

## SAFARICOM FOUNDATION PROPOSAL APPLICATION FORM

### GENERAL INFORMATION

Name of the organization	
Project title	
Project location < County, Sub-county and Location >	
Project timeline/duration	
Requested funding (KShs)	

Applicant's contact details	
Contact person (at least two individuals)	
Telephone number (at least two mobile numbers)	
Email address (at least two email addresses)	
Postal address	

Organisation details	
Date of registration	
Registration number	
Annual turnover (Income per year)	
Organisation's management team	

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Safaricom Foundation. Safaricom Foundation will not be held responsible in case it cannot contact an applicant.

## 1.0 PROJECT SUMMARY

This should include a brief overview and summary of the project. It should provide a reliable statement that describes your organisation and establish the importance of the project.

### **Brief overview and summary of the applicant's project idea**

## 1.1 PROBLEM STATEMENT

This section should indicate the issues identified that resulted in the project idea, why the problem needs to be addressed and the changes resulting from implementing the project.

### **Why this problem needs to be addressed and the anticipated changes by the project on the broader community.**

## 1.2 PROJECT OBJECTIVES

This section should highlight what the project wants to achieve specifying the results the project would like to achieve. This will include an indication of what the project will change, the time frame during which the problem will be addressed and how the objectives will contribute to the achievement of the overall goal.

### **Aims, outcome and impact of the project (highlight how the project involves the community and encourages community ownership as well as the overall impact the project has on the broader community)**

### 1.3 PROJECT BENEFICIARIES

The number of beneficiaries (people who will benefit directly from the project) to be reached by the project should be indicated. This should clearly provide a breakdown by gender.

Number of beneficiaries by gender (Male and female)

### 1.4 PROJECT INDICATORS

Indicators refer to the signs of success used to measure the performance or progress of a project. The specific indicators (provided in the application guidelines) relevant to the project should be highlighted under this section.

Indicators used for measuring progress (refer to the application guidelines for the indicators specific to the thematic area you are applying for)

### 1.5 PROJECT SUSTAINABILITY

Sustainability can be defined as the ability of a project to maintain its operations, services and benefits during its projected life time even after funding from the Safaricom Foundation ceases.

How the project will continue its operations after termination of Safaricom Foundation's funding

### 1.6 PROJECT MONITORING

This should contain a clear description of how the project will be monitored in the course of implementation. Project monitoring will ensure that any issues arising are identified in good time which improves efficiency as the project moves along.

The organization will be required to submit half year reports and final project report on the progress and achievements of the project.

### Description of how the project will be monitored in the course of implementation

## 1.7 AWARENESS CREATION

The proposal should clearly state how information about the project with regard to the purpose, methods of implementing and accomplishments will be shared with the community and other beneficiaries.

### Awareness creation about the project

## 1.8 PROJECT BUDGET

The project budget should indicate the total cost of the project and budget outline. Each activity line should have the related cost indicated. *(Please indicate the cost per unit and quantity to demonstrate how you arrive at the total).*

### Guidelines on allowable and disallowable cost

Grantees shall only incur allowable expenses in line with the approved detailed budget and charge these expenses to the Safaricom Foundation. To be allowable, costs must:

- be reasonable, in nature and amount. A cost is considered reasonable if it would be incurred by a prudent person in the conduct of similar types of activities;
- be necessary for the performance of the project activities;
- be allocable (of benefit to the project), directly or indirectly;
- be less any discounts given (lowest possible price);
- be broken down to the relevant cost details (lump sum costs are not allowed)
- be accorded consistent treatment i.e. costs of the same nature should be treated in the same way;
- be determined in accordance with generally accepted accounting principles;
- not be included as a charge to other projects in the current or prior period;
- be adequately documented;

- be supported by original documents including quotes from suppliers and receipts; and
- be a reasonable proportion of total costs, if the cost is a shared cost.

Examples of costs that would be considered unallowable include:

- fines and penalties – costs of fines and penalties resulting from violations of, or failure by the grantee to comply with, the laws;
- costs of fundraising;
- interest on loans;
- Pre-award costs – costs incurred before the agreed project start date;
- Stand-alone operational costs e.g. rent and salaries;
- Costs for capacity building, training, awareness creation and related activities if they do not pertain to critical activities within the project;
- Costs relating to political activities;
- Costs relating to religious/faith based activities unless such projects benefit a broader community irrespective of religious belief; and
- Costs relating to HIV/AIDS prevention, care and treatment activities.

All disallowed expenses will be refunded to the Safaricom Foundation by the grantee before subsequent disbursements are made.

All budgets should be submitted using the budget template in [\(link\)](#).

## 1.9 PROJECT IMPLEMENTATION, MANAGEMENT PLAN AND WORKPLAN

This section should contain information on how the project will be delivered. It should describe the project activities indicating how the objectives will be accomplished; what will be done, who will do it and when will it be done. This information should be presented in the form of a workplan.

The workplan should be submitted using the template in [\(link\)](#).

## 1.10 PROJECT CO- FINANCING

Co-funding refers to an arrangement where one project is funded by multiple donors. In this case, the applicant will need to clearly indicate the amount to be funded by the Safaricom Foundation and that to be funded by other donors.

Donors	Amount of funding
Safaricom Foundation funded requested	
Donor 2 – Specify name	
Donor 3 – Specify name	
<b>Total funding</b>	

## Appendix A: Project Budget

Please refer to the guidance notes and definitions below the budget template

Safaricom Foundation					
Organisation name					
Project title					
Date					
Total amount for the project	-				
			Total for the project		
Outcome * description	Activity** description	Details/ budget justification	Units/ Number	Unit cost/Rate (KShs)	Amount (KShs)
Outcome 1	Activity 1.1				
	Total for activity 1.1				-
	Activity 1.2				
	Total for activity 1.2				-
	Activity 1.3				

	<b>Total for activity 1.3</b>				-
	<b>Activity 1.4</b>				
	<b>Total for activity 1.4</b>				-
<b>Total for outcome 1</b>					-
<b>Outcome 2</b>	<b>Activity 2.1</b>				
	<b>Total for activity 2.1</b>				-
<b>Total for outcome 2</b>					-
<b>TOTAL</b>					-
<b>Guidance notes</b>					
1. Please fill in the name of the organisation, project title and date in the sections above.					
2. Please indicate the outcome headings and list the corresponding activities and details of the activities.					
3. Please state the number of units, unit rates and total amounts for the whole project period					

4. If a budget line does not apply to your project, do NOT leave the space blank; write " N/A" instead
5. Project expenses should be clearly identified in the appropriate budget line
6. The total amount for the project indicated in row 6 should be the same as the total indicated in row 37
7. Please note that your budget needs to be reviewed by the Safaricom Foundation for approval
<b>8. Definitions:</b>
<b>*Outcome:</b> the changes, benefits, learning or other effects that happen as a result of services and activities provided by an organisation
<b>**Activity:</b> The actions, tasks and work a project or organisation carries out to create its outputs and outcomes, and achieve its aims



## Appendix B: Project Workplan

Please refer to the guidance notes and definitions below the workplan template

Safaricom Foundation														
Organisation name		-												
Project title		-												
Date		-												
Outcomes* and Activities**			Year											
		Responsibility	J	F	M	A	M	J	J	A	S	O	N	D
<b>Programme management and set up</b>														
For example initial project meetings or management/committee meetings														
<b>Outcome 1</b>														
Activity 1.1														
Activity 1.2														
Activity 1.3														
<b>Outcome 2</b>														
Activity 2.1														
Activity 2.2														
Activity 2.3														
<b>Outcome 3</b>														
Activity 3.1														
Activity 3.2														

Activity 3.3														
<b>Outcome 4</b>														
Activity 4.1														
Activity 4.2														
<b>Guidance notes</b>														
1. Please shade in the period in which the activity described will occur.														
2. Whether you use various colours (some find it helpful) or simply black or grey.														
3. Please note that this workplan is intended to provide an overview of the expected work to be completed in the proposed period.														
4. Please provide a reasonable timeline for the expected dates for the completion of the proposed project														
5. Please insert additional rows, and columns as necessary.														
6. Please note that your workplan needs to be reviewed by the Safaricom Foundation for approval														
<b>7. Definitions:</b>														
*Outcome: the changes, benefits, learning or other effects that happen as a result of services and activities provided by an organisation														
**Activity: The processes that an organisation will carry out														
Responsibility: The person in charge of carrying out the task should be indicated														
8. Please insert additional rows, as necessary														