APPENDIX D. APPLICATION/PROPOSAL FORM FOR YOUTH, WOMEN AND COMMUNITY EMPOWERMENT PROJECTS

CONSTITUENCY DEVELOPMENT FUND (CDF) GRANT APPLICATION FORM FOR YOUTH, WOMEN AND COMMUNITY EMPOWERMENT

Instructions: This application form should be completed by the applicant and sent together with supporting documents to the Chairperson, Ward Development Committee.

NOTE: ***This form is not for sale.***

Disclaimer: Completion of the form does not guarantee the award of the Grant

Project identification Number (*for official use only)*	**YE/Zone/Ward Code Number** **WE/Zone/Ward Code Number** **CE/Zone/Ward Code Number**

Seed money to Cooperatives, Clubs and Organised Groups to support Community Savings Groups (e.g. Village Banking and Chilimba) **Grant Type: ……..**

Grant Amount (ZMW)	

Date e of Application	

Section A. General Details (To be filled by the applicant)

1. **Name of Club/Organised Group/Enterprise/Cooperative making application…….....**

2. **Project Location:**

(a) Name of District……

(b) Name of Constituency: ……

(c) Name of Ward …….

(d) Name of Zone …….

(e) Business Physical Address……

3. **Date when Club/Organised Group/Enterprise/Cooperative was registered with relevant authorities……**

4. **Does the Club/Organised Group/Enterprise/Cooperative have any experience in a project of similar nature?**

   (a) Yes

   (b) No

   If yes please explain

……

……

……

……

……

Section B: Project Identification

5. **What are the main problems in your community?**

Explain: ……

……

……

……

……

6. **What problem is the project going to address?**

Explain:…….....

……

……

7. **How did the group identify the project? (Attach Minutes where applicable)**
   Explain:……
   ……
   ……..……..

8. **How will the project benefit the community?**

…….

……...

……...

……...…

9. **How many direct jobs will be created?**
   ……

SECTION C: FINANCIAL ASSESSMENT

10. **Have you taken any loan from any organization in the last 3 years?**
    - **(a) Yes**
    - **(b) No**

11. **If yes, from which organization and how much was the loan?**

    a. **……**

    b. **……**

12. **If yes to 10, what is the status of the loan taken?**

    …….....

13. **Provide Bank account or mobile money wallet registered for your Club/Group/Enterprise/Cooperative:**

BANK NAME …….....

BRANCH……

SORT/BRANCH CODE…….…

SWIFT CODE……

ACCOUNT NUMBER.....

TPIN …….

MOBILE MONEY WALLET NAME AND NUMBER……..

14. **Has your Club/Group/Enterprise/Cooperative received any training in any of the following;**
    - **(a) Entrepreneurship/Business Skills**
    - **(b) Technical and Vocational Skills**
    - **(c) Savings**
    - **(d) Functional Literacy**
    - **(e) Financial literacy**

If trained, how many members? .....

15. If yes, from which organization and how long was the training?

……

……...

16. List of Membership in the Club/Group/Enterprise/Cooperative:

S/No.	Name	Position	Sex	NRC	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

17. DECLARATION

We the undersigned, on……..this…….day of…… 20……declare that the information given herein is the correct state of affairs to the best of my knowledge. We will take full responsibility in the event of abuse, mismanagement, defrauding of the funds provided under this empowerment fund:

S/N	NAME	POSITION	NRC	PHONE NUMBER	SIGNATURE
1					
2					
3					
4					
5					

Note: In the case where you have multiple members, the signatory to the application must be limited up to 5 members.

18. Contact Person(s)

	First Applicant	Second Applicant
Name		
Physical Address		
Phone		
NRC		
Signature **Date:**		

SECTION D: RECOMMENDATION BY THE WARD DEVELOPMENT COMMITTEE

Recommended/Not Recommended/Deferred ……

Reasons:……

……

……

…….

Name (Chairperson): .....

Sign: .....

Date: .....

SECTION E: DECISION BY THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE

Approved/Not Approved……

Reasons: ……

……

……

Name (Chairperson): .....

Sign: .....

Date: .....

ADDITIONAL INFORMATION REQUIRED		
S/N	**DESCRIPTION**	**NUMBER**
1	Registration Body of a certificate	
2	Registration No. of a club/group/co-operative certificate	
3	Total number of members in a club/group/co-operative	
4	Total number of males in a club/group/co-operative	
5	Total number of females in a club/group/co-operative	
6	Total number of youths aged 35 and below in a club/group/co-operative	
7	Total number of male youths in a club/group/co-operative	
8	Total number of female youths in a club/group/co-operative	
9	Total number of males who are Differently Abled in a club/group/co-operative	
10	Total number of females who are Differently Abled in a club/group/co-operative	
11	Total number of Job to be created by club/group/co-operative	

Note!! *All documents of a club/group/co-operative must be filed in a folder*