





MINISTRY OF ENVIRONMENT, WATER & NATURAL RESOURCES UPPER TANA NATURAL RESOURCES MANAGEMENT PROJECT (UTanrmp)

PO Box 996-60100 EMBU Tel: 068-31376 E-mail: utanrmp@gmail.com

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

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 <u>Call for Proposals (CFP)</u> <u>guidelines</u> carefully before you fill this proposal application form. The application forms should be filled in <u>English</u>. Filling this form is <u>not a guarantee</u> that your project will be funded.

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 FDAC, WRUA/CFA before they are submitted to the County Project Coordinator's office.

project as stated in this	rdinator ofCo Proposal Application Form is in a Natural Resources Management	n line with the objectives and
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)	
County	
Sub-County	
River Basin	
WRUA/CFA	
FDA	
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	

Details of the WRUA/CFA 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/Swift 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 (*)	
Duration of the proposed project	
Requested(IFAD) funding (Kshs.)	
CIG contribution (Kshs.)	
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	
*For Category –see Grants Ma	nual section 4.5
Detailed Proposal Information	
i) Description of the project and its E	ffectiveness** (1 page)
Background information that led to the j	formulation of the Project
	or extension of the Project outputs in other communitie
or individuals (multiplier effects)	
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^{}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

ii)	Goal and Objectives of the proposed project (½ page)
iii)	Main project milestones *** and related activities of the proposed project (½ page)
	The milestones should be Specific, Measurable, Achievable, realistic and Time bound
	•••••••••••••••••••••••••••••••••••••
	*** Milestones is a locical flow of activities
	*** Milestones is a logical flow of activities

iv)	Expected Outputs**** (½ page)
The o	utputs should be Specific, Measurable, Achievable, realistic and Time bound
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Outp	uts**** .The tangible results achieved due to the implementation of project activities
v)	Relevance**** of the proposed project in addressing poverty and natural resource issues in the area ($\frac{1}{2}$ page)
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	vance is a measure of the pertinence of the project strategy and activities to the needs of the or overall goal of the group
vi)	CIG members involvement and participation (2 pages)
CIG	engagement in project initiation, formulation, planning, implementation and operation
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Но	w will the following monitor the project progress?
•	CIG members
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•	Executive committee
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	C. h
•	Sub committees
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Sne	ecify role and participation in the proposed Project of the following stakeholders
<i>5p</i> € •	FDAC
•	IDAC
•	WRUA/CFA
	WROTECTT
•	Line ministries/Departments/ Agencies
•	Project Coordination Team
	•••••••••••••••••••••••••••••••••••

•	Others

<i>Or</i> ₈	ganizational structure of the CIG
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Fir	ancial and Implementation capacity of the CIG
Des	cribe past experience of the CIG in managing and implementing similar project
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De	scribe past experience of the CIG in managing financial resources
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vii)	Sustainability mechanisms
	scribe Financial sustainability: financing and financial management of follow-up activities rees 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
Describe environmental sustainability: Provide mitigation measures for clean and health environment, Availability of Environmental Impact Assessment report and mechanisms put it place to implement Environmental Management Plans and future Environmental Audits.
viii) Indicative activity schedule (Action plan)

ix) Budget	
The budget will be prepared as per respective category. As a guide see Technical Support (TSN) in appendix 4 of the grants manual to assist in budget preparation.	Notes

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x) Propos	al certified by- CIG- Execu	tive members	
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Name	Designation	Signature	Date
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CIG official S	tamp	•••••	
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xi) Propos	al Endorsement by other S	takeholders	
I evel	Name	Signature	nd official stamr Date

Level	Name	Signature and official stamp	Date
Line Department/ Agency (frontline/ward/sub-county)			
FDAC			
WRUA/CFA			
County Head of			
Department/Agency			
PCT			

Attachment to the Proposal

The following copies of documents should 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(if applicable)