

**Grant Scheme for Capacity Building on Social Enterprise**

**Specific Intervention Proposal Form for Lead Civil Society Organisations**

**Issued: 17 June 2016**

**Deadline for submission: 17 July 2016**

**Eligible CSOs: please refer to mandatory eligibility checklist**

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***Please complete:***

**Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intervention Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE READ THE FOLLOWING:**

The Guidelines provided along with this Proposal Form before completing this form; the Guidelines are also available to download from the British Council website [www.britishcouncil.co.ke](http://www.britishcouncil.co.ke)

* Only the white boxes are to be completed by you.
* This is a full proposal form and responses must be clearly elaborated and to the point. (There is no concept note stage)
* Please complete the mandatory eligibility checklist at the start of this Application Form and supporting documents checklist in section 9 of it to help ensure that you have met all the requirements of the proposal process.
* Please submit the final version of your proposal by the deadline.
* Please **also submit a soft copy of your proposal**. *https://in-tendhost.co.uk/britishcouncil*
* Even if you are an existing partner of the British Council, you still need to complete all sections because these grants require different capacities than other British Council grants.
* You should ask for a **receipt of delivery of** your proposal.
* In case of any enquiry on this proposal, please forward to *https://in-tendhost.co.uk/britishcouncil* … on or before 24 June 2016

**SECTIONS OF THE PROPOSAL FORM**

This Application Form has the below sections; you should complete all of these:

1. ABOUT YOUR ORGANISATION
2. INTERVENTION PROPOSAL
3. INTERVENTION FINANCE
4. OWNERSHIP AND CONSULTATION
5. RELEVANT CAPACITY
6. COLLABORATING/SUB-PARTNER ORGAANISATIONS
7. ORGANISATIONAL CAPACITY OF SUB-PARTNERS
8. DECLARATION
9. APPLICATION CHECKLIST

Section 9 provides a checklist to remind you of documents to submit along with this application form.

Mandatory Eligibility Checklist

Only CSOs with relevant experience and capacity in the respective thematic area are invited by the British Council to participate in the consultation and training events. Those CSOs will work closely with the British Council team in the process of finalizing full proposals.

Before completing this Application Form, participating lead organisations are requested to complete the following mandatory eligibility conditions. The same criteria will also apply to proposed collaborating organisations, which are also requested to complete this checklist.

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| **No.** | **Eligibility conditions** | **(Yes / No)** |
| 1. | Are you legally registered with the Registrar of Societies or another Kenyan institution relevant to your organisation as Kenyan Resident, network of organizations/consortium? |  |
| 2. | Are you compliant and up-to-date with the technical and financial reporting requirements of the relevant government regulatory body? |  |
| 3. | Can you demonstrate compliance with (or exemption from) other national laws and their subsidiary directives, as applicable? |  |
| 4. | Does your proposal for intervention apply to result areas? |  |
| 5. | Do you have an operational presence also through active local partners in the region for which your proposed intervention applies? |  |
| 6. | Do you have up-to-date financial reports (from 2015)? (While desirable, and depending on the size of your organisation, these reports and accounts do not have to be audited.) |  |
| 7. | Do you have a basic level or track record or experience in the proposed areas? |  |

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| **SECTION 1. ABOUT YOUR ORGANISATION** | | | | | | | | |
| 1. **Full Proposal reference number:** | | | **[Do not fill in: British Council office use only]** | | | | | |
| 1. **Name of Organisation (in full):** | | |  | | | | | |
| 1. **Full Address of Organisation:** | | | Postal Address: | | | |  | |
| Physical location: | | | |  | |
| Office telephone: | | | |  | |
| Office e-mail: | | | |  | |
| Office fax: | | | |  | |
| Organisation’s website address: | | | |  | |
| 1. Please provide a brief summary of the **mandate and legal status** of your organisation. Provide a copy of organisational and legal documents | | |  | | | | | |
| 1. Are there **any current issues between your organisation and the relevant government regulatory body** (e.g. Registrar of Societies or other relevant government body)? Describe the issues and how you have been addressing them. (This will not be taken as eligibility criteria.) | | |  | | | | | |
| 1. **Is your Organisation a member of a network, alliance or umbrella body?** If yes, please provide details: | | | | | | | | |
|  | | | | | | | | |
| 1. **Details of the Authorised Person who will sign this Full Proposal at Section 8**   (This person should be authorised to sign contracts and enter into legal agreements on behalf of the organisation) | | | | | | | | |
| Name of Authorised Person |  | | | | | | | |
| Job Title |  | | | | | | | |
| Postal Address |  | | | | | | | |
| Telephone numbers |  | | | | | | | |
| E-mail |  | | | | | | | |
| 1. **Key Contact Person**   (If different from the authorised person above - this is the person who will communicate with the British Council about this proposal from this point forwards) | | | | | | | | |
| Name of Contact Person |  | | | | | | | |
| Job Title |  | | | | | | | |
| Postal Address |  | | | | | | | |
| Telephone numbers |  | | | | | | | |
| E-mail |  | | | | | | | |
| 1. **Please list the key people in the organisation that you are proposing will work on the intervention.** This should include management staff. Please provide the CVs of the staff listed below when submitting your application. | | | | | | | | |
| Job Title  E.g. Director, Chief Executive, Finance Manager, Programme Officer, Finance Officer … | Name | | | | Years of Experience in this role or similar | Brief description of expertise | | |
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| 1. **In this section, please provide us with detail of the finances, accounts & audit history of your organisation.** (Please submit 1 copy of the audited financial accounts for the last 3 years along with your application – see checklist in section 9) | | | | | | | | |
|  | | | | 2013 | | 2014 | | 2015 |
| Annual Income (KES) | | | |  | |  | |  |
| Do you have up-to-date financial accounts/statements? | | | |  | |  | |  |
| Were the financial accounts audited for each year? | | | |  | |  | |  |
| Were any audits qualified? | | | |  | |  | |  |
| 1. **Provide a brief reason if the accounts of your organisations are not up-to-date for any year, and reasons for any audit qualifications, if any, & steps taken to address issues identified.** Also attach any audit management letters. | | | | | | | | |
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| 1. **Describe in full the systems and procedures you have in place that will help you to effectively manage the Grant? (**List the relevant governance, financial and management policies, procedures, that you have in place, as well as accounting or project management systems) | | | | | | | | |
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| 1. **How often does your organisation submit operational reports to the Board?**   **(Please submit a copy of the latest operational reports of your organisation together with your application form)** | | | | | | | | |
| **Frequency (bi-annual, annual, etc.):** | |  | | | | | | |
| **Date of last report:** | |  | | | | | | |

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| **SECTION 2. GRANT – DESCRIPTION OF INTERVENTION (5 pages max)** | |
| 1. **Intervention title:** | *Brief title of your proposed intervention* |
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| 1. **Please summarise the intervention.** |  |
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| 1. **How much money are you applying for the Intervention?** | *(See Guidelines and Invitation Letter for the scope of each individual Intervention within respective Framework.)* |
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| 1. **What duration will this grant cover?** | In months: *(No more than 12 months)* |
|  |
| 1. **Within the Framework, what is/are the specific issue (s) affecting people that this Intervention is intended to address?** What are the root causes and current trends affecting this issue(s) in your context? Please provide any relevant statistics and other evidence sources. | |
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| 1. **Who are the people targeted by the Intervention?** Identify numbers and specific groups (women, men, age etc.) and other characteristics relevant to the framework within which your proposal falls. | |
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| 1. **Where will you work: what geographical area(s) ( Counties will the Intervention cover?** Please provide a brief analysis of the target area covered by the Intervention, including the experience of your organisation working with key stakeholders in the proposed area. | |
| . | |
| 1. **What is government doing on this issue? What laws, policy initiatives or programmes are there on this issue and how are they being implemented in practice?** What opportunity is there for civil society to contribute to these? | |
|  | |
| 1. **What other work is being done on this issue, and by whom?** To what extent does your proposed Intervention build on or complement and ‘add value’ to the work of others? | |
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| 1. **Provide an analysis of the priorities and opportunities of the target people**, identifying possible differences amongst groups (e.g. women, youth, etc.) and highlighting who may be particularly hard to reach. | |
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| 1. **What are the particular experience and skills that your organisation or organisations bring to this issue?** | |
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| 1. **What is the overall, long term change to which your intervention seeks to contribute.** | |
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| 1. **What direct changes or results do you think can be achieved by the end of this Intervention? Be specific and realistic, and describe the change or results for each component/project of the programme** (Describe how the situation will be different. Do not repeat here the activities you plan to do. Activities are to be presented under section 28 below.) | |
|  | |
| 1. **What will the Intervention do? (Activities) Describe up to 5 main areas of activity which the Intervention will support in order to contribute to changes outlined above.** You should provide a more detailed activity plan as an annex to this proposal. | |
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| 1. **What local civil society organisations do you intend to work with through this Intervention?** (Describe different types, roles and contributions, and institutional working arrangements). More detail will be requested in Section 6 below. | |
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| 1. **What other actors will you work with in your programme, or seek to influence through your work?** | |
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| 1. **How will your Intervention contribute to the higher level changes and results identified in the framework – within which this Intervention sits?** (How will your intervention take advantage of any drivers of positive change – such as relevant policies, or beneficial customary practices, local initiatives or key local champions/role models?) | |
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| 1. **How will you help increase the visibility of the undertakings?** What will your organisation contribute to helping organisations become stronger, better organised and more influential to make important changes in policy and practice? | |
|  | |
| 1. **How will you ensure the Intervention you undertake will contribute to sustainable change beyond the life of the intervention?** Please list the practical steps you will put in place to do this. | |
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| 1. **How will you know if you have been successful in achieving the key changes and results you have proposed?** What are the most likely indicators for progress/change for each specific component of your Intervention? Explain how you will monitor your work and attach a monitoring plan to this proposal. Explain how you will involve all the key actors in monitoring and evaluation of the work**.** | |
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| **SECTION 3. FINANCING** | | | |
| 1. **Summary Budget:** Please provide a breakdown of the main budget lines against funds for the Intervention. You are requested to provide detailed activity based budget using the form in Annex 1. | | | |
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| **Main budget line/description** | **Operational** | **Administrative** | **Total Cost KES** |
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| **Total** |  |  |  |

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| **SECTION 4: EVIDENCE OF OWNERSHIP & CONSULTATION (1page)** |
| 1. **How did you involve key government, civil society and private sector stakeholders in the design of your Intervention?** For example, how have you stimulated demand from government for your contribution? |
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| 1. **What evidence is there to show ‘buy-in’ and support for your ideas from key stakeholders (including government, other CSOs or the private sector) at regional level – and higher?** Please attach a copy of any relevant memoranda of understanding entered into with CSOs and any other partners. |
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| 1. **How did you validate the demands for your proposed intervention from the population who are intended to benefit most from this Intervention?** Describe the consultation process and how people participated in the design of the Intervention. |
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| **SECTION 5: RELEVANT ORGANISATIONAL CAPACITY** | | | | |
| 1. **Please give details of the three recent largest grants (in terms of amount) that your organisation has received.** | | | | |
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| 1. **What experience does your organisation have of implementing interventions in the proposed strategic area (i.e. social enterprise sector)?** | | | | |
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| 1. **Please describe previous experience of your organisation of working with stakeholders in the region described in your proposal.** | | | | |
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| 1. **Your organisation's experience in grant management and implementation.**   Looking at the list of capacities below, please score your experience against each area by putting an ‘x’ under high (lots of experience), modest (some experience) or Low/None (not much experience). Please add others where relevant under ‘other’. | | | | |
| **Area of relevant experience** | | **High** | **Modest** | **Low/None** |
| Tools and skills for consultation, participation and inclusion – especially of women and youth | |  |  |  |
| Tools and skills for capacity development of organisations representing vulnerable populations | |  |  |  |
| Skills in developing accessible learning and communication ‘products’ (videos, reports, interviews etc.) which can be used to promote specific changes | |  |  |  |
| Research skills to produce robust, evidenced conclusions for wider discussions about policy and practice. | |  |  |  |
| 1. **Please explain in full any new abbreviations or acronyms not already explained in your Full proposal.** Please try to avoid abbreviations as far as possible as these make your proposal more difficult to read. Add more lines if you need to. | | | | |
| **Abbreviation** |  | | | |
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| **SECTION 6: COLLABORATING PARTNERS (where relevant)** | | | |
| **Please provide the list of your collaborating partner CSOs.** (If you wish to work with more than ten, please check first with British Council.) | | | |
| **S/N** | **Name of collaborating Partner CSO** | **Proposed contribution/activities** | **Place of Implementation (County, town,area), etc.)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
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| **SECTION 7: ORGANISATIONAL CAPACITY OF COLLABORATING PARTNER CSOs**  **(Please submit a completed copy of this form for each of the collaborating partner CSOs listed above as annex to your application)** | | |
| 1. **Name of Partner Organisation collaborating with Lead CSO:** |  | |
| 1. **Full Address:** | Postal Address:  Physical location:  Office telephone:  Office e-mail:  Office fax:  Organisation’s website address: | |
| 1. **Please provide a very brief history of the organisation** (When and why established, founders, early funding sources etc.) |  | |
| 1. **What is the current mandate of the organisation?** (Use the statement from their Articles of Association or another relevant document) |  | |
| 1. Are there **any current issues between the organisation and the relevant government regulatory body** (e.g. Registrar of Societies or other relevant government body)? Describe the issues and how they have been addressing them. (This will not be taken as eligibility criteria.) |  | |
| 1. **Organisation Registration and Renewal document.**   (Note: please attach 1 copy of the organisations’ registration and renewal certificates and any other legal document to the back of this form). | | |
| Place of Registration | Registration Number | Date of Registration and Renewal dd/mm/yy |
|  |  |  |
| **Give Name of Income Generating Licencing Body – if applicable** |  |  |
| 1. Any **contentious issues** with relevant government authority? |  | |
| 1. **Is the Organisation a member of a network, alliance or umbrella body?** If yes, please provide details: | | |
|  | | |
| 1. **Details of the Authorised Person who will sign with the Lead Organisation** (This person should be authorised to sign contracts and enter into legal agreements on behalf of the organisation) | | |
| Name of Authorised Person |  | |
| Job Title |  | |
| Postal Address |  | |
| Telephone numbers |  | |
| E-mail |  | |
| 1. **Key Contact Person** (if different from the authorised person above - this is the person we will communicate with the British Council about this proposed programme from this point forwards) | | |
| Name of Contact Person |  | |
| Job Title |  | |
| Postal Address |  | |
| Telephone numbers |  | |
| E-mail |  | |
| 1. **What systems and procedures do you have in place to support the collaborating CSOs in this Intervention? (**List the relevant governance, financial and management policies and procedures that you have in place, as well as accounting, project management systems and capacity development skills.) | | |
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| **SECTION 8: DECLARATION** | |
| 1. **Conflict of Interest Declaration** | |
| Please state here any potential conflicts of interest with the British Council Intervention which might arise as a result of:   * Executive directors or board members holding jobs or responsibilities at the British Council * Other funding sources (current or forecast) you received or expect for the same intervention; * Any other activities that the organisation is undertaking or is expecting to undertake |  |
| **Declaration** | |
| I declare that the information provided in this form is, to the best of my knowledge, accurate, complete and truthful.  I declare that I am authorised to enter into contracts and legal agreements on behalf of the organisation named in Section 1.  Name...…  Position……………………………………………..  Signed………………………………………………  Date. | |

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| **SECTION 9. APPLICATION CHECKLIST** |
| Use this checklist to make sure you are sending us a complete application. You are expected to provide relevant documentary evidence in support of your application.  **The following tasks have been completed (please tick the boxes below):**   |  |  | | --- | --- | | All questions in the Full Proposal Form have been answered. |  | | The authorised contact name you have given has signed the form*.* |  |   **The following supporting documents are enclosed in the application (please tick the boxes below).**   |  |  | | --- | --- | | **CHECKLIST** | **Done for this proposal** | | 3 copies of the completed proposal, including the action plans/activity schedule |  | | 1 copy of the organisation’s registration document, including for each implementing organisation*(s)* |  | | 1 copy of the organisation’s income generation licence (if any) |  | | 1 copy of any other legal document relevant to the application  *(see question 4)* |  | | CV’s of staff listed in question 9 |  | | 1 copy of the organisation’s audited financial accounts for the last 3 years for each partner organisation  *(see question 10)* |  | | 1 copy most recent operational report for each implementing organisation |  | | 1 copy of completed Annex 1 for each proposed collaborating partner CSO to participate in the implementation |  | |

Annex I – Activity-based Budget (in KES)

Please provide a breakdown of the main budget lines against funds for the Intervention. You are requested to provide detailed activity based budget using the following format. Please, add additional rows, as appropriate for presentation of your detailed budget.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | ***budget Description*** | ***unit of measurement*** | ***Number of units (Qty)*** | ***Frequency*** | ***Unit Cost*** | ***Total*** |
|
|  |  |  |  |  |  |  |
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