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**APPLICATION FORM**

**Influencing Grant €25,000 to €200,000)**

Please read thoroughly the Grant Manual for guidelines on how to apply, what is expected of grantees, criteria, schedule, the granting process, and the policy advocacy focus area in Kenya.

Influencing Grant is targeting organisations and networks to strengthen their influencing, lobby, and advocacy capacities and amplify voice of marginalised and discriminated groups through new policies or proper implementation of current laws.

* The time period for the grant is from 18 months to 24 months.
* The budget can be from EUR 25,000 to EUR 200.

**PROJECT OVERVIEW**

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| 1. Title of the project | | | | | |
| 2. Name of the applicant organisation | | | | | |
| Name and position of the person responsible for the project: | | | | | |
| Address: | | | | | |
| Telephone: | Fax: | | | | |
| E-mail: | Homepage | | | | |
| 3. Short project summary (500 words) | | | | | |
| Project duration in months: | | | | | |
| Financial support requested: | | | | | |
| 4. The following documents are attached to the grant application: | | | Yes [X] | | No [X] |
| The Project Budget | | | |  |  |
| Applicant Organisation’s Statutes | | | |  |  |
| Applicant Organisation’s Annual Report – if available | | | |  |  |
| Applicant Organisation’s Latest Audit Reports – from the two previous years if available | | | |  |  |
| Additional Documents | | | |  |  |
| Please state the reason for not providing one or more of the abovementioned documents (if applicable) | | | | | |
| Date | | Signature | | | |
| Place | | Name and position | | | |

**1. ORGANIZATIONAL BACKGROUND**

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| **1.1. Describe the organization (s) activities, particularly in relation to influencing policy change and /or development** |
| *(Please give details about your experience with advocacy to shape public opinion and/or influence government to make positive changes in policy affecting excluded groups. Please specify whether the organization has implemented advocacy projects.) (max 300 words)* |
| **1.2.****Staff involved in the project** |
| *(Please provide information on the number and the expertise of the staff involved in the proposed project. Indicate any experience in policy advocacy)* |
| **1.3. International links and links with other local organisations** |
| *(Please mention any project(s)in the last 3 years which were funded or implemented with the support of international organizations. Provide name of the donor organisation, size of the grant received, date, duration and location of the project and a brief description.)* |

**2. PROJECT DESCRIPTION**

**2.1. Target Group Focus:** Indicate which of the Voice priority groups you propose to support. Please indicate if you are supporting more than one group with this project or you are supporting a group that may be discriminated against because of multiple issues.

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**2.2. Thematic Area:** Indicate which of the Voice priority themes your proposal will address. Please indicate if your proposal is addressing more than one thematic area

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|  | improving access to (productive) resources (finance, land and water) and employment |
|  | improving access to social services, health and education in particular |
|  | fostering space for political participation |

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| **2.3. Needs/Problems Analysis** |
| *(Please describe the policy, law or procedure issue you wish to influence and demonstrate how it has affected or further marginalized the target group(s) you work with or wish to work with in this project. Please specify what change you wish to influence).500 words* |

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| **2.4. Project Overview (2 pages)** |
| 1. *Goal and Objectives: (describe the goal and main objectives of the proposed advocacy project, based on the problem analysis).* |
| 1. *Expected results of the project: (Please explain what the expected outcome of the proposed project will be on the situation of end-beneficiaries. More specifically, describe how you intend to gain visibility, support and the leverage needed to achieve the impact you seek)* |
| 1. *Target audience: (A fuller description of the people the project will support (i.e. race/ethnicity, age, socioeconomic status and geographic location) to strengthen their lobby and advocacy capacities and amplify their voice)* |
| 1. *Geographical Scale of the Project: (provide information on the geographical scale of the advocacy project. If you are working at national or district level, please provide detailed information on the specific areas you will be working in)* |
| 1. *Degree to which it is researched and/or evidence-based: Briefly explain whether your proposed project will either focus on creating an evidence base with objective facts to support arguments for change in the advocacy issue? OR How it would support the lessening of marginalization of the target groups and addresses Voice themes* |
| 1. *Activities: Describe, in detail, the planned project activities. Specifically discuss how the programs and activities will accomplish the objectives and lead to the desired results. Include a time frame or timeline for the activities. Please also complete Table A below****.*** |
| 1. *Inputs: Describe the resources you will use in the project. Resources can be financial (in-kind, matching, or requested), human (volunteers, partnerships, networks, targeted project participants, staff) and physical including technology, equipment, etc. Please also complete Table B – Budget using the excel template* |

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| 2**.5: Monitoring provisions and performance indicators** |
| *(Please explain how your organization will monitor the implementation and performance of the project and indicate one or more indicators per activity that will be used to assess the progress and performance of the project, and the achievement of the expected results.)* |
| **How will you know that the activities are successful? What will be different if this project is successful?** |
| *(Please describe the best (realistic) solution to the problem that you identified; this could be a changed law, a changed regulatory requirement, a reduced cost and/or a reduced administrative burden etc. Also describe what you believe the situation will look like for your beneficiaries after this project has been implemented).* |

**2.6. Risks** **Assessment:** In this section you are required to provide a risk analysis of the potential conflicts that you may face when implementing your project. Having identified the potential conflicts, describe your mitigation plan.

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|  | **Risk** | **Likelihood**  **(L-low, M-medium,  H-high)** | **Mitigation Plan** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Etc. |  |  |  |

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| **2.7. Why you? Explain why your organization** qualifies **to do the work you are proposing, including:**   1. *How this project fits within your organization’s strategic plan* 2. *What the grant funds will allow you to do differently or more effectively* 3. *Any other organizations or individuals who are collaborators in this endeavour*   *(500 words)* |
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| **2.8. Additional Comment:** |
| *(Use this section to make any additional comment about your proposal. Please also make comment on any perceived requirement that you may have for capacity building and technical assistance). 300 words.* |

| **Table A: Annual Work Plan with Summary Activities, Inputs and Expected Results** | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of Activities** | **Inputs Required** | **Timeframe (months)** | | | | | | | | | | | | **Expected Results** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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| **TABLE B: Governance and Reporting Requirements** | | | | | | | | | | | | |
| **Milestones (or Key Achievements)** | **Project Life Cycle (months or weeks)** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Milestone 1: 25% of Contract**  Production of agreed Work Plan and Final Budget. | √ |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 2 (3,4...): % of Contract**  Progress Report submission  (Agreed key achievements) |  |  |  |  |  |  |  |  |  |  |  |  |
| **Final: 10% of Contract**  Final Project Report submission |  |  |  |  |  |  |  |  |  |  |  |  |
| * Milestones will be paid for key achievements completed. * The 1st Milestone payment will be paid upon award of the contract and completion of a fully costed Work Plan (to the total contract value) which must be agreed by Voice * Milestone payments will be an agreed % of the total contract value depending upon activities to be completed as per the agreed work plan * Milestone payments 2 (3, 4...) will only be paid upon acceptance of Progress Reports of previous milestones by Voice * The applicant should propose milestone payment timeframes in the chart above with a √ (tick) ensuring it aligns with the proposed Work Plan and timeframes at Table A above. | | | | | | | | | | | | |

**Table C –** THEORY OF CHANGE