



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
DEPARTMENT OF YOUTH
EMPOWERMENT, SPORT AND THE ARTS



P.O. BOX 701-20303

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DIRECTORATE OF YOUTH

PROPOSAL CHECK LIST

1. The letter/proposal

- The address of the group
- The address of the county Government
- Reference (The group request-indicating the proposed equipment)
- The proposal's details
- Signature from the chairman

2. Background information

1.History of the group -Brief history of when the group was formed)

2.Group activities

3.Financial records of the group (attach evidence)

4.Leadership- Leadership of the group (name, contact and position)

(The youths should hold the leadership position)

5.membership- The group composition (total members, active member)

-70% of the group should be youth

6.Objective of the project

3.Specification and a photo of the requested equipment

4.Constitution/by laws

5.Minutes

- The groups idea of requesting equipment from the county should be captured among the minute's agenda

CHIEF OFFICER
YOUTH EMPOWERMENT, SPORTS
AND THE ARTS, NYANDARUA COUN
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-The group official should ensure that the minutes are signed

6. Lists of members with the following information

- Name
- Contacts
- Id number
- Position
- Signature

7. Attach a bank statement or account details (only for the successful groups).

8. A photocopy of id for all the members in the groups.

9. The registration certificate for the group which should be up to date.

10. Business location (this is a description of the exact location where the equipment will be operating).



Edward Kigo

CHIEF OFFICER -YOUTH EMPOWERMENT SPORTS AND ARTS