

For CDTF use only <i>Kwa matumizi ya CDTF pekee</i>	
Application No: <i>Nambari ya Ombi:</i>	
Date received: <i>Tarehe ya kupokewa:</i>	



Government of Kenya



Community Development Trust Fund

Community Development Trust Fund (CDTF)
Hazina ya Ustawi wa Jamii

Community Development Initiatives (CDI)
Mpango wa kuendeleza Ustawi wa Jamii

Concept Application Form
Fomu ya Maombi ya Mradi

Reference: CDI 2011
Rejeleo: CDI 2011

Deadline for submission of this application form: 9th June 2011 (3:00pm)
Siku ya mwisho ya kuwasilisha fomu za maombi: 9 Juni 2011 (saa tisa kamili alasiri)



European Union

Kiswahili version. This form is also available in English
Nakala yenye Kiswahili. Fomu hii pia inapatikana kwa Kiingereza

INSTRUCTIONS

Please read this application form, and information document on the Call for Proposals (cfp) carefully before you fill this form.

The application form should be filled in English or Kiswahili. Filling this form is not a guarantee that your project will be funded.

In case of difference of interpretation between the English and the Kiswahili versions, the English version will be used.

MAAGIZO

Fomu ya maombi lazima ijaswe kwa lugha ya Kiingereza au Kiswahili. Kujaza fomu hii haimaanishi kuwa ni lazima mradi wenu ufadhiliwe.

Tafadhali soma hii fomu ya maombi pamoja na mwongozo wa jinsi ya kuwasilisha maombi (CfP) kwa makini kabla hujaijaza fomu hii.

Endapo kutakuwa na tofauti ya kitafsiri kati ya nakala ya Kiingereza na ile ya Kiswahili, ni nakala ya Kiingereza itakayotumika.

REQUIREMENTS

1. Attach a copy of the Certificate of Registration **or** a copy of an application **pending approval at the relevant authorities for** group registration;
2. In line with chapter 1.2 of the Guidelines, the following box must be completed by the District Development Officer (DDO). In cases where a District does not have a District Development Officer (or alternate), the confirmation can be done by the representative of a relevant line ministry.

MASHARTI

1. *Ambatisha nakala ya cheti cha usajili au nakala ya fomu ya maombi ya kutaka kusajiliwa, **kuonyesha unasubiri kuidhinishwa kuwa kundi lililosajiliwa;***
2. *Kulingana na sura ya 1.2 ya Mwongozo, sanduku hili hapa lazima likamilishwe kwa kujazwa na Afisa wa Maendeleo ya Wilaya (DDO). Iwapo Afisa wa Maendeleo ya Wilaya (au anayeshikilia cheo hicho) hayuko, kuidhinishwa kwa fomu hii kunaweza kutimiswa na afisa kutoka wizara inayohusika na mradi unaopendekezwa.*

I, the District Development Officer of District confirm that the proposed project as stated on this Concept Application Form is in line with the priorities of the District Development Plan.

Mimi, Afisa Wa Maendeleo ya Wilaya ya nathibitisha kwamba mradi unaopendekezwa kama ulivyoelezwa katika Fomu ya Maombi, unaambatana na Mpango wa Maendeleo wa Wilaya unaopewa kipaumbele.

Name/Jina:..... Date/Tarehe.....

Place/Mahali:..... Signature/Saini.....

Official Stamp/Muhuri Rasmi:

Indicate the lot that the proposed project falls under (Tick one box only):

Onyesha mradi unaopendekezwa uko katika kikundi kipi. (Chagua kisanduku kimoja pekee)

Lot 1/*Kundi 1*: Budget between 2 million and 7.5 million Shillings
Duration: less than 18 months
Bajeti kati ya Shilingi milioni 2 na Shilingi milioni 7.5
Muda: Chini ya miezi 18

Or/au

Lot 2/*Kundi 2*: Budget between 7.5 million and 31.5 million Shillings.
Duration: less than 24 months
Bajeti kati ya Shilingi milioni 7.5 na shilingi milioni 31.5.
Muda: chini ya miezi 24

The cost of proposed projects as per the limits stated above under both Lot 1 and 2, includes community contribution (see the **guidelines section 1.3 on how to calculate the community contribution**)

Gharama ya miradi inayopendekezwa kulingana na vikundi 1 na 2 hapo juu, inajumuisha mchango kutoka kwa jamii yenyewe (tazama sehemu 1.3 ya mwongozo upate kujua jinsi ya kufikia kiwango cha mchango wa jamii).

NOT FOR SALE

1. PROJECT AND CONTACT DETAILS
MAELEZO KUHUSU MRADI NA MHUSIKA

<p>Title of the proposed Project: <i>Jina ya mradi unaopendekezwa:</i></p>			
<p>Locality (ies) of the Project: <i>(Please specify area(s) or town centers 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></p> <p>Sehemu mradi ulipo: <i>(Tafadhali fafanua eneo au miji itakayonufaika na mradi)</i> <i>Katika karatasi nyingine ya kando, jumuisha mchoro wa ramani ya kufikia mji/soko lililo karibu na mradi</i></p>	<p>County/Kaunti:</p>	<p>District/Wilaya:</p>	<p>Division/Tarafa:</p>
	<p>Location(s)/Lokesheni:</p>	<p>Constituency/Eneo Bunge:</p>	<p>Nearest market centre:/Soko lililo karibu na mradi:</p>
<p>Registered name of the community group submitting this application: <i>(Attach a copy of the Registration Certificate or evidence of the pending Application for Group Registration)</i></p> <p>Jina lililosajiliwa la kikundi cha jamii kinachowasilisha ombi hili: <i>(Ambatanisha nakala ya Cheti cha Usajili au ushahidi wa ombi la usajili wa kikundi linalosubiri kuidhinishwa)</i></p>			
<p>Contact Person's name: <i>Jina la mwakilishi wa kikundi:</i></p>			
<p>Position in the Group/Organisation: <i>wadhifa wake kwenye kikundi/ shirika:</i></p>			
<p>Telephone Details: <i>Nambari ya simu:</i></p>			
<p>Email (if any) <i>barua pepe (ikiwa ipo)</i></p>			
<p>Postal Address of the group, including postal code: <i>Anwani ya sanduku la posta ya kikundi pamoja na nambari ya posta:</i></p>			

2. RELEVANCE OF THE PROPOSED PROJECT
UFANISI WA MRADI ULIOPENDEKEZWA

- 2.1 Describe briefly the main social-economic problems facing this community.
Eleza kwa ufupi matatizo makuu ya kijamii na kiuchumi yanayokabili jamii hii.

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- 2.2 List the **five key** problems faced by the community in order of priority.
Taja matatizo matano makuu yanayokabili jamii ukianza na yale muhimu zaidi.

Priority <i>Umuhimu</i>	Problem <i>Tatizo</i>
1	
2	
3	
4	
5	

2.3 If the community expects assistance from any other source to solve any of the problems listed above, please list the problems and source(s) below

Ikiwa jamii inatarajia usaidizi kutoka kwengine kusuluhisha mojawapo ya matatizo yaliyoelezwa hapo juu, tafadhali taja matatizo hayo na ufadhili unaotarajiwa hapo chini:

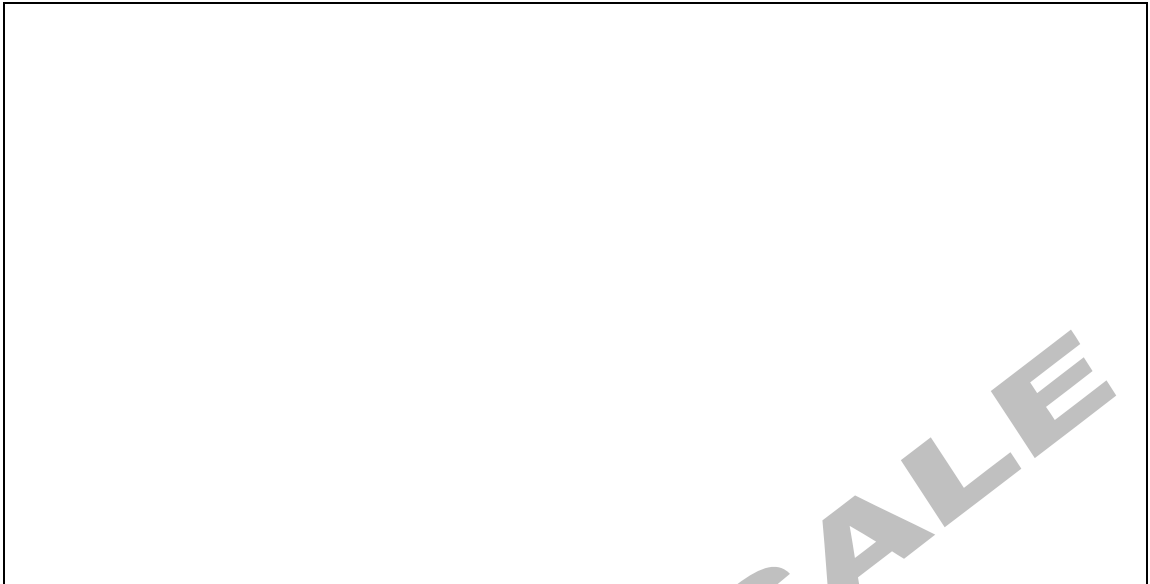
Problem Tatizo	Source of assistance (if any) Chanzo cha usaidizi (ikiwa kipo)

2.4 Indicate the problem (s) for which you require CDTF assistance.

Orodhesha matatizo ambayo mnahitaji ufadhili kutoka wa CDTF

NOT FOR SALE

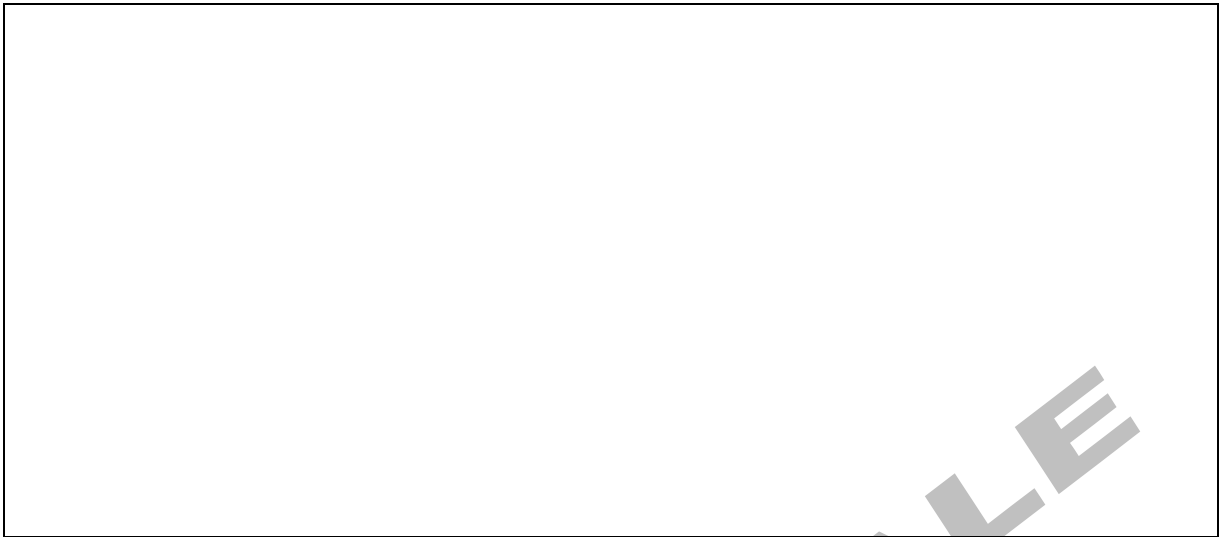
- 2.5 What steps did you go through to develop the project idea to solve the problem(s)?
Ni hatua zipi mlizopitia ili kukuza wazo la mrandi wa kusuluhisha matatizo hayo?



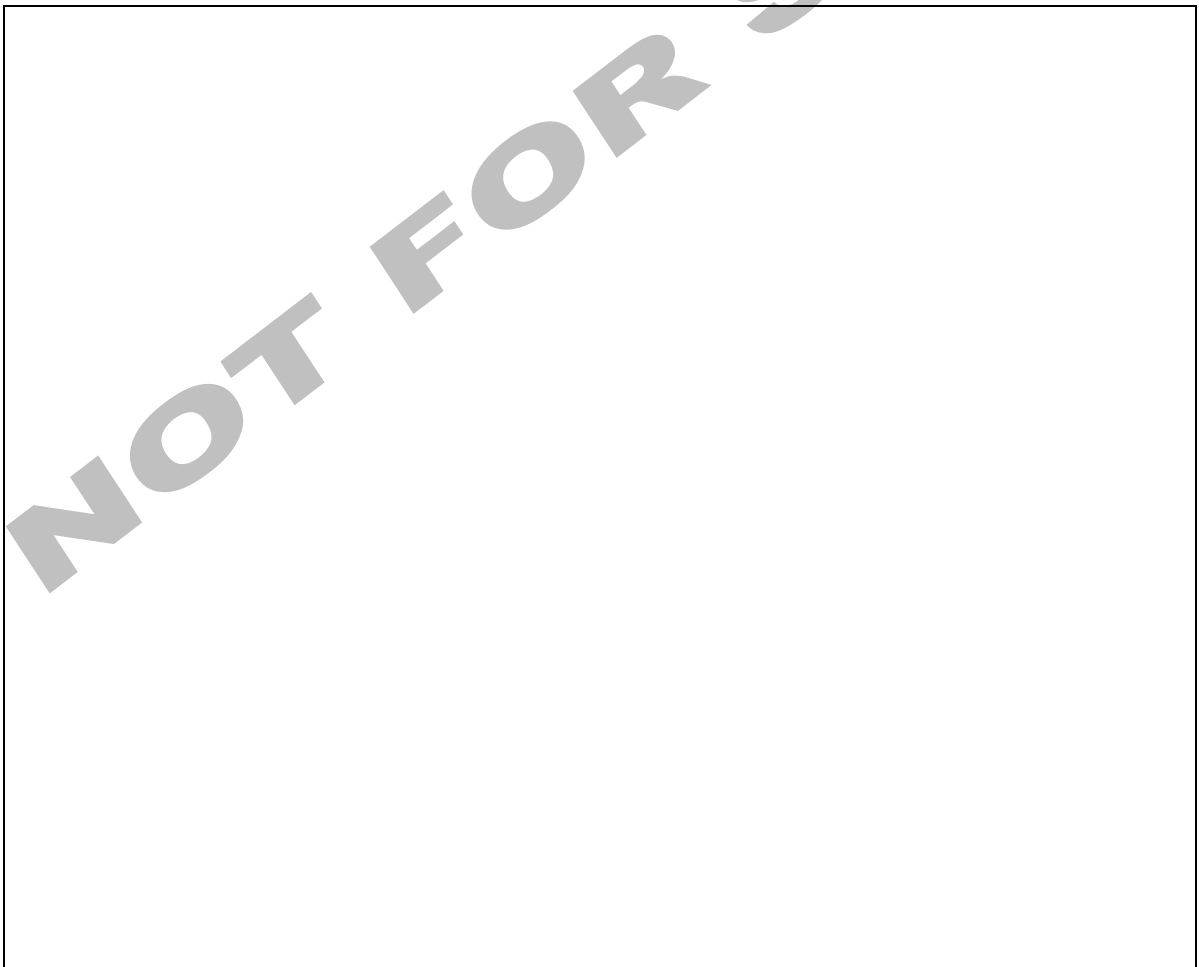
- 2.6 Who was involved in the discussions leading to the identification of the problem? Specifically indicate the involvement of men, women, the youth, the elderly and people with disabilities.
Ni akina nani waliohusika kwenye majadiliano yaliyopelekea kutambuliwa kwa tatizo/matatizo? Kwa bayana, onyesha kuhusika kwa wanaume, wanawake, vijana, wakongwe na walemavu.



- 2.7 Which group(s) of the community will benefit from the proposed project?
Ni makundi yapi ya kijamii ambayo yatanufaika kwa mradi huu uliopendekezwa?



- 2.8 How will this project improve the lives of the community members?
Mradi huu utaboresha maisha ya jamii kiviipi?



3 DESCRIPTION OF THE PROJECT AND ITS EFFECTIVENESS
MAELEZO YA MRADI NA MANUFAA YAKE

3.1 What is the main aim of the proposed project?
Lengo kuu la mradi huu uliopendekezwa ni lipi?

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3.1.1 What are the **three** main expected outputs of the proposed project?
Ni matokeo yapi matatu makuu yanayotarajiwa kutoka kwa mradi uliopendekezwa?

	Output of the project <i>Matokeo ya mradi</i>
1	
2	
3	

3.2 List the **three** main benefits expected from this project for members of the community.

Taja manufaa matatu yanayotarajiwa kutoka kwa mradi huu kwa jamii.

Benefits for members of the community <i>Manufaa kwa jamii</i>	
1	
2	
3	

3.2.1 List the **six** main groups and numbers of persons to benefit. (e.g. women, the youth, the aged, farmers, street children, disabled, displaced people, artisans, etc.)

Taja makundi sita makuu na idadi ya watu watakaonufaika. (kama wanawake, vijana, wakongwe, wakulima, watoto wa kurandaranda mitaani, walemavu, wakimbizi wa ndani kwa ndani, wahunzi, n.k)

Group to Benefit <i>Kikundi kitakachonufaika</i>	Estimated Number <i>Idadi Inayotarajiwa</i>	Nature of benefit <i>Aina ya manufaa</i>
1. Women/Wanawake		
2. Men/Wanaume		
3. Youth/Vijana		
4. Elderly/Wakongwe		
5. People with disabilities/Walemavu		
6. Others (specify)/Wengine (Fafanua)		
TOTAL		

- 3.3 List a maximum of **seven** activities to be carried out to implement the project
Taja shughuli zisizozidi saba zitakazofanywa ili kutekeleza mradi wako

	Activities Shughuli
1	
2	
3	
4	
5	
6	
7	

- 3.4 If the community wishes to involve a partner to assist in the implementation of the proposed project, indicate name and role of partner organisation.
Ikiwa jamii ingependa kumjumuisha mshirika ili kusaidia katika kutekelezwa kwa mradi uliopendekezwa, taja jina na jukumu la mshirika huyo.

Name of partner (if any) Jina la mshirika (ikiwa yupo)	Role of partner Jukumu la mshirika

- 3.5 If the community wishes to involve associates to assist in the implementation of the proposed project, indicate name and role of associate organisation.
Ikiwa jamii ingependa kujumuisha wahusishwa ili kusaidia katika utekelezaji wa mradi uliopendekezwa, taja jina na jukumu la wahusishwa.

Name of Associate(s) (if any) <i>Jina la wahusishwa (ikiwa wapo)</i>	Role of Associate(s) <i>Jukumu la wahusishwa</i>

4 SUSTAINABILITY
UDUMISHAJI

- 4.1 Briefly explain how the group will ensure the benefits that community members will get from the project will continue to be enjoyed after the end of CDTF support?
Eleza kwa ufupi jinsi kikundi kitahakikisha kwamba manufaa ambayo jamii itapata kutoka kwa mradi huo yataendelea kupatikana hata baada ya kikomo cha ufadhili wa CDTF

5. PROJECT BUDGET
BAJETI YA MRADI

5.1 How long will the project take to implement?
Je, utekelezaji wa mradi utachukua muda gani?

Number of months: <i>Miezi:</i>	
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Note that:

- Lot 1 projects will be implemented over a period of **not more than 18 months**
- Lot 2 projects will be implemented over a period of **not more than 24 months**

Tambua Kwamba

- *Miradi ya Kundi 1 itatekelezwa katika kipindi **kisichozidi miezi 18***
- *Miradi ya Kundi 2 itatekelezwa katika kipindi **kisichozidi miezi 24***

5.2 What is the estimated total cost of the project in Kenya Shillings?
Kadirio la gharama ya kutekeleza mradi huu kwa ujumla ni Shilingi?

Again note that:

- Lot 1 projects should have a budget of between 2 million and 7.5 million Kenya shillings.
- Lot 2 projects should have a budget of between 7.5 million and 31.5 million Kenya shillings.

Tena tambua kwamba:

- *Miradi wa Kundi 1 inapaswa kuwa na bajeti ya kati ya Shilingi milioni 2 na 7.5 milioni.*
- *Miradi wa Kundi 2 inapaswa kuwa na bajeti ya kati ya Shilingi milioni 7.5 na 31.5 milioni.*

In the table below, indicate the estimated contributions by the parties involved in the proposed project. Please note that community contribution must be at least 10% but not more than 50% of the total project cost.

Katika jedwali hili, eleza takriban ya mchango wa wote wanaouhusika katika mradi unaopendekezwa. Tafadhali tambua kwamba mchango wa jamii lazima usiwe chini ya asilimia 10 lakini si zaidi ya asilimia 50 ya gharama nzima ya mradi.

<p>Estimated Total Cost of the Project</p> <p><i>Kadirio la gharama nzima ya mradi</i></p>	<p>Amount requested from CDTF</p> <p><i>Kiwango cha mchango wa CDTF</i></p>	<p>Estimated community contribution including any contributions by partners, associates or any other party, if any</p> <p><i>Kadirio la mchango wa jamii ikijumuisha mchango wowote kutoka kwa washirika, wahusika au yeyote yule (ikiwa yupo)</i></p>
<p>Kshs.....</p> <p>(100%)</p>	<p>KShs.....</p> <p>(.....%)</p>	<p>Kshs</p> <p>(.....%)</p>

Again note that:

Community contribution must be at least 10% but not more than 50% of the total project cost.

Tena tambua kwamba:

Mchango wa jamii lazima usiwe chini ya asilimia 10 (10%) na sio zaidi ya asilimia 50 (50%) ya gharama nzima ya mradi

How to calculate community contribution:

Example: Assuming the total cost of a vocational training infrastructure proposed by community x is KShs. 15,000,000. If the community's contribution is 10% then it has to contribute 10% of 15,000,000, which equals KShs. 1,500,000. The community's request to CDTF will therefore be 90% of the total costs of the project, which equals KShs. 13,500,000.

Jinsi ya kuthibitisha mchango wa jamii:

Mfano:

Chukulia ya kwamba jamii fulani imependekeza kujenga kituo cha ufundi kijijini kwa gharama ya Kshs 15,000,000 na jamii yenyewe imeazimia kuchangia asili mia kumi (10%), hivyo ni kwamba itachangia asili mia kumi (10%) ya Kshs 15,000,000 ambayo ni sawa na Kshs 1,500,000. Kwa hiyo jamii hiyo itaomba asili mia tisini (90%) ya jumla ya gharama ya mradi ambayo ni sawa na Kshs 13,500,000.

- 5.3 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.
Ni sharti mchango huo wa jamii uwe umejadiliwa na kukubaliwa na wote wanaotakikana kuchanga. Tafadhali onyesha kwenye kisanduku kilicho chini hapa kwamba hili limefanyika

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

Ndio, mchango wa jamii umejadiliwa na kukubaliwa na wote wanaopaswa kuchanga.

NOT FOR SALE

DECLARATION FORM
FOMU YA AZIMIO

The applying group, represented by the undersigned, being the authorised signatory, and representing any partner(s), hereby declares that:

Kikundi kinachotuma ombi, kinachowakilishwa na waliotia sahihi hapa chini wakiwa kama watiaji sahihi waliopewa mamlaka ya kufanya hivyo, na kuwakilisha mshirika yeyote, hapa sasa wanatangaza kwamba:

- The information provided is correct to the best of our knowledge;
Habari zilizotolewa ni sahihi kulingana na jinsi wanavyozifahamu;
- The group agrees to contribute at least 10% of the total project cost;
Kikundi kinakubali kuchanga mchango usiyo chini ya asilimia 10 ya gharama nzima ya mradi;
- The group undertakes to fully cooperate with CDTF and all other partners involved in the implementation of the project;
Kikundi kinapania kushirikiana na CDTF kikamilifu na washirika wengine wote wanaohusika katika utekelezaji wa mradi huu;
- The group and all other partner(s) will be directly responsible for the preparation, management and implementation of the Project;
Kikundi na washirika wengine wote watawajibika moja kwa moja katika utayarishaji, usimamizi na utekelezaji wa mradi;
- The group and all other partner(s) confirm that the proposed project will not have an adverse environmental impact;
Kikundi na washirika wengine wote wanathibitisha kwamba mradi uliopendekezwa hautakuwa na madhara makubwa kwa mazingira;
- The group applying for a grant from CDTF declares that it:
Kikundi kinachoomba ufadhili kutoka kwa CDTF kinatangaza kwamba:
 - Is not bankrupt or being wound up or are having their affairs administered by the courts
Hakijafilisika, hakikaribii kufilisika au masuala yake hayasimamiwi na mahakama
 - has not been convicted of an offence concerning their professional conduct
hakijapatikana na kosa kutokana na utekelezaji wa kazi kufuatana na utaalumu wao
 - has not been guilty of grave professional misconduct
hakijapatikana na hatia kwa makosa makubwa ya nidhamu ya kitaaluma
 - has fulfilled its obligations on payment of social security contributions or taxes.
kimeafikia wajibu wake katika ulipaji wa malipo ya uzeeni au ushuru.

- has not been the subject of a judgment for fraud, corruption, involvement in a criminal organisation or any other illegal activity
hakijahukumiwa kwa kuhusika katika masuala ya ulaghai, ufisadi, kuhusika katika kikundi cha uhalifu au kitendo chochote ambacho ni kinyume na sheria
- The group and partner(s) are eligible in accordance with the criteria set out under sections 2.1.1 of the Guidelines for grant Applicants;
Kikundi na mshrika au washirika wake wanahitimu kulingana na masharti yaliyotengwa katika sehemu 2.1.1 ya Mwongozo wa ufadhili kwa wanaotuma ombi;
- If recommended to be awarded a grant, the group will abide by the terms and conditions stipulated in the contract with CDTF; and
Ikiwa kitapendekezwa kipokee ufadhili, kikundi kitafuata amri na masharti yaliyoelezwa kwenye kandarasi na CDTF; na
- The group and its partners are aware that they will be subject to periodic monitoring mission visits and audits by CDTF's external auditors and promise to fully cooperate.
Kikundi na washirika wake wanaelewa kwamba watatembelewa mara kwa mara kwa ajili ya kufuatilia utekelezaji wa mradi na ukaguzi wa hesabu utakaofanywa na wakaguzi watakaotoka nje ya CDTF na kuahidi kushirikiana kikamilifu.

Signed on behalf of the applying group

Imetiwa sahihi kwa niaba ya kikundi kinachotuma ombi

Name/Jina:	
Signature/Sahihi:	
Position/Wadhifa:	
Date/Tarehe:	

CHECKLIST OF DOCUMENTS TO ATTACH

ORODHA KAGULIZI YA STAKABADHI ZA KUAMBATISHA

Mark **yes** or **no** depending on whether it is fulfilled/attached or not. Remember, failure to meet all requirements can lead to rejection at administrative check (Step 1 of evaluation) *Onyeshwa Ndio au La kulingana na ikiwa imefanywa/imeambatishwa au la. Kumbuka kwamba yote yanayohitajika yasipoafikiwa inaweza kufanya ombi kukataliwa katika hatua ya kwanza ya ukagulizi.*

	Document to attach/ Stakabadhi za kuambatisha	Yes/ Ndio	No/ La
1	Only one proposal is placed in the envelope <i>Pendekezo moja la mradi pekee yake limeweka kwa bahasha</i>		
2	One original and two copies of the application form is completed as per instruction and attached <i>Fomu kamili na nakala zake mbili zilizojazwa kulingana na maagizo zimeambatishwa</i>		
3	A signed Declaration form is attached <i>Fomu ya azimio lililotiwa sahihi imeambatishwa</i>		
4	The District Development Officer has signed the box on page 1 of the Concept Application Form <i>Afisa wa Maendeleo Wilayani ametia sahihi katika kibanduku kwenye ukurasa 1 wa Fomu ya Ombi</i>		
5	A copy of the Certificate of Registration or Application for Registration pending approval is attached <i>Nakala ya Cheti cha Usajili au Ombi la Usajili linalosubiri kuidhinishwa imeambatishwa</i>		
6	The sketch map of the project site is attached <i>Mchoro wa ramani ya kufukia eneo la mradi imeambatishwa</i>		
7	The checklist is completed and attached <i>Orodha ya kukagulia imejazwa na kuambatishwa</i>		
8	The community contribution is between 10 and 50 percent of the estimated total cost of the project <i>Mchango wa jamii ni kati ya asilimia 10 na 50 ya gharama nzima ya mradi</i>		
9	Duration: For Lot 1: not more than 18 months Kipindi: Kundi 1: kipindi kisichozidi miezi 18 For Lot 2: not more than 24 months Kundi 2 : kipindi kisichozidi miezi 24		
10	Budget: For Lot 1: between Ksh.2 and 7.5 million Bajeti: Kundi 1: kati ya Shilingi milioni 2 na milioni 7.5. For Lot 2: between KShs.7.5 and 31.5 million Kundi 2 : kati ya Shilingi milioni 7.5 na 31.5.		
11.	Ensure application form, with copies, is submitted in a sealed envelope clearly marked “ Not to be opened before opening session ” <i>Hakikisha ya kwamba fomu ya maombi, pamoja na nakala zake mbili, zimewasilishwa katika bahasha iliyofungwa barabara na imeandika ‘ Isifunguliwe kabla ya kikao cha ufunguzi’</i>		