August, September), **Quarter 3** (October, November, December), and **Quarter 4** (January, February, March).

NAB Strategic Objective	Output	Key Performance Indicator (KPI)	Performance		Activity Performed	Budget (N\$)	Actual (N\$)
			Target	Actual			
Total							