
FORM IB: COUNTYWIDE PROJECTS FUNDING APPLICATION FORM

Note to applicant: This application form complies with the provisions of Data Protection Act 2019. By making this application, you grant consent to the **National Government Affirmative Action Fund (NGAAF)** to undertake the following:

- i. Collect your personal data which include but not limited to , ID No, cellphone No , Gender, etc.
- ii. Collection of sensitive data which may include but not limited to disability status, ethnicity
- iii. Use of your name, images, photos, video clips ,or audio recordings for purposes of branding, civic education, NGAAF promotional activities or for any other purposes aligned to NGAAF' s Mandate or the policies of the Government of Kenya or any of its agencies
- iv. Share your data with other Government Agencies e.g. the Kenya National Bureau of Statistics in strict compliance to the provisions of the Data Protection Act 2019
- v. Record the Bank Account Details of the Affirmative Action Group (AAG) on who's behalf the application is made . The Bank account details may include the Bank account statement

Having granted consent to the above, you commit yourself to the following:

- i. That you shall not demand any payments , extra benefits or favors as a result of the use of your images, photos, video recordings , audio recordings or personal data
- ii. That you shall not take advantage of any recordings, images, or personal data to benefit yourself
- iii. The use of your personal data, images, photos, video clips or audio recordings is not a guarantee that your application will go through
- iv. That you shall not deliberately provide misleading , obsolete or inaccurate data or information

Purpose for collection of personal & sensitive data.

- i. For accountability and Audit purposes
- ii. To allow Government have data on number of applicants from affirmative action groups .
- iii. To ascertain that the bank account details match the particulars of the AAG applying
- iv. To ensure equity across all ethnic groups in compliance to article 10 of constitution of Kenya on National Values & Principles of Governance
- v. To ensure inclusivity of PWDs
- vi. To capture the demographics of our beneficiaries for ease of planning
- vii. For publicity , branding , public relations or any other purposes aligned to the policies of the Government of Kenya or any of its agencies

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Name of County: **County code:**.....

For NGAAF USE ONLY

Application No.	
Date Received:	

1. PROJECT AND CONTACT DETAILS

Title of the Proposed Project		
Location of the proposed Project	County	
	Sub-County	
	Constituency	
	Ward	

	Location		
	Sub-Location		
	Nearest Trading Centre		
Specify the major beneficiaries (either youth, women, PWDs, elderly)			
Contact Person(s) of the project	1 st Contact Name:		
	Date of Birth.....Ethnicity.....		
	Position in the project:		
	Cellphone No:	ID No:	
	Gender: (F/M)	PWD (Yes/No)	
	2 nd Contact Name:		
	Date of Birth.....Ethnicity.....		
	Position: in the project		
	Cellphone No:	ID No:	
	Gender: (FM)	PWD (Yes/No)	
Details of Partner(s) to the Proposed project (Provide a list of Partners in the project below)	Name of the representatives of 1 st Partner: organization-- -----		
	Position in the organization_____		
	Tel Contact:		
	Name of the representatives of 2 nd Partner organization:		
	Position in the organization_____		
	Tel Contact:		

1.2 JUSTIFICATION OF THE PROJECT

Briefly give background information of the project and elaborate the community need(s) the proposed project will address.

1.3 Community members/ beneficiary(ies) Profiles

Provide information on the expected number of community beneficiaries for the proposed project

Nature of beneficiaries	Gender	No. of beneficiaries	PWD beneficiaries
Total Population beneficiaries	Male		
	Female		
Youth Population (<i>Aged 18-35 years</i>)	Male		
	Female		
	Total		

1.4 Project Cost Details

1.4.1 Expected Cost of the Project (As reflected in Bill of Quantities, approved Structural designs of project where applicable which must be attached)

Amount in figures in Kshs.....

Amount in Words:.....

.....

1.4.2 Summary Budget Breakdown of the requested Amount

Item Description	Amount in Figures (Kshs)

1.4.3 How will this project improve the lives of the members and/community?

2. SUSTAINABILITY

Briefly explain how the community or beneficiaries will ensure the benefits of the project continue to be sustained after the funding.

Declaration by Project Applicant(s)

I (we), the undersigned hereby declare to NGAAF that the information provided herein is genuine and verifiable to the best of my (our) knowledge and that the information can be verified by any government agency

That I (we) shall be held personally liable if the information is found to be falsified and is not available when required

Name	Position	ID. No.	Mobile No.	Signature

3. FOR OFFICIAL USE ONLY

3.1 CHECKLIST OF DOCUMENTS THAT MUST BE ATTACHED TO THE PROJECT PROPOSAL (*Tick Yes for each document attached and No for those not availed*)

No	Documents to Attach	Yes	NO
1.	Duly signed NGAAF County committee meeting minutes with resolutions recommending the project for funding by the Board		
2.	Duly filled application form for funding by the project committee		
3.	Documents that demonstrate that the project was identified through community/public participation		
4.	Endorsement of the project by County Commissioner or Head of relevant technical Department/Agency under which the project falls (e.g. Water Department, Markets sheds by County governments etc.)		
5.	Detailed certified project structural designs by the relevant government institution. The line Ministry under which the project falls should endorse the designs as per their standard guidelines where applicable (e.g. Gender Based Violence centers- by State Department for Gender, Rehabilitation Centers by NACADA		
6.	Certified architectural and structural designs approved by the County Planning Department		
7.	Avail bill of Quantities (BQS) from Ministry of Public Works or relevant technical government agency e.g. Water department on project cost		
8.	Avail valid land acquisition ownership documents with search certificate for the land to be used. Where land is owned by community trustees or donated by a member of community a written signed MOU between the Project Committee and the owners or trustees should be availed endorsed by the Chief or Head of the donating institution		
9.	Obtain all necessary approvals from relevant		

	government institutions including NEMA		
10.	Authority from the County government where applicable before construction of facilities		
11.	Attach a signed request letter from the public institution and minutes seeking assistance e.g. schools, health facilities		
12.	An MOU with a partner institution/organization to support operations and maintenance of the center once completed		
13.	Facilities owned by CBOs must be registered with relevant Government agencies and operate in constituency it is seeking funding from, provide bank account details and up to date financial records, minutes of 3 subsequent meetings prior to application for funding, be in existence for at least 3 months prior to application for funding		

RECOMMENDATION BY COUNTY COMMITTEE MEETING

HELD ON -----MONTH.....YEAR.....

Amount recommended by NGAAF county committee

Amount in figures Kshs.....

Amount in Words.....

.....

Confirmed by:

County Chair Person Name:.....

Signature:.....

Date:.....

4 Declaration by the County Coordinator

INGAAF Coordinator of.....County hereby declare to the NGAAF National Board that I have gone through all the necessary documents and information related to the proposed project (s) and confirm that the herein attachments are genuine and verifiable to the best of my knowledge and belief and that the information can be verified by any government agency

That I shall be held personally liable if the information is found to be falsified and is not available when required

Signed:.....Date:.....Stamp:.....