



REPUBLIC OF KENYA



African Development Bank (AfDB)



SMALL-SCALE IRRIGATION AND VALUE ADDITION PROJECT (SIVAP)

INCOME GENERATING ACTIVITIES (IGAs) SUPPORT APPLICATION FORM

Date

Basic documents to attach to this form:

- i. Complete membership signed List (Male/Female/Youth)
- ii. Copy of current registration certificate
- iii. Group by-laws
- iv. Sketch map (indicate nearest market centre)
- v. Copies of identity cards (for Chair person, secretary and treasurer of the group officials)
- vi. Bank statement / table banking records
- vii. Minutes of last 2 meetings.

1. GROUP’S BACKGROUND INFORMATION

County.....

.....

Sub-County

.....

Ward.....

.....

Name of group..... Date started.....

Address.....

.....

.....

.....

Contact person’s name.....Phone number

.....

Current income generating activity

.....

Proposed activity.....
 Membership: Male:Female: Male **youth** Female **youth**
 Registration No (optional).....
 Name of nearest market centre to the project site.....

Names of group officials:

Chairman: ID No: Cell phone:
 Secretary: ID No: Cell phone:
 Treasurer: ID No:Cell phone:

Current activities of the group (for existing groups):

Activity	Investment value (Ksh)	Funding source	Year started	Collaborator(s)

2. PROPOSED PROJECT

- a) Project Title:

- b) Project Start Date:
- c) Total No. of direct beneficiaries: Male.... Female... Male **youth** Female **youth**

- d) Indirect beneficiaries: Male FemaleMale **youth** Female **youth**
- e) Project Identification
 - i. How was the proposed project identified?

 - ii. Who were involved?

.....

 iii. What activities took place in developing the proposed project idea?

.....

iv. What problems does the proposed project aim at addressing at the GROUP level?

.....

v. What is/are the *objective(s)* of the proposed project?

.....

vi. Source of Raw Materials for the Proposed Project
 a. Current Source of Raw Materials

Type of Material	Source (Place)	Annual No. of Units- Quantity (Specify unit of Measure)	Unit Cost (Ksh)	Total Cost (Ksh)
1.				
2.				
3.				
4.				
5.				

b. Proposed Source of Raw Materials

Type of Material	Source (Place)	Unit of Measure	Quantity (Annual)	Unit Cost (Ksh)	Total annual Cost (Ksh)
1.					
2.					
3.					
4.					
5.					

vii. Proposed Product(s)

a. Current Products

Type of Product	Unit of Measure	Quantity (Annual)	Unit Price (Kshs)	Total annual Revenue (Kshs)
1.				
2.				
3.				
4.				
5.				

b. Proposed Product(s) trends

Type of Product	Unit of Measure	Quantity (Annual)			Unit Price (Ksh)			Total annual Revenue (Ksh)		
		Yr. 1	Yr. 2	Yr. 3	Yr. 1	Yr. 2	Yr. 3	Yr. 1	Yr. 2	Y3
1.										
2.										
3.										
4.										
5.										

viii. Marketing of the Product

a. Current Market

Type of Product	Buyer(s)	Unit of Measure	Quantity sold (Annual)	Unit Price (Ksh)	Total annual Revenue (Ksh)
1.					
2.					
3.					
4.					
5.					

b. Proposed Market

Type of Product	Unit of Measure	Projected Quantity to be sold (Annual)	Unit Price (Ksh)	Projected Total annual Revenue (Ksh)	Buyer(s)
1.					
2.					
3.					
4.					
5.					

ix. Key Activities to inform the budget in section (f) below

a) Key Activities to be carried out in the proposed Project in chronological Order:

No.	Activity	Service Provider (By Who)	Date (By When)
1			
2			
3			
4			
5			
6			
7			
8			

Attach a separate sheet if space is not enough

b) What are the expected benefits of the proposed project (e.g. **increased house-hold income, capacity building, up-scaling, building a revolving fund etc.**)?

.....

c) List the collaborators

No	Collaborators	Area of collaboration
1		
2		
3		
4		
5		
6		

d) How will sustainability of the proposed project be ensured?

1.

2.
.....
.....
3.
.....
.....
4.
.....
.....
5.
.....
.....
6.
.....
.....
7.
.....
.....
8.
.....
.....

e) How will the benefits accrued be managed/shared?

1.
.....
.....
2.
.....
.....
3.
.....
.....
4.
.....
.....
5.
.....
.....

f) Detailed Budget (Proposed Project costs including community contribution)

a. Annual Variable Costs

SNo.	ITEM	Unit	No of Units	Unit Cost (Ksh)	Total Cost (Ksh)	Contribution	
						Community (Ksh)	SIVAP (Ksh)
1.							
2.							
3.							
4.							
5.							
6.							
...							
...							
Total Variable Costs							

b. Fixed Costs

SNo.	ITEM	Unit	No of Units	Unit Cost (Ksh)	Total Cost (Ksh)	Contribution	
						Community (Ksh)	SIVAP (Ksh)
1.							
2.							
3.							
4.							
5.							
6.							
...							
...							
Total Fixed Costs							

c. Investment Costs

SNo.	ITEM	Unit	No of Units	Unit Cost (Ksh)	Total Cost (Ksh)	Contribution	
						Community (Ksh)	SIVAP (Ksh)
1.							
2.							
3.							
4.							
5.							

6.							
...							
...							
Total Investment Costs							
GRAND TOTAL							

Total project cost:

.....

Total Community contribution:

.....

Total SIVAP grant applied for:

.....

We certify that the above information is true.

Chairperson:

Name.....ID.....Signature

Date.....

Secretary:

Name.....ID.....Signature

Date.....

Treasurer:

Name.....ID.....Signature

Date.....

Group member:

Name.....ID.....Signature

Date.....

(For official use only)

Comments by the CCU:

.....
.....
.....
.....
.....
.....
.....

Recommended / Not recommended: Date of meeting:

(Attach minutes)

Comments by the PCU

.....
.....
.....
.....
.....
.....
.....

Approval: Yes, No Date of meeting:

(Attach minutes)

Chairperson Name: signature:

Attachment 1 – Group membership list

No	Name	ID No	Gender M/F	Age	Contact	Signature ¹
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						

As much as possible, individual group members should sign against their names as indicated and unless under special circumstances, they should not be less than 15 members