

Lamu Donkey Welfare & Environmental Protection Fund SUBMISSION GUIDANCE

This document contains all the questions within the application form, with some guidance, to assist you in preparing for your application.

I. Organisational Details

Main Organisational Details

Organisation name

Locations where organisation works

Main Address

Main website address

Organisational registration number

Date organisation established

Main contact details

First name

Surname

Email

Job title

Please provide figures for the organisation's two most recent full financial years

Please provide income and expenditure figures for the organisation's two most recent full financial years. Please specify your currency.

How many full-time and part-time people work in the organisation?

Please provide numbers of full-time and part-time paid staff and volunteers.

What is the purpose of the organisation and what are its objectives?

Briefly explain your organisation's mission and vision.

Over the past 5 years, what has been the organisation's main activities and/or notable projects in Kenya?

Please reflect how this may link to improving access to quality water, nutrition, and better working practices for working donkeys.

References

You will be asked to provide the contact details for two referees. Where possible, at least one referee must be a current or past donor.

The Donkey Sanctuary may contact those who you name as a reference, so please ensure that their details are correct and that they will be happy to provide a reference.

II. Eligibility

Please input the following information:

This organisation has a formally constituted governance structure.

Yes/No

If you answer no to this question, then unfortunately you will not be able to proceed with the application.

This organisation can legally operate in Kenya.

Yes/No

If you answer no to this question, then unfortunately you will not be able to proceed with the application.

This organisation has previously completed impactful work in Kenya.

Yes/No

If you answer no to this question, then unfortunately you will not be able to proceed with the application.

This organisation has a designated ordinary business bank account.

Yes/No

If you answer no to this question, then unfortunately you will not be able to proceed with the application.

Does your proposed project directly address the welfare issues of donkeys and mules?

Yes/No

If you answer no to this question, then unfortunately you will not be able to proceed with the application.

III. Partners

Are you making your application in collaboration with another partner (organisation/institution)?

Yes/No

Where it can be demonstrated that there is an added benefit (such as pooling together resources, expertise, and capabilities), this fund will accept a joint application for a project to be delivered by two or more organisations/institutions who will collaborate in a consortium to deliver the project. At least one member of the consortium must be a local organisation in Lamu.

If you have answered yes to the above question, please complete the information on the partner you will be collaborating with below

Organisation's name

Location/s where organisation works?

Main address

Main website address

Role the partner will play in this project

IV. Concept

What is the project context, and what are the needs and problems that you have identified that this project will contribute towards solving?

Describe the broader context in which this project will take place, including the current sociopolitical climate, and equine welfare in the country. Give an overview of the cause of the problem you have identified and its effect on the target community, and the challenges/opportunities for working in this context. There is no word limit to this section but please be clear and concise..

What is the proposed location/s of the project and how has this been identified

Country and locality(ies)/region(s) within country. If the project spans multiple locations, list each one separately and provide details for each. Explain why this location was chosen for the project. Consider including any research, data, or assessments conducted that highlight the need for the project in these locations; if the location has strategic importance; logistical considerations that influenced the choice of location

What is the duration of the proposed project?

Clearly state the overall length of the project in weeks, months, or years. For example: "The proposed project will run for 24 months."

What is the project goal?

A goal is a simple, clear statement of the impact you want to achieve with your project. It describes the longer-term, wider development and animal welfare changes to which the project contributes.

Please explain what key outcomes your project will be seeking to achieve and why

Outcomes are the changes you hope to happen – that together will help make your goal a reality. They usually represent a change in status, practices, behaviours, or access to community infrastructure / services over time. There is no specific number of outcomes required but typically The Donkey Sanctuary would expect between 2 and 5 outcomes per project.

Please summarise what activities will be implemented to achieve each of your key outcomes

This question asks for a concise explanation of the specific actions you plan to take in order to achieve the primary goals or outcomes of your project. Please provide a summary of the main activities that will be carried out. Make sure that the activities you describe are clearly aligned with the outcomes you aim to achieve. Each activity should have a direct and logical connection to the desired outcome. There is no word limit to this section but please be clear and concise and avoid the use of unnecessary jargon.

Please state and explain which Sustainable Development Goals (SDGs) your proposed project will contribute towards achieving?

This question asks you to identify and elaborate on how your project aligns with the United Nations Sustainable Development Goals (SDGs). Clearly state the SDGs your project will target and how your project's activities and outcomes will contribute to achieving that goal. Information on the UN's SDGs can be found here <https://sdgs.un.org/goals>

What is the estimated total project budget?

Please ensure that this does not exceed £30,000 GBP. A breakdown of the budget is not required at this stage.

Please provide the estimated direct reach for the following:

Please include an estimation of the number of donkeys that could be positively impacted by this project.

Direct Reach: Donkeys and mules who receive direct support towards improvements in their welfare with regards to health, nutrition, behaviour, environment and working practices as well as the people on whose care working animals depend.

Indirect Reach: Are wider equine populations benefitting from the creation and implementation of protective and welfare-focussed policies and legal frameworks and the improved system for animal health and welfare that we are able to influence.

Key Staff

Please include who you anticipate will be the lead for key aspects of the project delivery as well as roles such as project manager, lead for monitoring and evaluation, and finance.

For each key member of staff please provide the following information:

Name of staff member (if not known at this stage state TBC)

Role

Qualification and/or experience