

Application Form

Application Reference Number:	CTGA/LF/T12/2022
Closing Date:	18th March, 2022

Change the Game - Local Fundraising Training Trajectory

INSTRUCTIONS

Please read carefully through the enclosed applicants guideline on **CHANGE THE GAME ACADEMY (CTGA) FOCUSING ON LOCAL FUNDRAISING TRAINING** before filling out this application form.

APPLICATION PROCESS:

- Be brief and to the point without losing important information or ideas. Answer all questions as best you can. Disqualification is based on any incomplete applications submitted.
- This **APPLICATION FORM** is to be filled out and submitted via email grants@kcdf.or.ke on or before the deadline (**18th March, 2022**). Applications submitted through an email will not be considered. Indicate the application reference number on your emails subject head.
- To be considered, application will be received on or before the deadline (**18th March 2022**). You will receive a confirmation email upon successful submission of your application. All applicants will be notified of the outcome.
- In case you require assistance or clarity, kindly contact us via grants@kcdf.or.ke with a copy to info@kcdf.or.ke.

TRAINING DATES:

All trainings will be held either Nairobi or Mombasa. Nairobi is preferred. While aware that these dates may be adjusted/ may change slightly, successful organizations will be invited to the training to be held in Nairobi as per the schedule below:

No	Module	Number of Face to Face Conference Days (Exclusive of Travel Days)	Details for those requiring accommodation	
			Check In date	Check Out date
1	Module 1: Leaders Meeting	2 - Day Training held Face to Face	11 th April, 2022	14 th April, 2022
2	Module 2: A Level Champions Course	5 - Day Training held Face to Face	8 th May, 2022	14 th May, 2022
3	Module 3: Webinar/ Practical Engagement	1 - Day of Virtual Engagements	3 rd June, 2022	3 rd June, 2022
4	Module 4: Coaching & Mentorship	3 - Days of Face to Face Meetings	Continuous	
5	Module 5: Learning, evaluation & Graduation	2 - Day Training held Face to Face	6 th July 2022	9 th June, 2022

OTHER RELEVANT INFORMATION:

- Each participant will cater for 10% of the total costs. Calculated total costs are at Kes.16,000 for each participant residing and Kes 8,000 for each non-resident. Payable on or before the training commences.
- Mobilising Support champions will be expected to access online content through <https://www.changethegameacademy.org/>
- Participants will be using laptops during the trainings.
- Two participants per organizations will attend the face to face trainings.
- Participants will get transport refunds in line with public transport rates (road only) and on the basis of actual receipts.

Part A: Applicant Information

This part when filled out should not exceed two pages.

1. Contact Information of Applying Organization:

Name Organizations Director/Manager:

Name of Applicant

Current Position of Applicant:

Phone:

E-mail:

Address:

Website (if applicable):

2. Type of Applying Organization:

Is your organization: Non-governmental	Yes	No
Non-partisan	Yes	No
Not for-profit	Yes	No
Legally registered	Yes	No
Youth-led	Yes	No
Have you been funded by KCDF before?	Yes	No

Registration Date (month, year):

Type of registration:

Registration number:

3. Overview of Applying Organization:

3.1 Briefly state the vision, mission and description of your organization and its objectives:

3.2 What are your key intervention areas (i.e. Water, health, sanitation etc.) Elaborate concisely in bullets/ brief points.

3.3 Have you ever fundraised for financial resources locally (from Kenyan donors) in the last two years? Kindly share a summarized breakdown of amounts and from who did you receive the donation.

3.4 What challenges did you face while fundraising? How did you mitigate these challenges?

3.5 What are main reasons for your success in local fundraising? What opportunities do you see moving forwards.

4. Commitment to Participate:

Is your organization (includes leadership) willing to participate in a training and coaching trajectory as outlined in the enclosed project brief/ guideline?
Please note that the training program/ trajectory will take place from 18th March, 2022 to 17th June, 2022. Includes commitment to pay 10% of the total cost as outlined on page 2 above.

Yes

No

If yes above (elaborate on the main reason/ motivation to participate)

5. Participation in the Leaders Training to be held in Nairobi. Dates (which may change) are Outlined in Table Above:

Name of leaders who will participate in the leaders training to be held in Nairobi on 18th March, 2022. These are senior-managers able to make decisions on behalf of the organization. (CEO, ED, Board Member, Programs Manager, etc). Provide a name, designation, email and a telephone number for each. Every organization nominates two leaders only.

6. Objectives/Expectations:

a. Objective/Goal that you want to realize after participating in the proposed training pathway.

b. What concrete results would it have? Please list 2-3 key measurable results:

7. Resource Mobilization, Development and Sustainability – Self Capacity Assessment:

The following section serves to provide an opportunity for organization to objectively assess their organizations capacity status and identify possible gaps that can be improved on through their participation in the training trajectory. The answers form a basis for further discussion with KCDF. You are encouraged to answer truthfully since the assessment is not only meant to provide an accurate sense of the organization's suitability but also serves to highlight areas that might need to be strengthened when the capacity enhancement partnership commences.

Capacity	Level	Score	Comments (Kindly insert relevant comments in each of the sections to qualify/ support your score)
7.1 Resource Mobilization	Organization has a documented/well understood system for resource mobilization (personnel, resources etc)	Yes-fully (2) To some extent (1) No (0)	
	The organization has a documented and functional resource mobilization/fund-raising strategy.	Yes-fully (2) To some extent (1) No (0)	
	Board/ executive members of the organization are actively involved in fundraising initiatives for the organization.	Yes-fully (2) To some extent (1) No (0)	

Capacity	Level	Score	Comments (<i>Kindly insert relevant comments in each of the sections to qualify/ support your score</i>)
7.1 Resource Mobilization	The organization is currently involved in successful fundraising initiatives (Local and Diaspora resource mobilization).	Yes-fully (2) To some extent (1) No (0)	
	Corporates, businesses individuals /local community members actively participate in organization's fundraising initiatives.	Yes-fully (2) To some extent (1) No (0)	
	Organization is accountable to the community/funders for all resources raised.	Yes-fully (2) To some extent (1) No (0)	

If in need for clarity on this application form, kindly do not hesitate to get in touch with Job Manani on job.manani@kcdf.or.ke or on phone on (+254) 20 8067440/1/2/3540239 Cell: +254 722 168 480/736449217

Thank you expressing interest in the program