



## GUIDE TO APPLICANTS

**Request for Proposals 2017**

**Ref No: KCDF/LECC/P4C/RFP/09/APR2017**

**Return to:**

The Chief Executive Officer,  
Kenya Community Development Foundation,  
4<sup>th</sup> Floor Morningside Office park - Ngong road,  
P.O Box 10501-00100,  
Nairobi

**Email:** [grants@kcdf.or.ke](mailto:grants@kcdf.or.ke)

**Website:** [www.kcdf.or.ke](http://www.kcdf.or.ke)

## 1. ABOUT KCDF

Established in 1997, KCDF supports local community development initiatives through grantmaking and capacity building of local organizations. KCDF holds strongly that systemic change is possible when communities are able to initiate and drive their development agenda, work with governments and other actors to access basic rights and services as well as harness and grow their own resources.

In an effort to assist communities in pursuit of sustainable development and social justice, the foundation continues to partner with and to facilitate the strengthening of local communities and their community organizations by: Building strong and credible institutions for sustainable development of communities; and influencing and fostering favorable policy framework and an enabling environment for organized giving and social justice. KCDF makes this possible through carefully designed programmes under the following key thematic areas:

- a. Livelihoods, Climate Change Adaptation & Environment
- b. Children, Education & Youth
- c. Policy, Partnerships & Communication
- d. Capacity Development & Organizational Development

## 2. WHAT IS THE BACKGROUND OF THE PROGRAMME/FUND

The Local Fundraising Capacity Building Facility (Pamoja4Change Facility) is a competitive grant scheme for capacity building of Kenyan community based organizations and other qualified civil society organizations for successful local fundraising and resources mobilization. The local partners propose their own local development projects and fundraise for **50%** of their project budget locally. Focus is directed at local community projects that demonstrate financial and resources participation by the local community as well as potential for long term impact on the target groups – sustainable development. This matching grant facility is open to all qualified organizations in Kenya. Grants of **Kshs 800,000 to Kshs 2,000,000** (being sum of community and KCDF contributions) are awarded on a 1:1 grant matching model to successful applicants approved by the KCDF Board once each year.

## 3. RATIONALE OF THE FUND

The P4C Grants Matching Facility aims to promote local philanthropy for self-reliance and long term sustainability among Kenyan communities and to strengthen their capacity and confidence in taking charge of their development agenda. Proposed projects **MUST** therefore contribute to strengthening local initiatives or programs that enhance the wellbeing of their community members particularly children, women, youth and people with special needs.

- a) KCDF is therefore seeking to partner with local organizations to implement projects that are aligned with the following thematic areas:
  - **Improving access to basic social services for the wider community** – innovative projects that seek to improve the wellbeing of local communities (especially children) through increased services delivery e.g. clean and safe water, health and health information, etc.
  - **Services for children in public Early Childhood Development Programmes and in primary schools.** These shall include infrastructural development, feeding Programme and sanitation improvement support
  - **Women and girl child empowerment projects:** Projects which seek to improve participation of young women and girls in, leadership, employment, income generation for impact on family livelihoods.
  - **Environmental conservation and climate change mitigation:** Projects that are geared toward environmental conservation as well as enhancing the adaptive capacity of

communities to climate change

- **Information Communication and Technology** – projects aimed at establishing or maintaining functional community resource centers and adaptation of IT for development initiatives at the community level to enhance productivity, and efficiency.
- **Projects targeting the marginalized persons and persons with disability in the community:** Projects aimed at mainstreaming issues of the disabled in the provision of social services.
- **Security:** Projects that are targeted at improving the security situation for community members, through the initiatives of the local community.

b) Through this fund it is anticipated that KCDF shall facilitate the strengthening and building of credible institutions involved in facilitating the sustainable development of Kenyan communities.

#### 4. WHO CAN APPLY FOR THE GRANTS?

KCDF is seeking to partner with organisations that:

- a. Are legally and locally registered with relevant authorities and demonstrate mature and good governance and accountable leadership.
- b. Demonstrate a good understanding of the local context and need.
- c. Demonstrate that the proposed idea is in line with government policy.
- d. Show that local people have been consulted and will be involved in the work.
- e. Have a balanced approach, addressing not only immediate *needs* but also people's *rights* to services.
- f. Demonstrate they are not working in isolation but are collaborating with other organisations and engaging with relevant government departments.
- g. Help to build the skills, confidence and capacity of local people and or organisations.
- h. Offer some useful lessons for future interventions, and show how the applicant will gather information and learn from it.
- i. Have the capacity to carry out very simple and effective local fundraising initiatives for their budget contribution (50% of the total budget). This is a significant requirement for all projects approved.
- j. Must be grassroots organizations with some history/ experience in the implementation of projects particularly those benefiting children.

**KCDF SHALL NOT award grants to support the following or components of the following:**

- Political processes
- Individuals
- Participation in international conferences

#### 5. GRANT SIZE AND DURATION?

**Project Duration:** Projects must be completed within a minimum of 8 and a maximum of 18 months after signing of the grant agreement for support with KCDF. The above durations excludes a fundraising window (the pre-project implementation phase or period for local fundraising) of between 1 and 6 months.

**Total Grant Sizes:** The average size of grants will be between **Kshs 800,000 and Kshs 2,000,000** on a 1:1 grant matching model to the most innovative proposals chosen by the KCDF Board. However, this decision will be based on demonstrated ability to locally raise 50% of the total project cost, potential impact, scope and the capacity of the applying local organization. The Grant Amount of **Kshs 800, 00 to 2,000,000** includes your **50%** monetary contribution. Your contribution

(50% of the total proposed project cost) shall be deposited in a KCDF account subject to approval of your proposal by the KCDF Board. Entire total project cost (Total of community and KCDF contributions) shall thereafter be disbursed in at least two disbursements.

**KCDF Contributions:** KCDF contributions will be 50% of the above grant amounts i.e. shall range from a minimum of **Kshs 400,000** to a maximum of **Kshs 1,000,000** (exclusive your equal contribution).

## 6. HOW DO I APPLY?

The GRANT APPLICATION FORMS and Project Budget are to be filled out and submitted to KCDF through our **online grant management system** on or before the deadline (10<sup>th</sup> March 2017). These application GUIDELINES have been developed to assist applicants in filling out the application form and should be read and understood before completing the proposal form. The following steps are guides for submitting your application:

- i. Download and complete the STANDARD grant application form (KCDF/LECC/P4C/RFP/09/APR2017/Application-Form) and project budget templates from [www.kcdf.or.ke](http://www.kcdf.or.ke). The application must be typed in English. Application NOT submitted in this form will be disqualified.
- ii. Create and log in to your user account by accessing our grant application tool. Use the following link [https://www.grantrequest.com/SID\\_2302/?SA=SNA&FID=35014](https://www.grantrequest.com/SID_2302/?SA=SNA&FID=35014)
- iii. Once logged in, register your organization details, contact person details, and provide brief details of your project
- iv. The budget template is appended in the grant application form. If your project has elements of infrastructure development, a Bill of Quantities (BOQ) template is also appended in the grant application form.
- v. You will receive a confirmation email upon successful submission of your application.

Email applications will not be considered. Applications delivered outside the deadline (**10<sup>th</sup> March 2017**) are automatically disqualified.

In case you require assistance in accessing the grantee portal, contact us via [info@kcdf.or.ke](mailto:info@kcdf.or.ke)

## 7. HOW ARE APPLICATIONS/PROPOSALS SELECTED?

In addition to the earlier indicated principles, submitted applications will be assessed on:

- a) **Co-funding / Leverage on Local Resources:** Including skills, facilities and funds. The Applicant must contribute a minimum of 50% of the total project cost. This contribution must be in monetary terms and will be deposited in a KCDF account to be provided subject to approval of your proposal
- b) **Sustainability:** the impact of the project being proposed should be able to continue being felt beyond the funding period.
- c) **Results and Measurability:** All projects must have well defined targets. Achievements thereof should be tangible and quantifiable.
- d) **Partnerships:** The potential to initiate strategic alliances and bring different stakeholders together to increase success needs to be demonstrated.
- e) **Promotion of gender equity:** especially as regards inclusion and active participation of women.
- f) **Promoting positive impact on environment:** the impact of the project being proposed

- should have a positive effect on the environment
- g) **Timely submissions:** All applications must be received within the deadline for consideration

## 8. TIME LINE FOR APPLICATIONS

Applicants are requested to keep these dates in mind:

<b>Call for Applications:</b>	6 <sup>th</sup> February 2017
<b>Deadline for submission of proposals:</b>	10 <sup>th</sup> March 2017
<b>Screening, Review &amp; Visits:</b>	24 <sup>th</sup> March 2017
<b>Notification of awards:</b>	7 <sup>th</sup> April 2017
<b>Signing grant agreements/ letters:</b>	25 <sup>th</sup> April 2017
<b>Grant disbursement:</b>	On completion of local fundraising targets

All applicants should note that a KCDF team may visit those shortlisted for a Grant Award. These initial visits are part of the assessments, proposal evaluation and final approval, thus, do not in any way amount to or confirm approval. Similarly, KCDF reserves the right to ask for additional information at any stage of the selection process.

## 9. ADDITIONAL INFORMATION

If in need of more information, applicants are advised to send their inquiries through email to [info@kcdf.or.ke](mailto:info@kcdf.or.ke) indicating **Ref No. KCDF/LECC/P4C/RFP/09/APR2017**, on the subject line