

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 Manual section 4.5**

Detailed Proposal Information

i) Description of the project and its Effectiveness (1 page)**

Background information 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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****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

iv) Expected Outputs** (½ page)**

The outputs should be Specific, Measurable, Achievable, realistic and Time bound

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Outputs** .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 (½ page)**

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Relevance is a measure of the pertinence of the project strategy and activities to the needs of the group 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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How will the following monitor the project progress?

- CIG members

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- Executive committee

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- Sub committees

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

- FDAC

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- WRUA/CFA

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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

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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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vii) 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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viii) Indicative activity schedule (Action plan)

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x) Proposal certified by- CIG- Executive members

Name	Designation	Signature	Date

CIG official Stamp.....

xi) Proposal Endorsement by other Stakeholders

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

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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)