

For CDTF use only	
Application No:	
Date received:	



Government of Kenya



Community Development Trust Fund

## Community Development Trust Fund (CDTF)

### Community Development Initiatives (CDI)

## Concept Application Form

Reference: CDI 2011

Deadline for submission of this application form:  
9<sup>th</sup> June 2011 (3:00pm)



European Union

English version. This form is also available with Kiswahili translation

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**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.

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**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.
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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.

Name:

Date:.....

Place:.....

Signature: .....

**Official Stamp:**

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

Lot 1: Budget between 2 million and 7.5 million Shillings  
Duration: less than 18 months

or

Lot 2: Budget between 7.5 million and 31.5 million Shillings.  
Duration: less than 24 months

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**)

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## 1. PROJECT AND CONTACT DETAILS

<b>Title of the proposed Project:</b>			
<b>Locality (ies) of the Project:</b> <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>	<b>County</b>	<b>District</b>	<b>Division:</b>
	<b>Location(s):</b>	<b>Constituency:</b>	<b>Nearest market centre:</b>
<b>Registered name of the community group submitting this application:</b>  <i>(Attach a copy of the Registration Certificate or evidence of the pending Application for Group Registration)</i>			
<b>Contact Person's name:</b>			
<b>Position in the Group/Organisation:</b>			
<b>Telephone Details:</b>			
<b>Email (if any)</b>			
<b>Postal Address of the group, including postal code:</b>			

**2. RELEVANCE OF THE PROPOSED PROJECT**

2.1 Describe briefly the main social-economic problems facing this community.

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2.2 List the **five key** problems faced by the community in order of priority.

<b>Priority</b>	<b>Problem</b>
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

<b>Problem</b>	<b>Source of assistance (if any)</b>

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

NOT FOR SALE

2.5 What steps did you go through to develop the project idea to solve the problem(s)?

NOT FOR SALE

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.

NOT FOR SALE

2.7 Which group(s) of the community will benefit from the proposed project?

NOT FOR SALE

2.8 How will this project improve the lives of the community members?

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**3 DESCRIPTION OF THE PROJECT AND ITS EFFECTIVENESS**

3.1 What is the main aim of the proposed project?

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3.1.1 What are the **three** main expected outputs of the proposed project?

	<b>Output of the project</b>
1	
2	
3	

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

	<b>Benefits for members of the community</b>
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.)

<b>Group to Benefit</b>	<b>Estimated Number</b>	<b>Nature of benefit</b>
1. Women		
2. Men		
3. Youth		
4. Elderly		
5. People with disabilities		
6. Others (specify)		
<b>TOTAL</b>		

3.2 List a maximum of **seven** activities to be carried out to implement the project

	<b>Activities</b>
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.

<b>Name of partner (if any)</b>	<b>Role of partner</b>

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.

<b>Name of Associate(s) (if any)</b>	<b>Role of Associate(s)</b>

**4 SUSTAINABILITY**

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?

**5. PROJECT BUDGET**

5.1 How long will the project take to implement? 

Number of months:	
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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**

5.2 What is the estimated total cost of the project in Kenya Shillings? .....

**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.

5.3 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.

Estimated Total Cost of the Project	Amount requested from CDTF	Estimated community contribution including any contributions by partners, associates or any other party, if any
Kshs..... (100%)	KShs..... (.....%)	Kshs ..... (.....%)

**Again note that:**

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

**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.

5.4 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.

**DECLARATION FORM**

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

- The information provided is correct to the best of our knowledge;
- The group agrees to contribute at least 10% of the total project cost;
- The group undertakes to fully cooperate with CDTF and all other partners involved in the implementation of the project;
- The group and all other partner(s) will be directly responsible for the preparation, management and implementation of the Project;
- The group and all other partner(s) confirm that the proposed project will not have an adverse environmental impact;
- The group applying for a grant from CDTF declares that it:
  - Is not bankrupt or being wound up or are having their affairs administered by the courts
  - has not been convicted of an offence concerning their professional conduct
  - has not been guilty of grave professional misconduct
  - has fulfilled its obligations on payment of social security contributions or taxes.
  - has not been the subject of a judgment for fraud, corruption, involvement in a criminal organisation or any other illegal activity
- 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;
- If recommended to be awarded a grant, the group will abide by the terms and conditions stipulated in the contract with CDTF; and
- 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.

Signed on behalf of the applying group

<b>Name:</b>	
<b>Signature:</b>	
<b>Position:</b>	
<b>Date:</b>	

## CHECKLIST OF DOCUMENTS TO ATTACH

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)

	<b>Document to include</b>	<b>Yes</b>	<b>No</b>
1	Only one project proposal is placed in the sealed envelope		
2	One original and two copies of the application form is completed as per instruction and attached		
3	A signed Declaration form is attached		
3	The District Development Officer has signed the box on page 1 of the Concept Application Form		
5	A copy of the Certificate of Registration or Application for Registration pending approval is attached		
6	The sketch map of the project site is attached		
7	The checklist is completed and attached		
8	The community contribution is between 10 and 50 percent		
9	Duration: For Lot 1: not more than 18 months For Lot 2: not more than 24 months		
10	Budget: For Lot 1 between Ksh.2 million and Ksh.7.5 million For Lot 2 between KShs. 7.5 million and KShs 31.5 million		
11.	Ensure application form, with copies, is submitted in a <b>sealed envelope</b> clearly marked <b>“Not to be opened before opening session”</b>		