

Application Form

Application Reference Number:	KCDF/CTGA/MS/T11/2021
Closing Date:	18th March, 2022

Mobilizing Support (MS)/ Lobby, Advocacy & Policy influencing

INSTRUCTIONS

Please read carefully through the enclosed applicants guideline on **CHANGE THE GAME ACADEMY (CTGA) FOCUSING ON MOBILIZING SUPPORT 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/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	20 th April, 2022	23 rd April, 2022
2	Module 2: Starters Course	5	15 th May, 2022	21 st May, 2022
3	Module 3: Skills Course	3	13 th June, 2022	17 th June, 2022
4	Module 4: Graduates Course	3	20 th July, 2022	23 rd July, 2022

OTHER RELEVANT INFORMATION:

- Each participant will cater for 10% of the total costs. Calculated total costs are at Kes.18,000 for each participant residing and Kes 9,000 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 of your organization

Name Organization Lead

Designation

Tel Number

Email Address

2. Organization Profile:

Kindly mark (*) where appropriate:	Registration Details:		
Non-governmental	Registration Date (month, year):		
Non-partisan	Type of registration	Company limited by guarantee	NGO
Not for-profit	Kindly mark (*) where appropriate:		CBO
Legally registered		Trust	Society
Youth-led		Others	
Disability focused			

3. Commitment to Participate:

- 3.1 Is your organization (includes leadership) willing to participate in a training and coaching trajectory as outlined in the enclosed information brief or guideline?

Please note that the training program will take place for 12 days between March 21st 2022 and July 1st 2022.

This Includes commitment to pay 10% of the total cost as outlined on page 2 above.

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

3.3 **For the mobilizers of support:**

The training expects that you will commit to work with your organization for at least three months after the training, to support your organization in embedding claim making skills in its strategy/systems and or programs. If so, kindly share a signature endorsing this statement.

Participant 1:

Participant 2:

4. Participation in the Leaders Training to be held in Nairobi on March 22nd to 23rd 2022:

Please note that these are senior managers able to make decisions on behalf of the organization. (CEO, ED, Board Member, Programs Manager/Director). Provide a name, designation, email and a telephone number for each. Every organization nominates two leaders only.

Name of Leader 1:

Name of Leader 2:

Email:

Email:

Telephone contact:

Telephone contact:

Part B: Training Needs Assessment

This section focuses on helping the trainers understand your entry skill level to the training and to ensure that the training is responsive to your needs. It is in no way meant to disqualify you from participating in the training. Therefore, if your organization has no prior experience in claim making/ taking civic action – kindly state so within the necessary sections.

5. Organization's Training Goal:

5.1 Objective/Goal that you want to realize after participating in the proposed training?

5.2 What key skills would you like to have gained for the organization after training?

6. Brief Description of the Organization's Experience in Claim Making/ In Lobby and Advocacy:

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

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

6.3 Have you ever implemented a project that sought to mobilize support/undertake claim making/civic action¹.
Expound briefly.

6.4 In relation to 3.3, what were two of your main achievements if any?

6.5 In relation to 3.3, what challenges did you face while engaging in the civic action?
How did you mitigate these challenges?

¹ Claim making/civic action refers to any possible actions to influence decision making or policies affecting grassroots level organizations, their beneficiaries and their work. It can include meetings between government and the public, to writing complaint letters or sharing recommendations with decision makers.

6.6 What are your two main interests in engaging in civic action?

Elaborate concisely in bullets points.

6.7 What are main reasons for any successful civic action you have undertaken?

7. Organization's Experience in Engaging Various Stakeholders:

7.1 How do you involve beneficiaries including community members in your projects?

7.2 How do you involve state actors and structures (i.e. central and devolved structures) in your projects?

7.3 Are you a member of any network involved in claim making/advocacy/civic action? Kindly share the name of the network and level of engagement. (national/county/sub county)

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