

<b>For CDTF Use only</b>	
<b>Name of the applicant:</b>	
<b>No. of the proposal:</b>	
<b>No of the Lot: (Either 1 or 2):</b>	
<b>Date Received:</b>	



**Government of Kenya**



**Community Development Trust Fund**

**Community Development Trust Fund (CDTF)**

**Community Development Initiatives (CDI)**

**Full Proposal Application Form**

**Reference: CDI 2011**

**Deadline for submission of this application form: 25 November 2011**



**European Union**

## 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 **typed** and filled in **English**. **No handwritten submissions**. Filling this form is **not a guarantee** that your project will be funded.

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### 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 Development Committee (DDC) confirming that the proposed project is a district priority. **Please attach a copy of the letter from DDC;**
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 Development Officer. 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.**

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

**Name:**

**Date:**

**Place:**

**Signature:**

**Official Stamp:**

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4. 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. This includes community contribution  
(please see the guidelines for details on how the community contribution is calculated).

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## 1. THE PROJECT AND CONTACT DETAILS

<b>Title of the proposed Project (must be provided):</b>			
<b>Locality (ies) of the Project:</b> <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:
<b>Registered name of the community group submitting this application:</b> <i>(Attach a copy of the Registration Certificate)</i>			
<b>Contact Person's name:</b>			
<b>Position in the Group/Organisation:</b>			
<b>Telephone Contact:</b>			
<b>Email (if any):</b>			
<b>Postal Address of the group, including postal code:</b>			

## 2.0 DESCRIPTION

### 2.1 Cost of the Project and amount requested from CDTF

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

**Please note that:**

Lot 1 projects should have a budget of between 2million and 7.5 million Kenya Shillings while Lot 2 projects should have a budget of between 7.5 million and 31.5 million Kenya shillings. The community contribution which is included 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 upon 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.

### 2.2 Summary (max 1 page)

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Project Duration	.....months
Specific Objective	
Partner (if any)	
Associate 1 (if any)	
Associate 2 (if any)	
Final beneficiaries.	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	

### **2.3 Objectives (max 0.5 page)**

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

### **2.4 Financial and Operational capacity (maximum 1 page)**

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- 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.

## **2.5 Relevance of the Project (maximum 2 pages)**

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Please provide the following information:

- Provide a description of the problems of the community relating to poverty
- 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 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

## **2.6 Description of the project and its Effectiveness (maximum 2 pages)**

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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 beneficiaries. Be specific and quantify outputs as much as possible. Describe the possibilities for replication or extension of the Project outputs in other communities or individuals (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.

## **2.7 Methodology (maximum 2 pages)**

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- Provide a description of how the community has been engaged 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 will the community monitor the project progress;
- The role and participation in the proposed Project of the various actors such as partner, associates, beneficiaries, and local authorities, , 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); Indicate 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;

## 2.8 Indicative action plan for implementing the Project

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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 Section 1.6. The implementing body shall be the applicant, its partner, the associates, or sub-contractors, where relevant.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the implementation. The action plan for each of the subsequent period may be more general and should only list the main activities foreseen.

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	Who is responsible
Activity 1													
Activity 1													
Activity 2													
Etc.													

For the following years: Quarter					
Activity	5	6	7	8	Who is responsible
Activity 1					
Activity 2					
Activity 3					
Etc.					

## 2.9 Sustainability (Max. 1 page)

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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
- 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.

## **2.10 Logical framework (Maximum 2 pages)**

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Please fill in the logical framework format annexed to the Guidelines for applicants. For the Overall Objective use: "To support communities to implement socio-economic development projects aimed at reducing poverty and improving governance".

## **3.0 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 the grant applicants (Sections 1.3, 2.1.2 and 2.2.5).

## **4.0 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.

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

## **5.0 EXPERIENCE OF SIMILAR PROJECTS**

Please provide a description of a maximum of 2 Projects managed by the applicant over the past three years, if any. If the applicant has no or limited experience, ensure that section 1.4 above 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 projects ongoing or previously managed by the Applicant.

<b>Project Title:</b>		<b>Sector (see section 2.2 of section II):</b>			
Location of the Project	Cost of the Project in Kshs	Lead manager or partner	Donors to the Project (name) <sup>1</sup>	Amount contributed (by donor)	Dates (from mm/yyyy to mm/yyyy)
...	...	...	...	...	...
<b>Objectives and results of the Project</b>					

## THE APPLICANT

<b>Name of the organisation:</b>	
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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.

### 6.1 Identity

<b>Registration Number (or equivalent)</b>	
<b>Date of Registration</b>	
<b>Place of Registration</b>	
<b>Official address of Registration</b>	
<b>E-mail address (if any)</b>	
<b>Telephone number:</b>	

### 6.2 Profile

<b>Legal status</b>	
<b>Profit-Making</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>1</sup> If the Donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.



## 7.0 PARTNER OF THE APPLICANT

### 7.1 Description of the Partner

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

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

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

## 7.2 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 lead 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:	

## 8.0 ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE PROJECT

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

<b>Associate 1</b>	
<b>Full legal name</b>	
<b>Legal status<sup>2</sup></b>	
<b>Official address</b>	
<b>Contact person</b>	
<b>Telephone contact:</b>	
<b>E-mail address if any</b>	
<b>Other relevant resources</b>	
<b>Experience of similar Projects</b>	
<b>History of cooperation with the applicant</b>	
<b>Role and involvement in preparing the proposed Project</b>	
<b>Role and involvement in implementing the proposed Project</b>	

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<sup>2</sup> Such as non profit making, governmental body, international organisation

<b>Associate 1</b>	
<b>Full legal name</b>	
<b>Legal status<sup>3</sup></b>	
<b>Official address</b>	
<b>Contact person</b>	
<b>Telephone contact:</b>	
<b>E-mail address if any</b>	
<b>Other relevant resources</b>	
<b>Experience of similar Projects</b>	
<b>History of cooperation with the applicant</b>	
<b>Role and involvement in preparing the proposed Project</b>	
<b>Role and involvement in implementing the proposed Project</b>	

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<sup>3</sup> Such as. non profit making, governmental body, international organisation

## CHECKLIST OF DOCUMENTS TO ATTACH

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

<b>Before sending your proposal, please check that each of the following components is complete and respects the following criteria:</b>			
		<b>Yes</b>	<b>No</b>
1	Only one proposal is placed in the envelope		
2	One original and two copies of the correct application form for full proposal is attached		
3	The application form for the full proposal has been completed as per instruction and attached		
4	The application form for the full proposal is <b>typed</b>		
5	The application form is in English <b><u>only</u></b>		
6	The Declaration by the applicant has been filled in, signed and is attached		
7	The partner (if any) has completed and signed a partnership statement and is attached		
8	The form for the associate(s) (if any) is completed and is attached		
9	The budget is presented in the format requested, is expressed in Kshs and is attached		
10	The logical framework has been completed and is attached		
11	One original and two copies of the proposal have been included		
12	If resources are required from Government Agencies as indicated in 1.9.2 and the letters ) confirming the availability of resources are attached		
13	The certificate of registration of the applicant is attached		
14	The requested contribution from CDTF is between 50% and 90% of the total cost of the project.		
15	The community contribution is between 10% and 50% of the total cost of the project		
16	Sketch map		

### FOR LOT1

17	The duration of the project is not more than 18 months		
18	The budget is between 2 million and 7.5 million Kenya Shillings		

### FOR LOT 2

19	The duration of the project is not more than 24 months		
20	The budget is between 7.5 million 31.5 million Kenya Shillings		
21.	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 to implement the proposed project;
- 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:
  - 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 Government of Kenya and of the European Union, their personal data may be transferred to audit services of the Government of Kenya and the internal audit services of the European Commission, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the applicant

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