



THE INCUBATOR FOR INTEGRATION AND DEVELOPMENT IN EAST AFRICA (IIDEA)

“INTEGRATION MADE REAL FOR CITIZENS”

APPLICATION FORM

Applicants are requested to duly fill in all the sections of this Application Form. Incomplete, missing and incorrect information will delay processing and may result in disqualification.

1. Basic Information

Proposed Project Title	
Name of the Organization	
Amount Requested for the project	
Project Start and End Date	
Date of Submission	

2. Details of the Applicant Organization

Name of Organization	
Physical Address	
E-mail	
Telephone	
Fax	
Website	

3. Has the applicant organization previously received or is currently receiving funding from any development partners? If yes, provide details of two recent development partners and title of the project supported.

Name of Development Partner		Name of Development Partner	
Title		Title	
Department		Department	
Name of Organization		Name of Organization	
Physical Address		Physical Address	



E-mail		E-mail	
Telephone		Telephone	
Fax		Fax	
Website		Website	
Skype Address		Skype Address	

4. Bank Details of the Applicant Organization

Bank Name	
Bank Branch	
Bank Address	
Swift/ABA Code	
Account Number	
Account Beneficiary	
IBAN	

5. Proposed Innovative Project Narrative

- 5.1. What's the idea? (500 words)
- 5.2. Where does the idea come from? (500)
 - 5.2.1. How does the project relate to the IIDEA initiative and the EAC?
- 5.3. Why do you want to do this? What's the big picture?
 - 5.3.1. How has this project helped or made possible by the existence of the EAC?
- 5.4. Briefly describe how the proposed project is innovative?
- 5.5. What is the goal of the project?
- 5.6. What activities need to get done? (present this in a result based matrix)
- 5.7. What are the available organizational structure, staffing and resources needed to successfully implement the proposed innovative project?

6. Partnership

- 6.1. What type of partnership is envisaged for this proposed innovative project?
- 6.2. Who else is getting involved in the planning, doing and reviewing of the project?
- 6.3. Which EAC countries are involved in the project and how?



7. Communication

7.1. How does the proposed project plan to publish and communicate the project activities, outcomes and impacts / success stories to the beneficiaries and at regional level?

8. Sustainability

8.1. When the project is over, how will this initiative be carried forward?

9. Risk

9.1. Please describe the possible risk both internal and external associated with this proposed innovative project and highlight the proposed solutions for mitigation

Risk	Mitigation Strategy	Impact (1-10)	Probability (1-10)
1. Internal			
2. External			
3. Overall risk rating			

10. Monitoring and Evaluation

10.1. Briefly explain how the organization will monitor the project milestones and success

10.2. Describe how the organizations will measure the short term and long term impact of the project on the intended beneficiaries and or communities?

11. Budget and Finances



- 11.1. What is the total organization's budget in dollars? If an organisational budget is not available, please provide an explanation;
- 11.2. Provide a detailed budget for the proposed innovative project for each activity including those that will be supported by another donor;
- 11.3. Please describe in narrative form how the project budget will be spent. **A sample budget template is provided;**
- 11.4. Has the applicant organizations conducted annual financial audits for the last two financial years? If yes, please attach two recent audited account statement of your organizations financial statement.

12. Annexes

Please attach the following as annexes with this application form:-

1. Organizational Budget
2. Project Budget
3. Two audited accounts of the organization
4. Something to tell us you are accountable (Registration certificate etc)
5. Recommendation from referring organisation