



DEPARTMENT OF WATER, ENVIRONMENT AND CLIMATE CHANGE

Micro/Sub-Project Proposal Format

Project Title

Date of proposal submission:

.....

A. BACKGROUND INFORMATION

1. Name of Group.....
2. Group Category ☐Women ☐Youth ☐PWDs ☐Mixed (**Tick Appropriately**)
3. Is the group registered? ☐YES ☐NO (**Tick Appropriately**)
- a) If yes, indicate registration number..... (**Attach certified copy of renewed registration certificate**)
- b) Registering entity
4. How long has the group been in existence.....
5. Where is the group located?
 - County
 - Sub-county
 - Ward
 - Sub-location
 - **Nearest market-centre to the project site.....**
(Attach sketch Map)
6. Has this group been active? ☐YES ☐NO (**Tick Appropriately**)
For how long has the group been active.....
7. How many members does the group have?(**Attach complete membership list**)
 - How many are youth
 - How many are women
 - How many are men



- How many are people living with disability.....





8. Bank/ Sacco account details (Bank name, branch, account name Gnumber): **(Attach certified copy of current bank/ sacco statement)**

Bank Name.....Branch.....

Account Name.....

6. Names of group officials:

Chairperson: ID/No: Cell phone:

Secretary: ID/No: Cell phone:

Treasurer: ID/ No:..... Cell phone:

(Attach copies of identity cards for group officials)

Contact Person..... Telephone:

6. Previous activities of the group:

10.

ACTIVITY	FUNDING SOURCE	AMOUNT	YEAR	IMPLEMENTING PARTNER	REMARKS AND STATUS

B. PROJECT PROPOSAL

1. Project Background

a) Project Title:

b) Project duration: Start: End.....

c) Total no. of beneficiaries: Male..... Female.....

• Direct beneficiaries: Male Female

• Indirect beneficiaries: Male Female

• Vulnerable beneficiaries (Youth,Women, widows/widowers, orphans, people living with disabilities, elderly).....**(specify)**



- d) Location of the project (coordinates):
- e) Who owns the proposed site(s)? (Land ownership documentation shall be required if the project qualifies for funding)

2. Project Identification

- a) How was the project identified? (tick where appropriate)
- ☐ Group members?
- ☐ Others (specify).....
- b) What events took place in developing the project idea? **(attach minutes of meetings)**
-
-
-
-
-

3. Project Framework

- a) What problems does the project aim to address at the community level?
- i.
-
- ii.
-
- iii.
-
- iv.
-
- v.
-
- c) What is/are the *objective(s)* of the project?
- a.
-
- b.
-
- c.
-
- d.
-
- e.



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d) Item Required

S/No.	ITEM	DESCRIPTION (SIZE/SPECIES/TYPE E.T.C)	NUMBER

e) What are the project-related risks that may be associated with implementing the project?

- i.
- ii.
- iii.
- iv.
- v.

f) What are the likely impacts (positive/ negative) that will emerge when the project is implemented?

- a.
- b.
- c.
- d.
- e.

g) How will the proposed project assist in achieving the Program Development Objective (PDO) which is to build resilience to climate change risks in the targeted community?

- a.
- b.
- c.
- d.
- e.



h) Description of activities to be carried out and stakeholders to be involved:

No.	Activity	Actors/stakeholders	Timeframe
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
6.			
10.			

Attach a separate sheet if space is not enough

i) Who will be involved in monitoring?

j) Who will be the custodian(s) of the group equipment/tool/animal/support?

- Name
- Designation
- ID No.....Tel.....
- Signature.....

k) How will you ensure sustainability of the project?

- i.
- ii.
- iii.
- iv.
- v.

l) How will you share/ manage the benefits that will accrue from the project?

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m) How does the group intend to solve difference among members if, and when they arise?



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4. Detailed Budget

A. Project costs including community contribution (**the budget items to include but not limited to: inputs, equipment, training cost, labor, materials, transport, stationery, administrative/ supervision cost**)

No.	Activity	Budget item	No.	Unit Cost	Total Cost	Community Contribution	County Climate Change Fund (CCCF) Contribution	Total Amount
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
6.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
16.								
20.								

(Attach Budget with the above format if space is not adequate)

Operations and Maintenance Costs

No.	Item	Estimated Budget	Responsible Actors
1.	Estimated Annual Operating Cost		



2.	Estimated Annual Maintenance cost		
3.	Staffing and Maintenance Arrangements		

B. List the contribution that the group will provide in-kind:

I. Labour (man-days G value)

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II. Materials (type, quantity G Value)

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We certify that the preceding information is true.

Chairperson: Signature Date.....

Secretary:Signature Date.....

Group member: Signature Date.





Attachment 1 – Group membership list

No	Name	ID No	Gender M/F	PWD (Tick if applicable)	Age	Contact	Signature
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.							
29.							
30.							



(For official use only)

Comments by the WCCPC:
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Recommended: ☐ Yes ☐ No

Chairperson Name: Signature..... Date of the meeting.....

Forwarded to CCU by WCCPC Secretary

Name: Signature:

Date: Official rubber stamp(CO's Stamp):

Comments by the Technical Committee:
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Endorsed: ☐ Yes ☐ No

Chairman Name:signature:

Date of the meeting.....



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CONDITIONS FOR QUALIFYING FOR CCCF GRANT

To qualify for the youth, women, men and persons living with disability income generating activities through support, equipment, breeding animals, chicks and tools the interested groups must meet the following conditions;

- a) Group must be registered with the state department for social development or any other registering entity.
- b) The registration certificate **MUST** be valid or renewed to reflect the current calendar year.
- c) The group must be active and **MUST** have a constitution or rules and/or regulations that govern its operations
- d) At least two thirds of the group members must be within the 18 to 34 age bracket for the youth group or must be women for women groups or people living with disability depending on the category of the group or as may be prescribed by any written law or policy.
- e) For microprojects at least 80% of the group members must reside within the ward where the application is made.
- f) The members of the group at any time of its existence must correspond with the list held by the state department of social development.
- g) For microprojects, a person cannot be a member of more than one group to benefit from the program.
- h) The group must have in its possession minutes with resolutions that demonstrate how decisions are arrived at.
- i) On receiving the equipment's/tools/input/animal/chicks/support the group must select a person who will take custody of the assets, on behalf of members through a written MoU.
- j) The equipment however will remain the property of the county Government of Nyeri including their disposal which must conform to the Public Procurement and Disposal act of 2007 in case of negligence or dissolution of the group.
- k) The department in case of misuse, incessant wrangles within the group that prevents the members from achieving the set objectives reserves the right to reclaim the seedlings, seeds, animals/equipment(s) and tools including surcharging the group members for unexplained or unjustified losses.
- l) For a group to qualify for a project funding that requires space, or certain professional experience, the group must demonstrate that it has such space or possess such professional experience.
- m) The department will work closely with other county departments, agencies of the national government to supervise, monitor and evaluate performance of the group which will form the basis for further support or withdrawal of such support as the case might be.
- n) In case of theft, fraud or unjustified expulsion of members or unexplained departure of more than a third of the members, or complaints from members during the support of the project, the climate change unit will use its Grievance Redress Mechanism to investigate the issue which may include



employing state or county agencies, the report of which will form the basis of its decision.



The group is obligated to keep and maintain good records for all activities and transactions relating to the project by the government throughout the program cycle.

- o) Each group will be required to sign a contract document as a commitment to adherence to all the conditions governing this programme.