



REPUBLIC
OF
KENYA



Poverty Reduction through Sustainable NRM



Investing in rural people

MINISTRY OF WATER AND IRRIGATION

UPPER TANA NATURAL RESOURCES MANAGEMENT PROJECT (UTaNRMP)

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Matching Grants Proposal Application Form (THIS FORM IS NOT FOR SALE) 2017/18

For official Use only	
Name of the Common Interest Group (CIG):	
Proposal Reference No:	
Category Applied for :	
Date Received:	

Instructions

*Please read this application form and information document on the **Call for Proposals (CFP) guidelines** carefully before you fill this proposal application form. The application forms should be filled in **English**. Filling this form is **not a guarantee** that your project will be funded. **The proposal from the CIGs must be bound.***

Requirements

- 1. The application form for proposal is only to be filled and submitted by applicants who meet the general and specific criteria as indicated in the “call for proposals”.*
- 2 It is important to attach all the required documents as a proof that all the requirements have been met.*
- 3 All proposals must be endorsed by the Focal Development Area Committee, Sub-County Social Development Officer and ward extension staff before they are submitted to the County Project Coordinator’s office.*

I, the County Project Coordinator of.....County confirm that the proposed project as stated in this Proposal Application Form is in line with the objectives and priorities of the Upper Tana Natural Resources Management project.

Name:

Date:

Signature:

Official Stamp:

A. General Information

Name of the CIG	
CIG Registration No.	
Contact Address	
Date of Registration	
Type of registration/registered with	
Number of CIG members (Men, Women) Number of household/families in the CIG	
County	
Sub-County	
River Basin	
<i>Focal Development Area (FDA)</i>	
Nearest trading centre	

Details of the CIG Executive Committee

Name of Chairperson	
Telephone number of Chairperson	
Duration in office	
Name of Secretary	
Telephone number of secretary	
Duration in office	
Name of Treasurer	
Telephone number of Treasurer	
Duration in office	

Details of the FDAC Executive Committee

Name of Chairperson	
Telephone number of Chairperson	
Name of Secretary	
Telephone number of secretary	
Name of Treasurer	
Telephone number of Treasurer	

CIG Bank Details

Bank Name	
Branch Name	
Branch Code	
Account Name	
Account Number	

CIG Account Signatories

Signatory 1	
Name(Full Names)	
ID number	
Signatory 2	
Name(Full Names)	
ID number	
Signatory 3	
Name(Full Names)	
ID number	

B. Proposed Project Information**Proposal General Information**

Name of the proposed project	
Category of the project applied for (xxxx)	
Implementation/Duration of the proposed project	
Requested(IFAD) funding (Kshs.)	
CIG contribution (Kshs.)(actual)	
Total cost of the project (Kshs.)	
% of CIG contribution to project cost	
Project Direct Beneficiaries: Number of Women: Number of Men: Number of Youth: Number of the Elderly: Number of vulnerable people Others (specify): Total number of beneficiaries	

xxxx For Category –see Grants Manual section 4.5

i) Detailed Proposal Information

Description of the project and its Effectiveness (Effectiveness: The extent to which the objectives of a development intervention were achieved, or are expected to be achieved or measure of the actual or likely attainment of project objectives) (1 page)

Give reasons (felt need) *that led to the formulation of the Project*

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Describe the possibilities for replication or extension of the Project outputs in other communities or individuals (multiplier effects)

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ii) Goal and Objectives of the proposed project (1/2 page)

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Specify role and participation in the proposed Project of the following stakeholders

- FDAC

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- Line ministries/Departments/ Agencies

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- Project Coordination Team

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- Others

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Organizational structure of the CIG (Management structure)

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viii) Financial and Implementation capacity of the CIG

Describe past experience of the CIG in managing and implementing similar project

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Describe past experience of the CIG in managing financial resources

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ix) Sustainability mechanisms

Describe financial sustainability: financing and financial management of follow-up activities, sources of revenue for covering all future operating and maintenance costs

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Describe institutional sustainability: organizational structures which will allow the results of the Project to continue being in place after the end of the Project

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Describe environmental sustainability: Provide mitigation measures for clean and healthy environment, Availability of Environmental Impact Assessment report and mechanisms put in place to implement Environmental Management Plans and future Environmental Audits.

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xii) Endorsement of the Proposal by CIG officials

Name	Position	Signature	Date

CIG official Stamp.....

xiii) Proposal Endorsement by other Stakeholders

Level	Name	Signature and stamp	Date
Line technical Department/ Agency(Ward or Sub County)			
FDAC			
Sub County SDO			
County Head of department/Agency			
PCT			

C: Attachment to this Proposal

The following copies of documents must be attached:

- i) CIG registration certificate
- ii) Signed CIG members list (name, ID number and signature)
- iii) Minutes approving this proposal
- iv) Financial report (Recent bank statement, Recent Financial statement , Bank/cashbook reconciliation statement – among others)
- v) Drawings/Bill of Quantities or any documents required for implementation
- vi) Sketch map showing location of the CIG.
- vii) CIG Constitution
- viii) Minutes of the most recent full CIG members general meeting
- ix) Business plan
- x) Project design
- xi) Lease agreement –This is a requirement for any project to be implemented on leased land which must be witnessed by an advocate will be required before disbursement of funds .