**PROJECT APPLICATION FORM *(FOMU YA MAOMBI YA MRADI)***

**Alternative Livelihood Community-Led Small Grants** Implemented by **Coastal and Marine Resources Development (COMRED) *(****Maisha Mbadala ya Riziki Kupitia Miradi Midogo Inayoongozwa na Jamii, Inayotekelezwa na Shirika la Maendeleo ya Rasilimali za Pwani na Bahari (COMRED))*

**Instructions:**

1. Review the “COMRED Call for Proposals Guidelines” before completing this template *(Kagua 'Mwongozo wa Wito wa Mapendekezo wa COMRED' kabla ya kujaza kigezo hiki).*

Answer all questions in the template. The completed proposal should not exceed 10 pages (excluding annexes and supporting documents). *(Jibu maswali yote yaliyopo kwenye fomu. Mapendekezo yaliyojazwa hayapaswi kuzidi kurasa 10 (bila kujumuisha viambatisho na nyaraka za msaada)*

1. Submissions must be in English/Swahili. Include additional supporting documents in the Annex *(Maombi lazima yawasilishwe kwa Kiingereza au Kiswahili. Ambatisha nyaraka za ziada za kusaidia kwenye Kiambatisho)*

Please submit a copy of the proposal to [maimuna.mbwana@comred.or.ke](mailto:maimuna.mbwana@comred.or.ke) by **29th August 2025**

*(Tafadahali wasilisha nakala ya pendekezo kwa* **maimuna.mbwana@comred.or.ke** *kabla ya tarehe* **29 Agosti 2025)**

# PART 1: GENERAL INFORMATION

1. **General Information *(Taarifa za Jumla)***

|  |  |
| --- | --- |
| Project Title *(Mradi)* |  |
| Submission date *(Tarehe ya kuwasilisha)* |  |

1. **Applicant’s information *(Taarifa za Muombaji)***

|  |  |
| --- | --- |
| **Group name *(Jina la kikundi)*** |  |
| Year established *(Mwaka wa kuanzishwa)* |  |
| Physical Address *(Anwani):* |  |
| Mobile number *(Nambari ya simu)* |  |
| Email *(Barua pepe)* |  |
| Name Group chair/leader *(Jina la Mwenyekiti wa kikundi)* |  |
| Project contacts (names and positions) *(Mawasiliano ya mradi: Majina na nafasi)* |  |

1. **Project Location *(Eneo la mradi)***

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| --- | --- |
| *Name of BMU (Jina la BMU/ Kitengo cha Usimamizi wa fukwe)* |  |
| Village Name *(Jina la kijiji)* |  |

1. **Project focus**

**Primary Focal Area:** *Tick where applicable*

***(Eneo kuu la msingi wa mradi :*** *Weka alama ya tiki pale panapofaa)*

|  |  |
| --- | --- |
|  | Fisheries *(Uvuvi)* |
|  | Fish trade *(Biashara ya samaki)* |
|  | Ecotourism *(Utalii wa ekolojia)* |
|  | Mangrove *(Mikoko)* |
|  | Waste utilization *(Matumizi ya taka*) |
|  | Beekeeping *(Ufugaji wa nyuki)* |
|  | Mariculture *(Ufugaji wa baharini)* |
|  | Other (specify) *(Mengineyo: Taja)* |

1. **Project Duration *(Muda wa Mradi)***

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| --- | --- |
| Project duration (in months) *(Muda wa mradi: kwa miezi)* |  |

1. **Project Finance *(Fedha za mradi)***

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| --- | --- |
| **Sources (Vyanzo)** | **Local Currency (Kshs) (Sarafu ya kawaida: Kshs)** |
| Grant Requested *(Ruzuku inayoombwa)* |  |
| Applicant’s contribution *(Mchango wa muombaji)* |  |
| Total Project Cost *(Jumla ya gharam ya mradi)* |  |

1. **Organizational information (Taarifa za shirika)**
2. Type of Organization *(Aina ya shirika)*:

Community-based organization (CBO) *(Shirika linaloongozwa na Jamii)*

Self-Help Group (SHG) *(Kikundi cha Kujisaidia)*

Others (describe the nature of the organization) *(Nyinginezo: Eleza aina ya shirika)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Briefly describe purpose and core activities of the organization *(Eleza kwa kifupi madhumuni na shughuli kuu za shirika)*

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1. Describe previous activities you have undertaken related to the proposed project *(Eleza shughuli za awali ulizotekeleza zinazohusiana na mradi unaopendekezwa.)*

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1. How does the project plan to involve women, youth and Persons With Disabilities (PWDs) in the proposed project *(This may include their involvement in leadership, decision making and project activities). – (Je, mradi unapanga kuwahusisha vipi wanawake, vijana na Watu Wenye Ulemavu (WWU) katika mradi unaopendekezwa? (Hii inaweza kujumuisha ushiriki wao katika uongozi, uamuzi na shughuli za mradi))*

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# PART 2: PROJECT PROPOSAL

# SECTION A: PROJECT FRAMEWORK

1. ***Project description*** *(include background information and project need, market, unmet needs/challenges you are addressing)**(****Maelezo ya Mradi*** *(jumuisha taarifa za nyuma na sababu ya mradi, soko, mahitaji ambayo hayajatimizwa/changamoto unazoshughulikia))*

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1. **Project Objectives, target sites and Activities**

*Detail the proposed specific activities and how each will address the overall objectives of your proposed project*

*(Eleza kwa undani shughuli mahususi zilizopendekezwa na jinsi kila moja itakavyosaidia kufanikisha malengo ya jumla ya mradi wako uliopendekezwa.)*

*Outline the day-to-day activities, resources, and processes that will be undertaken by the project  -*

*(Toa muhtasari wa shughuli za kila siku, rasilimali, na michakato itakayotekelezwa na mradi huo.)*

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| --- |
| **Objectives (Malengo)** |
|  |
| **Target site (** |
|  |
| **Activities** |
|  |

# SECTION B: PROJECT BUDGET (Bajeti ya mradi)

## 

## Project Budget

*Provide a breakdown of all costs required to implement the project on the table below. (Toa mchanganuo wa gharama zote zinazohitajika kutekeleza mradi kwenye jedwali hapa chini.)*

**Table 3: Budget template** *(Jedwali la 3: Kigezo cha Bajeti)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective**  *(Lengo)* | **Activities** *(Shughuli)* | **Description (Item/details)**  *Maelezo(Kipengele/maelezo)* | **Quantity**  *(Kiasi)* | **Unit cost**  **(***Gharama kwa kipimo)* | **Total cost of Activity (Kshs)**  *(Jumla ya gharama ya shughuli)* |
| Obj.1  Lengo 1 | 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |
| 1.3 |  |  |  |  |
| Obj. 2  Lengo 2 | 2.1 |  |  |  |  |
| 2.2 |  |  |  |  |
| 2.3 |  |  |  |  |
| Obj. 3  Lengo 3 | 3.1 |  |  |  |  |
| 3.2 |  |  |  |  |
| 3.3 |  |  |  |  |
|  |  |  |  |  |
| **GRAND TOTAL (KSHS) (Jumla Kuu)** | |  |  |  |  |

**ANNEXES**

1. **Team Member Information** *(Taarifa za wanachama):*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names** *(Majina)* | **Age** *(Umri)* | **Gender** *(Jinsia)* | **Position/Role in the organization** *(Nafasi/Jukumu katika shirika)* | **Mobile number**  *(Namba ya simu)* |
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1. **Legal Status & Supporting Documentation:** *Copy of Registration certificate, support letter, financial records (Hali ya Kisheria na Nyaraka za Msaada: Nakala ya cheti cha usajili, barua ya uungwaji mkono, na rekodi za kifedha)*