

1. GUIDELINES FOR APPLICANTS

The National Development Fund has been established by the Government of Kenya “for the benefit of persons with disabilities in Kenya” (The Persons with Disabilities Act, 2003). The Fund aims to use its resources to eradicate the link between poverty and disability by providing financial support to organisations and individuals. The Fund currently supports the following funding categories:

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| 1. Assistive devices and services | For individual Person with Disabilities |
| 2. Educational assistance | For individual Person with Disabilities |
| 3. Economic empowerment & Revolving funds | For groups of Persons with Disabilities |
| 4. Infrastructure & Equipment | For social care/education institutions |
| 5. Cash transfers | For households that include individuals with severe disabilities |

Guidelines for Cash Transfer are provided in Section 9. For all other categories please read the notes and conditions below before completing the appropriate application form. If you are unsure whether you are eligible to apply please contact your District Social and Gender Development Officer for further information.

2.1 Assistive Devices and Services

What is included: The Fund will support the provision of assistive devices and services to persons with disabilities in Kenya to enable these individuals to function in society. The Fund will give priority to those individuals requiring assistance to function in a learning, training or work environment.

Assistive devices and services are any product or service designed to enable greater independence for persons with disabilities. Common examples of such devices are wheelchairs, crutches, hearing aids, callipers, surgical boots and prosthetic arms or legs. A common example of an assistive service is sign language translation.

What is excluded: There are some limitations in the devices that can be applied for. Expensive items, such as motorcars and business equipment like sewing machines or laptops are not included. Many assistive devices, particularly computer software such as JAWS, can be expensive and it is very unlikely the Fund will support such items for individual use. In such cases, we would request that the individual asks their work place or education institution to contact the Fund Programme Office directly and make a larger application for equipment that can then be shared and accessed by multiple students or staff members with disabilities now and in the future. For assistive services, the funding given is normally to train individuals working in an institution like a school or hospital in sign language, so that this can be used to assist clients.

How to apply: There are two ways to apply for assistive devices:

1. The quickest way to apply for an assistive device is through one of the organisations who work in partnership with the Fund. These are the Association for the Physically Disabled of Kenya (APDK), the Jaipur Foot Workshop and PCA Kikuyu Hospital. You can go straight to these organisations and request an assistive device.

- APDK supplies individuals with a wide range of devices to assist people with physical disabilities. These include crutches, wheelchairs, callipers, tricycles, and surgical boots as well as others. Use the list of contacts below to find your nearest branch. APDK can deliver an assistive device to a one of its local branches for your collection. You do not need to fill in the Assistive Devices application form, but check with APDK which documentation you need to bring with you. APDK will assess you before recommending a device for you. The device will be free of charge since it is paid for by the Fund.

APDK Branch Location	Telephone Number	Email Address
Nairobi Branch, Waiyaki way	Cell phone: 0722 334677 / 0734 590497 Tel: 020 – 4451523 /4 /5	nbi@apdk.org nat@apdk.org
Mombasa Executive Office	Cell phone: 0723 732010/ 0733 804570 Tel: 041 – 474078 / 471840	executive@apdk.org
Busia Branch District Hospital	Cell phone: 0728 998559 /0733 469431 Tel: 055 - 23086	busia@apdk.org apdkbusia@yahoo.com
Embu Branch, Provincial Hospital	Cell phone: 0715 837267 Tel: 068 – 31409	embu@apdk.org apdkembu@yahoo.com
Kisumu Branch, Nyanza Provincial General Hospital	Cell phone: 0715 612 435 Tel: 057- 2026159	kisumu@apdk.org apdkksm@yahoo.com
Machakos Branch, Machakos General Hospital, Level 5	Cell phone: 0715 613127 / 0733 343271 Tel: 044- 43271	machakos@apdk.org apdkmachakos@yahoo.com
Kisii Branch, Kisii General Hospital	Cell phone: 0715 612561 / 0733 469817 Tel: 058 - 30881	kisii@apdk.org apdkkisii@yahoo.com
Nakuru Branch, Nakuru Provincial Hospital	Cell phone: 0715 612200 / 0733 469819 Tel: 051- 2213825	nakuru@apdk.org apdknakuru@yahoo.com
Eldoret Branch, Uasin Gishu District Hospital	Cell phone: 0715 612521/ 0734 327141	apdkeld@yahoo.com

- Jaipur Foot Workshop is for individuals requiring the provision of prosthetic legs and feet. It is located in Nairobi, contacting Naomi on 0721 766 841. It may be necessary to visit twice, once for a fitting and once to collect the new limb. The limb will be free of charge. You do not need to fill in the Assistive Devices application form, but check with Jaipur which documentation you need to bring with you.
- PCEA Kikuyu Hospital provides prosthetic arms. For this you do need to fill in the Assistive Devices Application form and have this signed by the District Gender and Social Development Officer. Visit PCEA Kikuyu Hospital first for an assessment, which will be free. Attach the assessment to your completed application form and send it to the Fund. The application will need to be approved by the Board of Trustees, which may take some months, before you can return to PCEA Kikuyu Hospital for the prosthetic arm. PCEA Kikuyu Hospital is located at P.O. Box 45 00 902 Kikuyu, Kenya Tel: 254-02-2044766 / 2044767 / 2044768 Fax: 2044765
E-mail:kikuyu@pceakikuyuhospital.org Website: <http://www.pceakikuyuhospital.org/>

2. The second way to apply for an assistive device or service is to apply directly to the Fund. This should be done only when the item required is not provided by one of the partner organisations listed above. The individual should complete the 'Assistive Devices and Services' application form. They submit this to their local District Gender and Social Development Officer who will forward it to the Fund. Applicants should include:

- Professional assessment report: This report should be provided by a professional with specialist knowledge of the type of impairment you have. For example for a hearing aid the report should be provided by an ear or hearing specialist. This specialist should assess and recommend what is the most appropriate assistive device for you. For example, for someone requiring special glasses, the report should state the thickness of the lenses required, or for a wheel chair, the size and type required.
- Letter of recommendation from area provincial administration officer (i.e. Asst. Chief or Chief): Confirming that that you are resident in this area, and in need of an assistive device.
- Copy of your Medical report: This is a copy of the medical report which certifies that you have a disability. It is the same as the medical report you used to register with NCPWD.
- If there is somewhere locally where you wish to purchase the device you should supply a pro forma invoice (a quotation showing the cost of the device) with your application. If you do not know where to purchase the device you do not need to include this.

In general, the Fund will prioritise people who have never received an assistive device to ensure fair distribution of funds. However, it is possible for people to apply more than once for an assistive device. This is meant for specific cases, for example children, who as they grow need a new device because the old one has become too small or unsuitable. In such cases, an application should be submitted to the Fund as described above. The Fund may request for additional information from the Applicant to support their application.

2.2 Educational Assistance

What is included: Education grants aim to empower people with disabilities by enhancing opportunities for them in education, training and rehabilitation institutions. Individuals or their guardians can apply for financial support with fees for secondary, tertiary education, vocational training, vocational rehabilitation centres, universities and special educational establishments. Primary school will not be funded except for persons with intellectual disabilities. In this case the amount funded is for tuition fees including boarding. In exceptional circumstances the Fund may also give grants to the children of persons with disabilities, even if the child does not have a disability. This would only be the case if there is evidence that the parent's disability has led to extreme poverty which prevents the child accessing education.

What is excluded: The Fund will cover up to 75% of course fees, the applicant is expected to cover 25%. If a person is in formal employment they are required to cover 50% of fees and the Fund will cover up to 50%. In exceptional circumstances the Fund may pay 100% of fees but the applicant will be asked to provide additional evidence of extreme poverty.

If a course lasts more than one year the fund will pay only for the first year initially. The Beneficiary (the student) will be expected to fill in a report to the Fund each quarter. If this reporting is completed and shows that the student is attending the course and making satisfactory progress, then the Fund will aim to support the Applicant for the following years also. The Beneficiary (the student) should contact the Fund in the third quarter of each year to let them know if they wish to receive funding again the following year. Please note that funding for education assistance is paid to the educational institution directly, not to the Beneficiary.

How to apply: Applicants should complete the 'Educational Assistance' application form and submit it to their DGSDO. They should include the following documents:

- Copy of national identity card (or parent's/ guardian's if beneficiary is under 18yrs)
- Copy of letter of admission
- Copy of fees schedule
- Copy of certificate of previous education: As stated in section b. 4 of the Application Form
- Letter of recommendation from a provincial administration officer (Chief/Asst. chief)
- Signature of the District Education Officer/Head Teacher/ Principal: There is a space provided on the application form to confirm that this institution is registered and recognized by government to offer the course which the applicant has applied for.

It is strongly recommended that the Applicant submits their form to the DGSDO 6 months before the start of the course to allow enough time for processing.

2.3 Economic Empowerment & Revolving Funds

What is included: The Fund will provide grants to community and self help groups for economic empowerment or revolving fund schemes. These grants aim to help persons with disabilities gain self-sufficiency in generating income and to enable them to gain the skills and experience to access the loans required to grow their business. The groups must be of and for persons with disabilities. This can include the carers of persons with disabilities. The group must be at least one year old to be eligible. Groups need to be legally registered to operate within the Republic of Kenya and also registered with the National Council for Persons with Disabilities in order to apply.

Revolving fund schemes are schemes where established groups of persons with disabilities provide loans to their members. Groups can apply to the Fund for a grant to start off this scheme. The group can then give loans to group members to run self managed small businesses. It is expected that group members will repay the loan to the group. Any profits should add to savings, be re-invested, or contribute to welfare of persons with disabilities and their families. For example, by offering loans to new members or using profit to buy medicines. Please note that the grant provided by the Fund does not need to be repaid.

Economic empowerment grants are for established groups of persons with disabilities to start up business activities. This could include, for example, agriculture, rearing livestock, bead making, shop keeping etc.

Any application for income generating activities will need to show clear understanding of demand in the local market, in other words, that the products will sell, and that this will make a profit. They should also show what benefits the business will bring to Persons with Disabilities in the community.

What is excluded: The Fund does not currently give grants or loans to individual persons with disabilities. The Fund will not pay for the purchase or rent of business premises, nor for running costs such as fuel or electricity.

How to apply: Groups should complete the 'Economic empowerment & Revolving fund' Application Form and submit it to their local District Gender and Social Development Officer. They should attach

- Copy of Registration certificate
- Copy of group constitution/ by-laws
- Copy of Minutes: Minutes of the meeting where the application to the Fund was discussed.
- List of members: The list should indicate male/female, ID number and signature. It should show only active members.
- Copy of last year's bank statement: If the group does not have a bank account this is not required.
- Rules governing running of revolving loan fund: If the group does not have a revolving fund this is not required.

Applicants are advised to apply 3-6 months in advance of when they hope to start the project, to allow time for processing.

2.4 Infrastructure & Equipment

What is included: Infrastructure and equipment grants aim to enable the maintenance and growth of organizations which provide education or social services for persons with disabilities. Eligible organizations are education institutions, including special schools and special units, and social service delivery organizations, including non-government organizations and social care institutions.

Examples of infrastructure projects are day care centres that have won support to improve toilets to make them accessible for persons with disabilities, or schools that expand units focused on children with disabilities. There are many other types of projects which could get funding. Examples of equipment grants include schools equipping classrooms with chairs and desks that are accessible for children with disabilities or universities equipping ICT facilities for students with visual impairments.

What is not included: The Fund does not give grants to buy or rent premises. It cannot pay for recurring costs such as staff costs, fuel, water or electricity bills. The Fund does not give money to set up new institutions, only to further improve existing ones. The grants are only for institutions with services specifically for persons with disabilities. Organisations which provide services for the general public, including persons with disabilities, are not eligible and are encouraged to find funds from their own budgets to ensure they mainstream disability in their organisations.

How to apply: Applicants should complete the 'Infrastructure & Equipment' application form and submit it to their local DGSDO. Organisations that operate at a national level, such as universities, may

apply directly to the Fund without first going to a DGSDO. All applications should include the following attachments:

- Project work plan detailing all activities to be undertaken
- Projects itemized budget
- Copy of registration certificate (for CBO's, Societies, NGO's and Institutions)
- Annual accounts for the previous financial year
- List of committee/Board members (include name, ID. no, gender, disability phone number, signature)
- Extracts of minutes/resolutions of meeting at which this matter was discussed
- Copy of organization constitution/regulations

In addition, they must attach the documents relevant to the equipment or infrastructure they are applying for, and these are listed in the Infrastructure & Equipment Application Form (PO/AP/4).

2.5 Eligibility

- All Beneficiaries (institutions, organizations, groups and individuals) must comply with the Persons with Disabilities Act, 2003.
- All individuals requesting assistance need to be registered as a person with disability with the National Council for Persons with Disabilities. Registration information is available from the DGSDO.
- All Organisations of/for Persons with Disabilities that apply for funding must register with the National Council for Persons with Disabilities.
- All institutions, organisations and groups seeking support must provide evidence that they are legally registered with the relevant Government bodies such as the Ministry of Education, Department of Gender and Social Development, NGO coordination Board, Registrar of Societies or other relevant bodies required to operate in the Republic of Kenya. They must have been running for at least one year before they are eligible for funding.
- All Applicants must support their application with originals or copies of the documentation specified in the relevant application form.
- The Board of Trustees reserve the right to use an appropriate mechanism to verify any information given on application including but not limited to physical visits to the projects where necessary.

2.6 Exclusions

The Fund does not currently support:

- The establishment of new institutions,
- Personnel costs, e.g. salaries and recruitment
- Recurrent expenditures, e.g. rent and bills, routine maintenance, vehicle repairs, fuel and insurance
- Consumables, e.g. meals, meeting refreshments
- Advocacy projects
- Medical expenses

- Training, workshops or seminars unless as part of a project proposal submitted by an organization/group where there is a specific benefit to income generating activities.

2.7 Size of Grants

There is no maximum limit on the amount of money that can be applied for. However, the amount should be realistic for the activity proposed and for the size of the Applicant group or organization. The Applicant should be able to demonstrate evidence of managing similar amounts of money in the past. If an unrealistic amount of money is applied for this could be detrimental to your application.

In many cases a grant will only contribute to part of the total project costs. Applicants will be encouraged to contribute themselves or seek additional sources of funding towards a project. Groups are advised to approach alternative funders at an early stage.

2.8 Application Process

Applications should be made according to the application procedures. Please ensure the correct application form is used. If you are unsure whether your application meets the criteria above, or if you have any queries about our current thematic and geographic priorities, we recommend that you contact the District Gender and Social Development Officer with a brief description of your project and any specific questions. National or regional organizations may contact the Fund directly.

2.9 Assessment of Applications

Unfortunately the Fund does not have sufficient resources to fund all the projects that fall within the eligibility criteria. It will examine each project on its own merits, but decisions will be made to fund projects that would best deliver the results described by the Persons with Disabilities Act (2003) and by the NDFPWD Board of Trustees.

Applications must demonstrate a clear need for the proposed project and specific objectives that are a realistic response to the identified need. The need may be local, regional or national. Key criteria for assessment will be the organisation's previous record in carrying out projects, the outcomes the project will deliver and the capacity of the organisation to deliver them.

The Fund will seek to achieve regional balancing in the selection process to ensure that any one region is not left out and we uphold our commitment to serve persons with disabilities across Kenya. All categories of disability will on application be considered for assistance and disability and gender equity will be a factor in the consideration.

2.10 Publicity

The Fund requests any publicity undertaken by beneficiaries acknowledges the support of the Fund. For example by naming the Fund in a press article or including its logo on literature. Occasionally this will be

made a specific requirement in which case this will be specified in the memorandum of understanding. The Fund is entitled to use, for its own publicity, aid awards and refer to the organisation benefiting.

2.11 Enquiries to

The Programme Office, National Development Fund for Persons with Disabilities, Opposite ABC Place next to the Army Barracks , Waiyaki Way, Westlands, P. O. Box 66577- 00800 Nairobi

Mobile: 0701 709 562

Telephone: 020 4452877

Email: ncpwds@africaonline.co.ke

Funding criteria and guidelines may be subject to revision from time to time. Please ensure you have the most recent version by contacting your DGSDO or the NDFPWD Programme Office