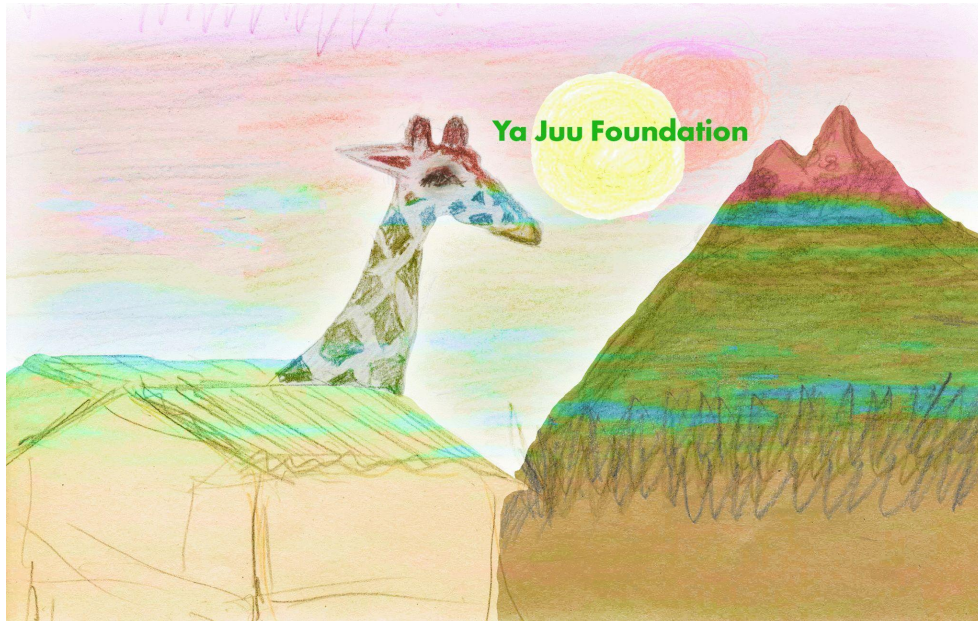


# Income Generation Support Application Form

## Ya Juu Foundation

*With income generation support to the next level*



BEFORE APPLICATION, PLEASE TAKE NOTE THE FOLLOWING:

1. The submission of this application form is no guarantee that the applicant will be awarded support.
2. Applicants are responsible for 100% of the costs related to this application.
3. Ya Juu Foundation does not charge any fees for this application nor has it contracted any company/ agency/ individual to support the application process on its behalf.
4. The applicant needs to submit all documents requested in PART I ((Criteria and Required Documentation), PART II (Applicant's Details) and PART III (Declaration)
5. Ya Juu Foundation is starting its first support to applicants in 2024. Initially, applications can be submitted throughout the year. Around two weeks after submission the applicant will hear back from the Foundation.
6. Any false statements or forged documents will lead to automatic disqualification.
7. All candidates will receive a confirmation that their application has been received. Additionally, all candidates will receive correspondence which will indicate that:
  - a. their application has been approved; OR
  - b. we have more questions before continuing the application; OR
  - c. their application has been rejected. Rejection also implies that no further communication concerning the application will be held.
8. Successful applicants adhere to the criteria and reporting requirements (see website). All expenditures require documentation as proof.

Ya Juu Foundation takes privacy and confidentiality seriously. Details of the application will only be discussed between the Board members. Ya Juu Foundation will not share personal details about an applicant without obtaining consent from the applicant.

If you would like to contact Ya Juu Foundation, please email [info@yajuufoundation.org](mailto:info@yajuufoundation.org).

## **PART I: CRITERIA AND REQUIRED DOCUMENTATION**

To submit a request for Income Generating Support to Ya Juu Foundation, you have to provide specific documents. Some of the information requests have eligibility criteria that the applicant/application needs to adhere to and, unless otherwise described, all the information requests are mandatory. This PART I is divided into four sections: 1) Applicant documentation; 2) Applicant situation; 3) Support letters and 4) Specifics on the application/request for support. Next to the below information, the application requires PART II (Applicant's details) and PART III (Declaration form) to be submitted. Make sure that your application is complete before submission. Please submit PART II and PART III alongside the documents which are requested in PART I. Please number your documents accordingly, for easy reference. Documents 1, 2, 3, 4, 5, 7, 8 and 11 are mandatory; documents 6, 9 and 10 can be submitted if available/applicable, to strengthen the application.

### **1. Applicant documentation**

<i>Mandatory information</i>
1. A copy of the applicant's birth certificate. <u>You need to be between 18-30 years old to be eligible.</u>
2. The certificate or school report for the highest attained education.
3. A motivation letter for the support requested, <u>written by the applicant.</u>
4. PART II of this application form (Applicant's Details) filled in.
5. PART III of this application (Declaration) filled in.

<i>Information if applicable/ available:</i>
6. A copy of the applicant's National Identity Card.

### **2. Applicant situation**

<i>Mandatory information</i>
7. A letter in which the applicant provides: <ul style="list-style-type: none"><li>▪ A short description of the background of the applicant (family situation, level of education, how many siblings, housing situation etc) – including the financial situation (monthly earnings; family property) and the financial need. <u>There needs to be a clear financial need to be eligible.</u></li><li>▪ Motivation with an explanation why the applicant needs the support: what does the applicant want to achieve and what can be done with this support that otherwise cannot be done?</li><li>▪ How this application will be contributed by support from the applicant or the applicant's family/ network: this can be financial and in kind. <u>There needs to be a clear commitment to support the applicant to be eligible.</u></li><li>▪ Other information you find is relevant for or will support this application. If you can only obtain one required support letter (see #3 below), also explain why you cannot attach the other letter.</li></ul>

### **3. Support letters**

<i>Mandatory information</i>
8. Submit <u>at least one but preferably two</u> of the following letters: <ul style="list-style-type: none"><li>▪ A signed recommendation letter from the applicant's former or current class teacher or headteacher. <u>The letter should be written on a school letter-headed document or have a school stamp. The letter should include contact details (e-mail address; phone number) AND/OR</u></li><li>▪ A support letter from a local leader confirming knowledge of the applicant(s) family. The letter should preferably be written on a (civil society/governmental) letter-headed document or have a stamp. <u>The letter should include contact details (e-mail address; phone number).</u></li></ul>

*Information if applicable/ available:*

9. A supporting letter from someone in the personal network of the founder with details on the background of the main applicant and motivation for support. The letter should include contact details (e-mail address; phone number)

10. Additional: other letters of support you think will support the application. The letters should include contact details (e-mail address; phone number) and specify the relation to the applicant.

#### **4. Specifics on the application/request for support**

*Mandatory information:*

11. Depending on the income generation support requested, a written:

- business plan: what is required to start or boost your small business, why and how?
- employability plan: what is required to get a job? How will you increase your opportunities or skills and why these?

Both in the business plan and employability plan, provide an overview of the proposed total costs (KES). Detail and justify each underlying cost. Where possible, to strengthen the application, include proof of costs and contact details.

**PART II: APPLICANT'S DETAILS**

**1. Name**

- First name: \_\_\_\_\_ Middle name: \_\_\_\_\_
- Surname: \_\_\_\_\_

2. **Date of Birth:** DD \_\_\_\_\_ MM \_\_\_\_\_ YY \_\_\_\_\_

**3. Address**

- PO Box: \_\_\_\_\_
- Physical address: \_\_\_\_\_  
\_\_\_\_\_
- City/ Town: \_\_\_\_\_ Country: \_\_\_\_\_

4. **Telephone number:** \_\_\_\_\_

Alternative number (from whom): \_\_\_\_\_

5. **Email address:** \_\_\_\_\_

**6. Education attained:**

- KCPE grade (if applicable): \_\_\_\_\_
- KCSE grade (if applicable): \_\_\_\_\_

**7. Dependent Children:**

- Is the applicant one of the primary responsible(s) to take care of children?
  - Yes. If yes, how many? \_\_\_\_\_
  - No.

**8. Funding details:**

- Total amount requested (KES): \_\_\_\_\_
- Desired starting date: \_\_\_\_\_
- Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART III: DECLARATIONS**

Applicant's declaration:

I, \_\_\_\_\_, declare that the information submitted to Ya Juu Foundation in request for support is true to the best of my knowledge. I am aware that false representations in my application will mean that my application will not be considered. I authorise Ya Juu Foundation to request me or anybody else additional information to complement my application.

Signature: \_\_\_\_\_

Date of signature: DD\_\_\_\_\_ MM\_\_\_\_\_ YY\_\_\_\_\_

Parent(s)'/ Caregiver(s)' or Other witness' declaration:

I or We \_\_\_\_\_, confirm that the information submitted to Ya Juu Foundation in request for support of (applicant's name) \_\_\_\_\_ is true to the best of our knowledge. Our relation to the applicant is \_\_\_\_\_. I am/ We are aware that false representations in this application will mean that the application will not be considered. I or We authorise Ya Juu Foundation to request us or anybody else additional information to complement this application.

This application adheres to the eligibility criteria and we made sure that at least all mandatory documentation is prepared to be uploaded.

*Relation 1:*

Name: \_\_\_\_\_

Relation to applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of signature: DD\_\_\_\_\_ MM\_\_\_\_\_ YY\_\_\_\_\_

*Relation 2, if applicable:*

Name: \_\_\_\_\_

Relation to applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of signature: DD\_\_\_\_\_ MM\_\_\_\_\_ YY\_\_\_\_\_