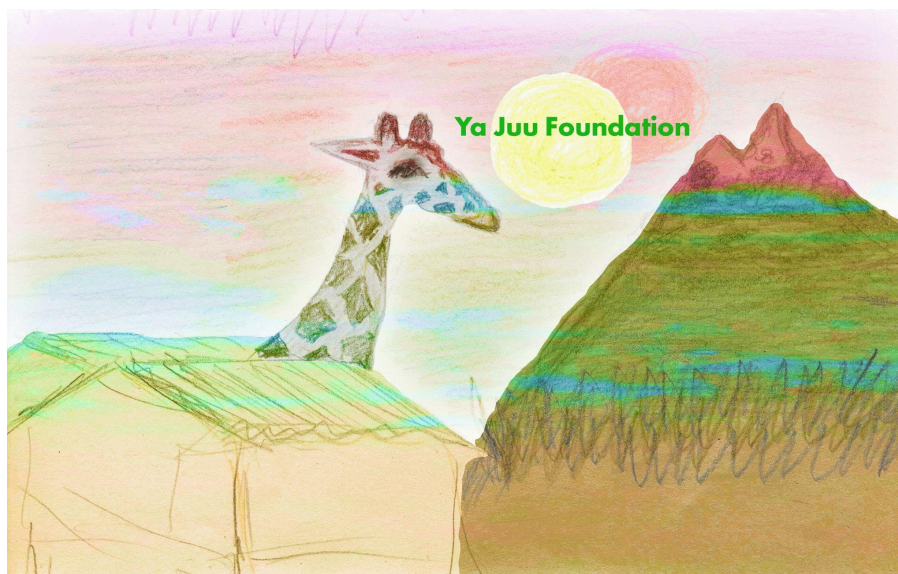


Secondary Education Support Application Form

Ya Juu Foundation

With education 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. If this application form is submitted for education support without acceptance of the education entity, the committed support will only be transferred after confirmed acceptance from the school. The applicant is responsible to share this school information with Ya Juu Foundation.
3. Submission to Ya Juu Foundation does not guarantee acceptance by the education entity.
4. Applicants are responsible for 100% of the costs related to this application.
5. 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.
6. The applicant needs to submit all documents requested in PART I (Criteria and Required Documentation), PART II (Applicant's Details) and PART III (Declaration).
7. 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.
8. Any false statements or forged documents will lead to automatic disqualification.
9. 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.
10. 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.

PART I: CRITERIA AND REQUIRED DOCUMENTATION

To submit a request for Secondary Education Support to Ya Joo 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 information; 2) School information; 3) Family information; 4) Support letters and 5) 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, 9, 12 and 13 are mandatory; documents 6, 10 and 11 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 or National Identity Card.. <u>You need to be between 14-25 years old to be eligible.</u>
2. The KCPE certificate and result slips. <u>A least 250 out of 500 points is required to be eligible.</u>
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. If the applicant is already attending secondary school, the applicant's last school report.

2. School documentation

<i>Mandatory information</i>
7. Application letter to or admission letter of the secondary education institution. <u>The school needs to be an officially registered governmental school for this application to be eligible.</u>

3. Family information documentation

<i>Mandatory information</i>
8. A letter in which the applicant or the parents/ caregivers provide: <ul style="list-style-type: none">▪ Background of the family situation (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>▪ How they have previously contributed to the applicant's education and how that will be done as part of this application: this can be financial and in kind. <u>There needs to be a clear commitment to support the applicant's education to be eligible.</u>▪ Other information you find is relevant for or will support this application. If you can only obtain one required support letter (see #4 below), also explain why you cannot attach the other letter.

4. Support letters

Mandatory information

9. Submit at least one but preferably two of the following letters:

- A signed recommendation letter from the applicant's former or current class teacher or headteacher. 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
- 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. The letter should include contact details (e-mail address; phone number).

Information if applicable/ available:

10. 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)

11. 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.

5. Specifics on the application/request for support

Mandatory information

12. Submit an overview with the requested support (KES), detailing and explaining each requested amount. This overview should include detailed amounts and the overall amount, with an indication of the application period (one year maximum).

13. Attach, per amount, official documentation that evidences the costs, as much as possible including contact details (e.g. the fee structure of the secondary education institution, through an admission letter). If there is no official documentation available, explain the calculations.

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. Grades:

- KCPE: _____

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_____