

For CDTF Use only	
Name of the applicant:	
No. of the proposal:	
No. of the lot (either 1 or 2):	
Date Received:	



Community Development Trust Fund (CDTF)

Community Environmental Facility (CEF)

Full Proposal Application Form

Reference: Community Environmental Facility 2011

Deadline for submission of this application form:



European Union

EMBASSY OF DENMARK
DANIDA | INTERNATIONAL
DEVELOPMENT COOPERATION

INSTRUCTIONS

Please read this application form, and information document on the **Call for Proposals (cfp) guidelines** carefully before you fill this full proposal application form. The application form for full applications should be filled in **English**. **No handwritten submissions**. Filling this form is not a guarantee that your project will be funded.

REQUIREMENTS

1. The application form for full proposal is only to be filled and submitted by applicants who receive an invitation from CDTF to **submit a full proposal** following concept note evaluation.
2. It is a requirement that at the full proposal stage, the applicant will have received communication from the District Environmental Committee (DEC) confirming that the proposed project is a district priority. **Please attach a copy of the letter from DEC;**
3. Attach a copy of the certificate of registration;
4. **In line with chapter 1.2 of the Guidelines, the following box must be completed by the District Environmental Officer**

I, the District Environment Officer¹ of		District confirm that the proposed project as stated on this Full Proposal Application Form is in line with the priorities of the District DEAPS or is not contradictory to EMCA, 1999 or NEAP/DEAP.	
Name:		Date:	
Place:		Signature:	
		Official Stamp:	

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5. Indicate the lot and ecosystem (s) the proposed project falls under or will be implemented in (Tick only one box)

Lot 1: Kenya's Water Towers (specify which one by ticking one below)

Aberdares Cherangani Mau Forest,

Mt. Elgon, Mt. Kenya

Lot 2: Other Ecosystem (please specify)

Name of the ecosystem:.....

¹ In case where a District does not have a District Environment Officer (or alternate), the confirmation can be done by the representative of a relevant line ministry.

Lot 1 and 2: Budget between 7.5million and 31.5 million Kenya Shillings; this includes community contribution.

1. THE PROJECT AND CONTACT DETAILS

Title of the proposed Project:			
Locality (ies) of the Project: <i>(Please specify area(s) or town(s) that will benefit from the Project)</i> <i>On a separate piece of paper, Include a sketch map of the nearest town/market centre to the project site</i>	County	District	Division:
	Location(s):	Constituency:	Nearest trading centre:
Registered name of the community group submitting this application: <i>(Please attach a copy of the Registration Certificate)</i>			
Contact Person's name:			
Position in the Group/Organisation:			
Telephone Contacts:			
Email (if any):			
Postal Address of the group, including postal code:			

1. DESCRIPTION

1.1 Cost of the Project and amount requested from CDTF

Total cost of the Project	Amount requested from CDTF	% of total cost of the Project
Kshs.	Kshs.	%

Please note that:

Lot 1 and 2 projects should have a budget of between 7.5 million and 31.5 million Kenya shillings and the community contribution must be at least 10% but not more than 50% of the total project cost.

It is a requirement that the above mentioned community contribution is discussed and agreed with those who are supposed to contribute. Please tick box if this has been done.

Yes, the community contribution has been discussed and agreed upon with those who are supposed to contribute.

1.2 Summary (max 1 page)

Total duration of the Project in monthsmonths
Objective (s) of the Project	<i>Overall objective():</i> <i>Specific objectives:</i>
Partner (if any)	
Associate 1 (if any)	
Associate 2 (if any)	
Final beneficiaries. Direct/Indirect	Number of Women: Number of Men: Number of Youth:

	Number of the Elderly: Number of people with disabilities: Others (specify): Total number of beneficiaries :
Outputs	
Main components and related activities	

1.3 Objectives (max 0.5 pages)

Describe the specific objective(s), which the Project aims to achieve. The specific objective(s) address the core problem(s) that project will address, and is defined in terms of **sustainable benefits for the beneficiary group(s)**.

1.4 Financial and Operational capacity (maximum 1 page)

- Describe the experience of the applicant and if applicable the partners and associates in the implementation of similar projects. If they do not have sufficient capacity, describe how this will be addressed.
- Describe the technical expertise of the applicant and if applicable the partners and associates on the project. If they do not have sufficient technical expertise, describe how this will be addressed.
- Describe the management capacity of the applicant and if applicable the partners and associates to sustain the benefits derived from the projects after the end of CDTF support. If they do not have sufficient management capacity, describe how this will be addressed.
- Describe the sources of finance for the implementation and sustainability of the project.

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1.5. Relevance of the Project (max 2 pages)

Please provide the following information:

- Provide a description of the key environmental problems of the community relative to the ecosystem that the proposed project falls under;
- Provide a detailed description of how these environmental problems affect adjacent or distant ecosystem (s);
- Provide a presentation and analysis on how the community has addressed these problems indicating any sources of support;
- Provide a prioritised list of problems indicating how such a priority listing was agreed and the problem(s) for which CDTF support is being sought;
- Demonstrate the relevance of the Project to the objectives and priorities of the Call for Proposal (cfp) guidelines; and
- Demonstrate the relevance of the Project to the needs and constraints of the District or County in general and to the final beneficiaries in particular

1.6 Description of the project and its Effectiveness (max 3 pages)

Provide a description of the proposed project including, where relevant, background information that led to the formulation of the Project. This should include:

i) Expected outputs (results)

List all planned outputs and how each output will improve the situation of the community as well as the technical and management capacities of the beneficiaries and partners where applicable. Be specific and quantify outputs as much as possible. Describe the possibilities for replication or extension of the Project outputs in other adjacent or distant ecosystems, and communities (multiplier effects).

ii) The proposed activities and their effectiveness.

Describe in detail each activity to be undertaken to produce the outputs, justifying the choice of the activities, indicating their sequence and interrelation. Specify where applicable the role of each partner (or associates or sub-contractors) in the activities.

Please note that this detailed description of activities must not repeat the action plan to be provided in section 1.8 below.

1.7 Methodology (max. 1 page)

- Provide a description of how the communities adjacent to the ecosystem and other distant communities benefiting in one way or another have been or will be engaged in project formulation, management and implementation;
- Where the Project is a continuation of a previous project, explain how the proposed project is intended to build on the results of this previous Project. If the previous Project was evaluated, give the main conclusions and recommendations;
- Where the Project is part of a larger programme, explain how it fits or is coordinated with such a programme. Where the community is also involved in other development initiatives, describe how the proposal fits or is coordinated with such activities;
- How the project progress will be monitored, the procedures for follow up and internal/external evaluation;

- The role and participation in the proposed Project of the various actors and stakeholders (partner, associates, beneficiaries, local authorities, etc.), and the reasons for which these roles have been assigned to them;
- the organisational structure and the team proposed for the implementation of the Project , such as a Project Implementation Committee, or any other organisational structure that will be responsible for the implementation. Also indicate (organize this by function and not by names of individuals); the number of men and women involved in the organisational structure;
- the main means proposed for the implementation of the Project (equipment, materials, and supplies to be acquired or rented); and
- the attitudes of all stakeholders towards the Project in general and the activities in particular;

1.8 Indicative action plan for implementing the Project

Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should correspond to the activities described in detail in section 1.6. The implementing body shall be either the applicant or its partner, or the associates or sub-contractors, where relevant. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the Project.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent period may be more general and should only list the main activities foreseen. To this end, it shall be divided into six-month interim periods.

The action plan will be drawn up using the following format:

Year 1													
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Preparation Activity 1													Applicant
Execution Activity 1													Local partner 1
Preparation Activity 2													Local partner 2
Etc.													

For the following years: Quarter					
Activity	5	6	7	8	Implementing body
Execution Activity 1					Local partner 1
Execution Activity 2					Local partner 2
Preparation Activity 3 (title)					Local partner 1
Etc.					

1.9 Sustainability (max. 1 page)

1. Explain how sustainability will be secured after completion of the Project. This can include aspects of necessary measures and strategies built into the Project, follow-up activities, ownership by beneficiaries; In doing so, please make a distinction between the following dimensions of sustainability:
 - Financial sustainability: financing and financial management of follow-up activities, sources of revenue for covering all future operating and maintenance costs,;
 - Institutional sustainability: organisational structures which will allow, the results of the Project to continue be in place after the end of the Project.(Institutional sustainability should go beyond the organizational structure and also include the linkages with other stakeholders, capacity building and even the exit strategy.
 - Environmental sustainability: -what impact will the Project have on the environment – have conditions put in place to avoid negative effects on natural resources on which the Project depends and on the broader natural environment.
2. If the applicant depends on a Government Agency to ensure the sustainability, enclose a communication from that Government agency testifying that such resources will be available. Examples are staff, operational costs, or technical expertise for schools, health centres and water systems.

1.10 Logical framework (Max. 2 pages)

Fill in logical framework annexed to the Guidelines for applicants. For the Overall Objective use: to support community projects aimed at poverty reduction through improved livelihood systems and the conservation of community natural resources and initiatives for enhanced environmental management and governance.

2. BUDGET FOR THE PROJECT

Fill in Annex III (worksheet 1) to the Guidelines for applicants for the total duration of the Project and for its first 12 months. For further information see the Guidelines for grant applicants (Sections 1.3, 2.1.2 and 2.2.5).

3. EXPECTED SOURCES OF FUNDING

Fill in Annex III (worksheet 2) to the Guidelines for applicants to provide information on the expected sources of funding for the Project.

Note that there are two different sheets to be completed

Mention here below the contributions in kind to be provided (please specify), if any (maximum 0.5 pages)

4. EXPERIENCE OF SIMILAR PROJECTS

provide a detailed description of Projects managed by your organisation over the past three years, if any (maximum 1 page per Project). If the applicant has no or limited experience, ensure that section 1.4 indicates how this will be dealt with.

This information will be used to assess whether you have sufficient and stable experience of managing Projects in the same sector and of a comparable scale to the one for which a grant is being requested.

The table below can be used to summarise key features of ongoing projects or those previously managed by the Applicant.

Project Title:		Sector (see section 2.2 of section II):			
Location of the Project	Cost of the Project in Kshs	Lead manager or partner	Donors to the Project (name) ²	Amount contributed (by donor)	Dates (from mm/yyyy to mm/yyyy)
...
Objectives and results of the Project					

5. THE APPLICANT

Name of the organisation	
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Information requested under this point need only be given in cases where there have been modifications or additions as compared to the information given in the Concept note form.

² If the Donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

6. PARTNER OF THE APPLICANT

6.1 DESCRIPTION OF THE PARTNER

This section must be completed for the partner organisations **IF ANY**.

Full legal name	
Date of Registration	
Place of Registration	
Legal status	
Official address of Registration	
Contact person	
Telephone number:	
E-mail address if any	
Number of employees if any	
Other relevant resources	
Experience of similar Projects,	
History of cooperation with the applicant	
Involvement in preparing the proposed Project	
Involvement in implementing the proposed Project	

Important: This application form must be accompanied by a signed, stamped and dated partnership statement, in accordance with the model provided below.

6.2 PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two organisations involving shared responsibilities in undertaking the Project funded by the Community Development Trust Fund (CDTF). To ensure that the Project runs smoothly, CDTF requires the partner to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. The partner must have read the application form and understood what their role in the Project will be before the application is submitted to CDTF;
2. The partner must have read the standard grant contract and understood what its obligations under the contract will be if the grant is awarded. It authorises the applicant to sign the contract with CDTF and represent the partner (s) in all dealings with CDTF in the context of the project's implementation;
3. The applicant must consult with its partner regularly and keep it fully informed of the progress of the Project;
4. The partner must receive copies of Project narrative and financial reports submitted to CDTF; and
5. Proposals for substantial changes to the Project (e.g. activities, partners, etc.) should be agreed by the partner before being submitted to CDTF. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to CDTF;

I have read and approved the contents of the proposal submitted to CDTF. I hereby undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

7 ASSOCIATES OF THE APPLICANT

This section must be completed for each associated organisations **IF ANY**. Add as many pages as are the partners.

Associate 1	
Full legal name	
Legal status³	
Official address	
Contact person	
Telephone or mobile number:	
E-mail address	
Other relevant resources	
Experience of similar Projects, in relation to role in the implementation of the proposed Project	
History of cooperation with the applicant	
Role and involvement in preparing the proposed Project	
Role and involvement in implementing the proposed Project	

³ Such as non profit making, governmental body, international organisation

CHECKLIST

CHECKLIST OF DOCUMENTS TO ATTACH

(Mark **yes** or **no** depending on whether: i) it is attached or not; and ii) a requirement has been made or not)

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:			
		Yes	No
1	The correct application form for full proposal application, published for this call for proposals, has been used		
2	The application form for the full proposal has been completed as per instruction and attached		
3	The application form for the full proposal is typed .		
4	The application form for full proposal is in English only .		
5	The Declaration by the applicant has been filled in, signed and attached		
6	The partner (if any) has completed and signed a partnership statement and is attached		
7	The form for the associate(s) (if any) is completed and is attached		
8	The budget is presented in the format requested and expressed in Kshs and is attached		
9	The logical framework has been completed and is attached		
10	One original and two copies of the Full Proposal Application Form have been included		
11	If resources are required from Government Agencies as indicated in 1.9.2 and the letters) confirming the availability of resources are attached		
12	The certificate of registration of the applicant is attached		
13	The duration of the project is not more than 36 months		
14	The budget is more than 7.5 million and not more than 31.5 million Kenya Shillings		
15	The requested contribution from CDTF is between 50% and 90% of the total cost of the project.		
16	The community contribution is between 10% and 50% of the total cost of the project.		
17	The ecosystem has been indicated (See question 4)		
18	The checklist is completed and attached		

DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any partners in the proposed Project, hereby declares that

- the applicant has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;
- the applicant undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;
- the applicant is directly responsible for the preparation, management and implementation of the Project with its partners, if any, and is not acting as an intermediary;
- the applicant and its partner are not in any of the situations excluding them from participating in contracts such as:
 - Bankrupt, being wound up, or having their affairs administered by the courts;
 - Convicted of an offence concerning their professional conduct;
 - Guilty of grave professional misconduct;
 - Fulfilled obligations relating to the payment of social security contributions or the payment of taxes;
 - The subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity; and
 - Subject to a conflict of interest.
- the applicant and its partner (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the Guidelines for Applicants.;
- the applicant and its partner (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;
- if recommended to be awarded a grant, the applicant accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants.
- the applicant and its partner are aware that, for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to audit services of the Community Development Fund and its donors.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	