**1. Basic data**

Name of the NGO

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address

Registration Number

What is the Main Sector of operation of this NGO (tick one only):

|  |  |  |
| --- | --- | --- |
| 1 | Education |  |
| 2 | Health |  |
| 3 | Governance |  |
| 4 | Youth and women empowerment |  |
| 5 | Water and sanitation |  |

Ownership Status Description of NGO (tick one only):

1. International NGO…………………..

2. National NGO……………….

3. Community based NGO……………….

Which year was this NGO first registered in Kenya? Year \_\_\_\_\_\_\_\_\_\_  
(If not Registered, write 00)

**2. Projects:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Titles of the projects | Location of the projects | Budget | Start date | End date | Status | Source of funding | Beneficiaries |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**3. Affiliate Organisations/Partners**

|  |  |  |
| --- | --- | --- |
|  | Name of Organisation | Country of Origin |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Main Sources of Funding**. Also indicating the levels of contribution on a scale where the highest contributor is (1) to lowest.

|  |  |  |
| --- | --- | --- |
| **Source of Funding** | **Tick** | **Level** |
| Government (central & states) |  |  |
| Foreign agencies |  |  |
| Individual Donations |  |  |
| Other NGOs |  |  |
| Charities |  |  |
| Corporations |  |  |
| Internal Sources |  |  |
| Parent NGO |  |  |
| Others |  |  |

If ‘Others’ please specify

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Employees / Volunteers**

|  |  |  |
| --- | --- | --- |
| **Item** | **Male** | **Female** |
| a. Number of workers – National staff |  |  |
| b. Number of workers – International staff |  |  |
| Total number of workers (a+b) |  |  |

**6. Organisation’s Assets**

|  |  |  |
| --- | --- | --- |
|  | **Asset Description** | **Asset value** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**7. Annual report (tick one)**

**Yes**

**No**