

HACODEFU Grant Application Form Guidelines

Read the eligibility requirements before proceeding:

Eligibility Criteria:

Those eligible are Institutions or groups applying for Funds towards programs that would support needy populations and or the society in general. Below are some pointers to grant writing that are not exhaustive.

1. Cover Letter

- a. Name of the program*
- b. Purpose of the program*
- c. How does your program align with our programs*
- d. Amount requested*
- e. Time period of the program or project*
- f. Name of the contact person and contact information*

2. Cover Sheet pointers

- a. Legal name of the organization*
- b. Year founded*
- c. Program Manager Emails:*
- d. Contact person if different from the program manager*
- e. Mailing Address*
- f. Website (if applicable)*
- g. Project name:*
- h. Purpose:*
- i. Amount requested: Total Project Cost: KES.*
- j. Project Goals:*
- k. Beginning and ending dates of the project/program*
- l. Geographic areas to be served*
- m. Signatures and the program managers/directors*

3. Executive summary

- a. Brief description of the program or project*
- b. Outcomes you plan to achieve*
- c. Who the project serves and why it is important*

d. Why your organization should receive the funds to implement the project and how the funds will be spent

4. A Narrative

a. Organization information

- i. Mission statement*
- ii. Summary of your organization's history*
- iii. Outline of current programs and activities*
- iv. Highlight accomplishments*

b. Purpose of the grant

- i. Identify the problem to be addressed and the needs to be met by the project.*
- ii. Describe the goals and overall impact of the project or program.*
- iii. Describe the program objectives, activities, strategies, staffing, partners, timelines and explain how the design will enable you to address the problem or need*
- iv. Sustainability: Specify your plans for financing the project at the termination of the grant. List other financing sources or strategies that you are developing.*

c. Evaluation

- i. Interim and final evaluation and expenditure reports will be required for every grant awarded.*
- ii. Outcomes: Describe the proposed program or project outcomes, with reference to long-range plans of the organization*
- iii. Measurement. Outline your plan to document progress and results.*

5. Attachments

- a. Certificate(s) of registration*
- b. Organizational structure*
- c. Financial Information*
- d. Letters of support*
- e. Organizational Information*
- f. Budget for the program*
- g. Board of directors if applicable*
- h. Vision and Mission statements*

6. In the event you are awarded some funding, share your banking details for direct funds transfer