

Ministry of Public Service, Gender, Senior Citizens Affairs and Special Programmes

State Department for Social Protection, Senior Citizens
Affairs and Special Programmes

APPLICATION FORM FOR REGISTRATION OF SELF- HELP GROUP/COMMUNITY PROJECT

COUNTY	CONSTITUENCY	SUB-COUNTY	WARD

1. (a) Basic information of the Group/ Community Project

Name of Group/ Community Project.....

Type of Group (**Tick one**) ☐ Youth ☐ Women ☐ Men ☐ Mixed ☐ PWD
☐ Older Persons ☐ Community Project

Division..... Location.....

Sub Location..... Year of Formation.....

Postal Address..... Physical Address.....

Email..... Mobile.....

Website (where applicable).....

1. (b) Who mobilized your members to seek official registration (**Tick more than one**)?

- Self
- Officer from social development office
- Other ministry`s staff
- CBO
- NGO
- Chief
- Others- indicate them

2. Official meetings

Meeting Venue..... Meeting Day(s)..... Time.....

3. Membership of the Group/Community Project

	Female	Male	Total
Number of members at the time of registration			
Number of Persons with Disabilities (PWDs)			

Number of Youth (18-35 years)			
Number of Older Persons (60+ years)			
TOTAL			

4. Management Committee:-

Date Elections were conducted..... Election Venue

Supervised by..... Title.....

Contact Address/Tel. No.....

No	Position	Name of Person	F	M	ID/No.	Mobile/Email	Signature
1.	Chairperson						
2.	Secretary						
3.	Treasurer						
4.	V/Chairperson						
5.	V/Secretary						
6.	Member						
7.	Member						

***Attach a separate list of all members**

5. Group/Community Project Objectives

i.

ii.

iii.

6. Activities of the Group/Community Project

a) Type of Activity(ies) - tick as appropriate

1 - Business

2 - Community project

- 3 - Crop farming
- 4 - Cultural/traditional activities
- 5 - Environment Conservation
- 6 - Financial services
- 7 - Fishery
- 8 - Health care
- 9 - livestock rearing
- 10 - Poultry keeping
- 11 - Skills development
- 12 - Tourism
- 13 - Youth empowerment
- 14 - Merry-go-round
- 15 - Table banking

b) List the Main Activities

- i.
- ii.
- iii.

7. Future Plans/Activities (*if any*)

- i.
- ii.
- iii.

8. Assistance from the Government/Other Organization(s)

Assistance received so far

Type (Can Tick multiple) ☐ Financial ☐ Technical ☐ Material

Source of Assistance.....

How Does the Group/ Community Project intend to mainly Fund its Activities (*Tick as appropriate*) –

☐ Members Contributions ☐ Loans ☐ Donations ☐ Grants ☐ Others.....

9. Applicants Signature

Position ☐ Chairperson ☐ Secretary ☐ Treasurer (all officials to sign)

Chairperson

Name..... Telephone.....

Signature..... Date.....

Secretary

Name..... Telephone.....

Signature..... Date.....

Treasurer

Name..... Telephone.....

Signature..... Date.....

FOR OFFICIAL USE

1. Recommended by

☐ **Chief/ Assistant Chief -**

Name.....

Location/Sub-location..... Date.....

Stamp..... Signature.....

☐ **Location/ Division Social Development Volunteer**

Name..... Date.....

Signature..... Stamp.....

☐ **Relevant Technical Ministry/Department (applicable to Community Projects only)**

Ministry/Department.....

Name of Officer Title.....

Signature..... Date..... Stamp.....

2. Approved and Registered by County Coordinator/ Sub-County Officer for Social Development

I confirm that after the Name search there is no group registered having the same name and the group has met all the requirements for group registration

Name..... Title:.....

Signature..... Date..... Stamp.....

3. Issued Number

Registration Number..... Certificate Number..... Date.....

REQUIREMENTS FOR THE REGISTRATION OF A SELF-HELP GROUP/COMMUNITY PROJECT

1. Minutes of the meeting seeking registration and showing elected officials **MUST** be attached to the application forms.
2. List of **All** members duly signed with Name/Position/ID No. and Signatures **MUST** be attached to the application forms.
3. Secretary must Know how to read and write
4. Application Form **MUST** be accompanied by the Group/Community Project BY-LAWS/ RULES/ CONSTITUTION.
5. Pay Approved Registration fee of **Ksh.1, 000/=**.
6. **After Registration**, the Group/Community Project Must adhere to the following;
 - i. Renew the Certificate **Annually**
 - ii. Submit **Quarterly** Progress Reports to the Registering Authority
 - iii. Allow accessibility of records to the registering authority upon request or when demanded to do so

NOTE: Failure to adhere to the above requirements will result to Non-registration/Deregistration.