



**COUNTY GOVERNMENT OF MIGORI**  
**Department of Trade, Tourism, Industrialization  
and Cooperatives**

**Guidelines for Implementation  
of Migori County Economic  
Empowerment Policy**  
*For a vibrant and prosperous county*

**KENYA**  
**VISION 2030**

The logo for Kenya Vision 2030 features a stylized, brush-stroke style graphic of the Kenyan national flag's colors (black, white, red, green, and black) above the text "KENYA VISION 2030".





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# Foreword



It is with great pleasure that I introduce the guidelines for the Economic Empowerment Program. This program represents a significant step towards achieving our vision of creating inclusive and sustainable economic growth in our communities.

Economic empowerment is a fundamental aspect of development, as it enables individuals and communities to improve their economic well-being and create opportunities for a better future. By supporting projects that promote entrepreneurship, job creation, and skills development, we aim to empower individuals to take control of their economic destinies and contribute to the overall development of our society.

By addressing the challenges of poverty, inequality, governance, and skills development, we pave the way for rapid and sustained growth. This program is not merely a standalone initiative but a strategic alignment with Migori County's Integrated Development Plan, Kenya's national agenda, the visionary aspirations of Vision 2030, the country's Bottom-up Economic Transformation Agenda and the Manifesto of H.E The Governor, Dr. Ochillo Mbogo Ayako.

These guidelines have been developed to provide clear and comprehensive information on the objectives of the Economic Empowerment Program, the eligibility criteria for funding, the application process, and the evaluation criteria used to assess business proposals. It is our hope that these guidelines will serve as a valuable resource for all prospective applicants, guiding them through the process of applying for funding and ultimately implementing successful businesses by the residents of Migori.

I would like to express my sincere gratitude to all those who have contributed to the development of these guidelines, including the members of the Economic Empowerment Program Committee, the staffs in the department of trade, tourism, industrialization and cooperative development, the members of county assembly and the public. Your dedication and commitment to this program are truly commendable, and I am confident that together, we can make a real difference in the lives of our fellow citizens.

Together, we can build a more prosperous and inclusive future for all.

Thank you for your support and participation in the Economic Empowerment Program.

A handwritten signature in black ink, appearing to read 'Dr. Betty Mogesi Samburu'.

**Dr. Betty Mogesi Samburu**

County Executive Committee Member

Department of Trade, Tourism, Industrialization and Co-operatives

# Preface



The Economic Empowerment Programme is a key initiative of Migori County through the department of trade, tourism, industrialization and cooperative development that is aimed at fostering economic development and empowerment at the grassroots level. The primary objective of this program is to provide access to capital to residents of Migori in order to facilitate business growth and development. The funds for economic empowerment is a dedicated resource established through the annual appropriation by the County Government of Migori to support projects that promote economic growth, entrepreneurship, and job creation. Through this programme we seek address economic challenges, to improve livelihoods, and contribute to poverty

reduction.

The primary objective of the economic empowerment program is to provide financial support to projects that demonstrate a clear impact on economic empowerment with the aim of fostering entrepreneurship and innovation, creating sustainable job opportunities, enhancing skills development and capacity building, promoting inclusive economic growth and strengthening community-based economic initiatives

The application process is detailed in the following sections of this document. It includes information on eligibility criteria, application requirements, and the evaluation process.

In line with this vision, the Department of Trade, Tourism, Industrialization and Cooperatives is committed to collaborate with stakeholders to foster inclusive development and gender integration in all economic endeavors. As we embark on this journey, let us remember that our collective prosperity hinges on the empowerment of each individual. Together, let us forge ahead with determination, knowing that through economic empowerment, we chart a course towards a brighter future for Migori County and its residents.

A handwritten signature in black ink, appearing to read 'Victor Ouya'.

**Victor Ouya**

Chief Officer

Department of Trade, Tourism, Industrialization and Co-operatives

# Acknowledgement



The department of Trade takes this opportunity to thank everyone who participated in the development of the Migori County Economic Empowerment Fund Policy. Special gratitude goes to the County Department of Finance and Economic Planning for the immense financial and technical support accorded to us during the formulation and development of the policy document.

Special appreciation goes to all the CECMs for their valuable contributions during the development of this policy. Further, our appreciation goes to the office of the county attorney for providing valuable guidance to us from the commencement to the completion of this policy. Our gratitude goes to the members of the County Assembly Committee on Trade under the leadership of Dorine Dande for their invaluable input into the policy. Special thanks to the members of the public who gave their valuable inputs into this policy during public participation.

I also wish to express my heartfelt gratitude and appreciation to all members of staff drawn from various departments and directorates of the county who participated actively in logistical arrangements, research, discussions and compilation of this Policy. The following persons are specially appreciated for technical and administrative support: Tobias Nyakiamo, Vincent Oduogo, Tobias Ryoba, and Collins Opondo for the valuable inputs into this policy.

We are indebted to all authors whose intellectual contributions to policy formulation have benefited us on our day to day work and particularly during the process of writing this policy document.

We appreciate the overall leadership of our County Executive Committee Member for Trade, Tourism, Industrialization and Cooperative Development Dr. Betty Samburu and the Chief Officer Mr. Victor Ouya for their overall leadership from inception all the way to the completion of this policy.

A handwritten signature in black ink, appearing to be 'CB', written over a diagonal line.

**CPA. Collins Bala**

Director: Trade, Tourism, Industrialization and Co-operatives.

# Abbreviations

<b>CBOs</b>	Community-Based Organizations
<b>CECM</b>	County Executive Committee Member
<b>CEEC</b>	County Economic Empowerment Committee
<b>C.G.</b>	County Government
<b>CO</b>	Chief Officer
<b>PLWDs</b>	People Living with Disabilities
<b>CIDP</b>	County Integrated Development Plan
<b>KRA</b>	Kenya Revenue Authority
<b>MSME</b>	Micro, Small, Medium Enterprises
<b>NGOs</b>	Non-Governmental Organizations



# Background information

## 1.1 Introduction

Migori County is committed to supporting community empowerment programs that enhance the quality of life for residents and contribute to the overall well-being of the community. These guidelines are designed to assist individuals, community groups, and organizations in applying for financial support for economic empowerment initiatives that will generate income and enhance their economic status.

## 1.2 Objective

The primary objective of this economic empowerment program is to provide access to capital to residents of Migori to facilitate business growth and development. The aim is to support programs that empower and improve the quality of life for communities through participation in businesses.

These guidelines are designed to assist in implementation of the Migori County economic empowerment program.

## 1.3 Target groups

The economic empowerment program targets various organized business groups that engage in income generating activities (trading activities) such as micro, small, medium enterprise (MSME) associations, boda boda, women and youth groups, self-help groups, community-based organizations (CBOs), co-operative societies, people living with disability (PLWD) and individual business entrepreneurs upon being properly assessed and appraised.

## 1.4 Goals of the Economic empowerment program

The Economic empowerment program has the following goals

- a) **Poverty Alleviation:** The programs seeks to lift individuals and communities out of poverty by providing them with the tools, resources, and opportunities to engage in businesses in order to improve their living standards.
- b) **Income Generation:** The programs will enable participants to generate a sustainable income. This can be achieved through access to capital, entrepreneurship development, training and other initiatives that foster economic activities.
- c) **Job Creation:** Programs aim to create new employment opportunities, either through supporting micro, small and medium-sized enterprises (MSMEs), promoting entrepreneurship, or facilitating job training and placement
- d) **Financial Inclusion:** Providing access to financial resources to allow individuals to invest in their businesses, manage risks, and build assets
- e) **Community Development:** The programs will promote overall community development. This may involve access to basic services, and other initiatives that improve the quality of life for the community as a whole
- f) **Entrepreneurship Development:** This can involve providing training, mentorship, and access to resources for individuals to start and grow their businesses

- g) Sustainable Development:** Programs may aim to promote economic activities that are environmentally sustainable and socially responsible, contributing to long-term economic development without compromising the well-being of future generations;
- h) Social Inclusion:** Economic empowerment programs often strive to include marginalized and vulnerable populations, ensuring that they benefit from economic opportunities and are not left behind in the development process.

## **1.5 Scope of the Economic Empowerment Policy**

- a) The policy framework applies to all youths, women, PLWD, MSME associations, boda boda groups, self-help groups, community-based organizations, co-operative societies and other vulnerable groups engaged in income generating activities (trading) within Migori County.

## **1.6 Funding limit**

The funding limit shall range from a minimum of fifty thousand to a maximum of one million shillings.

# Institutional framework

- i. County Government (Department of Trade, Tourism, Industrialization and Cooperatives);
- ii. County Economic Empowerment Committee; and
- iii. Adhoc Committees formed on a need basis and for a set period of time.

## 2.1 County Government (Department of Trade, Tourism, Industrialization and Cooperatives)

Roles and responsibilities of the department of Trade, Tourism, Industrialization and Cooperatives

The department of department of Trade, Tourism, Industrialization and Cooperatives will be the overall administrator of the empowerment program. The following will be the roles and responsibilities

- i. Develop tools and materials needed for implementation of the empowerment program
- ii. Map all the beneficiaries of the empowerment program and develop a database for them
- iii. Through sub county trade and cooperative officers track implementation progress of the program and report to the department the department
- iv. Oversee the overall implementation of the empowerment program
- v. Monitor and document lessons learnt from the empowerment program

## 2.2 County Economic Empowerment Committee

### a) Membership of the County Economic Empowerment Committee

- i. The CECM for trade, tourism, industrialization and cooperatives who shall be the chairperson;
- ii. The CECM for finance and economic planning;
- iii. The Chief Officer (CO) for trade, tourism, industrialization and cooperatives who shall be the secretary to the Committee;
- iv. The county secretary or his/her representative
- v. The Chief Officer finance or his/her nominee;
- vi. A representative of the office of the Governor
- vii. The Director trade, tourism, industrialization and cooperatives

### b) Appointment of the committee members

The CECM in charge of Trade department will communicate the appointments to the above office holders as members of the County Economic Empowerment Committee

### c) Roles and responsibilities of the County Empowerment Committee

- i. Establish ad hoc committees as need may arise to enable it to perform its duties efficiently and effectively
- ii. Review of the decisions of ad hoc committees
- iii. Tracking the implementation process of the economic empowerment initiatives
- iv. Review and update the economic empowerment policy and ensure that it is consistent

with the county's laws and regulations governing the process of financial support to the beneficiaries

- v. Conduct site visits to verify that the Economic Empowerment program initiatives are being used for their intended purposes and that the project is progressing toward its goals and objectives
- vi. Assess the beneficiary's internal controls to ensure they are adequate and effective in preventing fraud, waste, and abuse of the funds provided to individuals or groups for economic empowerment program

## **2.3 Ad hoc committee (Economic Empowerment Appraisal Committee)**

The ad hoc committee shall be established known as the economic empowerment appraisal committee. The committee will be the technical arm of the Migori County economic empowerment committee

### **a) Membership of the economic empowerment appraisal committee**

- i. Director in charge of trade development who shall be the convener and chairman of the committee
- ii. The County enterprise development/MSME officer to be the secretary
- iii. A Sub county officer from the department of Trade, Tourism, Industrialization and cooperatives representing each of the eight sub counties appointed by County Executive Committee Member in charge of Trade, Tourism, Industrialization and cooperatives

### **b) Responsibilities of the economic empowerment appraisal committee**

- i. Mobilize, receive, and review applications and forward the list of successful applicants to the Migori County economic empowerment committee (MCEEC) for verification and requisition and the actual disbursement of the funds
- ii. Review and evaluate all proposals submitted in response to the request for application of support of economic empowerment program. This may include conducting site visits, evaluating budgets, and assessing the feasibility of proposed business.
- iii. Update the economic empowerment committee on the progress of the empowerment program implementation on a monthly basis
- iv. Track implementation and progress of the economic empowerment program initiatives and report to the county economic empowerment committee
- v. Conduct site visits to verify that the funds disbursed for economic empowerment are being used for their intended purposes and that the project is progressing toward its goals and objectives
- vi. Recommend any necessary corrective actions to improve the effectiveness and efficiency of the economic empowerment program.
- vii. Follow up on any recommended corrective actions to ensure they have been implemented and effectively address the identified issues.

# Application, Evaluation, and Selection for funding of economic empowerment program

## 3.1 Eligibility of beneficiaries

An entity shall be eligible to apply for an Economic Empowerment funding if the entity -

1. Is a resident registered as a voter in Migori County
2. Is operating a registered business activities within Migori County
3. Has valid national identification documents ((Identity card or passport)
4. Has an active bank account
5. Is in possession of a valid Kenya revenue authority pin
6. If businesses, it must be legally registered and compliant with all local regulations.

### Other key considerations

1. Projects should align with the county's strategic development goals
2. Projects must demonstrate potential for economic growth and job creation.
3. Applicants must provide a clear and sustainable business plan.
4. Priority will be given to projects that address local challenges and utilize local resources.
5. Women, youth and people living with disability (PLWD)-led initiatives are highly encouraged to apply

## 3.2 Application

### Application requirement

1. Completed and duly filled application form
2. Copy of registration certificate
3. Business proposal detailing your business idea, objectives, and plans for sustainability.
4. Bank statements or financial records for existing businesses
5. KRA pins for group leaders (Chair, Secretary, Treasurer)
6. KRA pin for the group
7. List of members with IDs, telephone numbers and polling stations
8. Group constitution
9. Minutes of group meeting
10. Any additional documents supporting your application (e.g business registration certificate, permits, etc.).
3. Copies of identification documents (ID, passport).
4. Bank statements or financial records for existing businesses
5. Any additional documents supporting your application (e.g business registration certificate, permits, etc.).

### Application process

1. Download the application form available at the Migori County Government website <http://www.migori.go.ke> , [www.migori.go.ke](http://www.migori.go.ke) or pick at the ward administrators offices
2. Fill out the form accurately and attach all required documents. Submit your complete application to the ward administrators office

The applications will be addressed to the Chairperson County Economic Empowerment Committee.

### **3.3 Submission of application form**

The completed application form along with any supporting documents will be submitted physically at the subcounty trade, office before the deadline.

The deadline will be clearly indicated in the application guidelines

### **3.4 Receiving and reviewing of applications.**

- a) The sub county officer responsible for trade, will receive all the applications and submit to the chair county economic empowerment committee
- b) The County Economic Empowerment Appraisal Committee which is the technical arm of MCEEC shall compile a list of all applicants in a standard template provided
- c) All applications will be reviewed based on the criteria set above
- d) The vetted list will be submitted to the County Economic Empowerment Committee for approval and requisition of funds

### **3.5 Evaluation and Appraisal of Applications**

Applications shall be evaluated based on the following -

- a) Alignment to the county's socioeconomic pillar as envisioned in the CIDP 2023/2027
- b) Size, duration, or scope, such as small-scale business or projects that can be completed within a certain timeframe
- c) The level of community involvement and support for the proposed project
- d) The potential impact of the proposed project, such as its ability to create jobs, improve public health, or enhances the quality of life for Migori County residents

### **3.6 Notification**

Successful applicants will be notified in writing and be informed on the next step

### **3.7 Funding decisions**

- i. Successful applicants will receive details about the funding amount, terms, and conditions
- ii. A successful applicant will be required to fill funding agreement

### **3.8 Disbursement of the funds for Economic Empowerment**

- a) The disbursement of funds for economic empowerment to beneficiaries shall be done in a ceremony presided over by H.E the Governor.
- b) The ceremony will be done either in one common area where all the beneficiaries will be brought together or at a selected venue in each of the sub county

### **3.9 Capacity building**

- i. Needs assessment will be conducted through consultations between the department and the beneficiaries to identify gaps and build the capacity of the beneficiaries
- ii. Capacity building and skills development for the beneficiaries will be a continues process
- iii. Beneficiaries organizational structure, governance and management capacity will be evaluated and assisted where necessary
- iv. The beneficiaries technical capacity in running business will be evaluated and assistance given if necessary
- v. Resources will be mobilized from other stakeholders to enable successful mentorship and training of the beneficiaries

# Implementation of economic empowerment program

Once the beneficiaries will receive the funding, implementation will begin as outlined in their respective applications

# Reporting and accountability

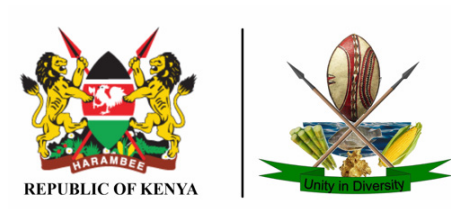
Regular progress reports will be submitted to the MCEEC by the sub county officers responsible for trade, tourism, industrialization and cooperative development



# Monitoring and evaluation

- i. At the initial stages during the start of the program, the trade team will meet the beneficiaries in their respective sub counties and guide them on proper accountability and transparency in the use of the funds given
- ii. The executive team from the county will also be involved in supporting the teams from their respective sub counties to ensure proper management of the funds given
- iii. Regular progress reports, site visits, and final impact assessments reports will be submitted to the MCEEC
- iv. Feedback from successful businesses will be documented and lessons learnt will be used to improve the funding process for future disbursements

# Annex 1: Group Application Form



## COUNTY GOVERNMENT OF MIGORI

DEPARTMENT OF TRADE, TOURISM, INDUSTRIALIZATION AND CO-OPERATIVE DEVELOPMENT

P.O. Box 365-40400 SUNA, MIGORI

APPLICATION/APPRaisal FORMS FOR APPLICATION OF ECONOMIC EMPOWERMENT FUNDING

READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM. FOR GROUP APPLICANTS ONLY  
COMPLETE ALL APPROPRIATE SECTIONS IN CAPITAL/BLOCK LETTERS AND RETURN WITH YOUR SUPPORTING DOCUMENTS

### 1. APPLICANT'S DETAILS

Group name			
Type of group (e.g. SACCO, MSME, Self Help)			
P.O Box		Code	
Town		Mobile phone	
Date of registration		Reg. No/Serial No	
Bank		Branch	
Account Name		Account Number	

### 2. CONTACT INFORMATION

Details required	Chair	Secretary	Treasurer
Name			
Gender			
Date of birth			
Age			
ID No			
Education level			
Telephone			

### 3. LOCATION OF THE GROUP/BUSINESS

County		Sub county	
Ward		Location	
Sub location		Name of chief/asst. Chief	
Physical address:			

### 4. VERIFICATION FROM THE AREA CHIEF/ASSISTANT CHIEF

<b>I certify that I know the members of the group and that they are of good conduct to access public funds</b>			
NAME:			
Signature		Official stamp	

### 5. MEMBERSHIP PROFILE

GENDER	NO. OF MEMBERS	MEMBERS WITH DISABILITY	NUMBER OF YOUTHS (18-35)
Male			
Female			
Other			
Total			

### 6. BRIEF BACKGROUND OF THE GROUP:

#### a. Purpose/Objective (e.g) improve economic well-being of members


#### b. Primary economic activity

Area	Brief description
Agriculture	
Trade	
Manufacturing	
Services	
Others (specify	

#### c. Key activities e.g. weekly group meetings with table banking


**d. Current income status**

<b>Current monthly income from economic activity (if applicable)</b>	
<b>Projected monthly income</b>	

**7. FUNDING DETAILS:**

**a) Amount of economic empowerment fund applied for**

Economic empowerment funding applied for (Ksh)	
--	--

**b) Type of proposed business (is it a start-up or expansion?).**

Does the group have or want to start a joint/common business?	Please Tick [    ] YES    [    ] NO
If yes, state business type	New [    ]    Expansion [    ]
If no, state each individual business or project in the next section	

**c) BUSINESS INDIVIDUAL MEMBERS PROPOSE TO UNDERTAKE (Complete the table below.) (May fill a separate table and attach)**

NO	Name of owner	ID No	Nature of business	Sector	Start up or expansion	Mobile	Next of kin	Relationship	Mobile
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									

## 8) GROUP BANK ACCOUNT SIGNATORIES

S/No.	NAME	POSITION	SIGNATURE
1			
2			
3			

## 9) DECLARATION

We, the undersigned, declare that the information provided in this application is true and correct to the best of our knowledge. We understand that any false information may lead to the disqualification of our application

OFFICAL	NAME	ID NUMBER	SIGNATURE	DATE
Group Chairperson				
Group Secretary				
Group Treasurer				

## FOR OFFICIAL USE

### 10) CHECKLIST OF COPIES OF DOCUMENTS ATTACHED

Completed and duly filled application form	
Certified copy of registration certificate	
Bank account statements	
Financial records for existing business	
Copies of IDS and KRA pins for group leaders	
KRA pin for the group	
Minutes of group meetings	
List of members with gender, age, IDs, telephone numbers & polling stations	
Group constitution	
Business plan or proposal with objectives, activities, target beneficiaries, budget and expected outcome	

### 11) RECOMMENDATION FROM THE ECONOMIC EMPOWERMENT APPRAISAL COMMITTEE

#### a) Reasons for recommending approval/decline:

Chairman		Signature		Date	
Secretary					
Minute no.		Date			
We have validated and technically assessed the proposal and we recommend as follows:					

Approved	Amount (kshs)		
Rejected (reasons)			
Signed by chairperson		Witnessed by secretary	
Minutes signed on this _____ (date) day of _____ (month) _____ (year) _____			
Place			

**12) ATTESTATION**

I Mr./Mrs./Ms.: .....  
 (Secretary Economic Empowerment Funds Committee) confirm that all the documents are attached and relevant information captured.

Signature: ..... Date: .....

Application No.: .....

Date Recommended: .....

Date Received: .....

# Annex 2: Individual Application Form



REPUBLIC OF KENYA



Unit in Diversity

## COUNTY GOVERNMENT OF MIGORI

DEPARTMENT OF TRADE, TOURISM, INDUSTRIALIZATION AND CO-OPERATIVE DEVELOPMENT

P.O. Box 365-40400 SUNA, MIGORI

APPLICATION/APPRaisal FORM FOR FUNDING OF ECONOMIC EMPOWERMENT PROGRAM

### READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM. FOR INDIVIDUAL APPLICANTS ONLY

COMPLETE ALL APPROPRIATE SECTIONS IN CAPITAL/BLOCK LETTERS AND RETURN WITH YOUR SUPPORTING DOCUMENTS

#### 1. APPLICANT'S DETAILS

NAME of applicant		Gender	
Date of birth		ID No	
P.O Box		Code	
Town		Mobile phone	

#### 2. LOCATION

County		Sub county	
Ward		Location	
Sub location		Name of chief/asst. Chief	
Physical Address:			

#### 3. VERIFICATION FROM THE AREA CHIEF/ASSISTANT CHIEF

<b>I certify that I know the members of the group and that they are of good conduct to access public funds</b>			
NAME:			
Signature		Official stamp	

#### 4. BACKGROUND:

##### a. Education

HIGHEST LEVEL OF EDUCATION COMPLETED	TICK ONE	YEAR OF COMPLETION
POST-GRADUATE	[ ]	
UNDERGRADUATE	[ ]	
DIPLOMA	[ ]	
CERTIFICATE	[ ]	
A-LEVEL	[ ]	
KCSE/O LEVEL	[ ]	
KJSE	[ ]	
KCPE	[ ]	
NONE	[ ]	

##### b. Purpose/Objective


##### c. Primary economic activity

Area	Brief description
<b>Agriculture</b>	
<b>Trade</b>	
<b>Manufacturing</b>	
<b>Services</b>	
<b>Others (specify</b>	

##### d. Key activities




**e. Current income status (if applicable)**

<b>Current monthly income from economic activity (if applicable)</b>	
<b>Projected monthly income</b>	

**5. FUNDING DETAILS****a) AMOUNT OF ECONOMIC EMPOWERMENT FUND APPLIED FOR**

Economic empowerment fund applied for (Ksh)	
---	--

**b) STATE THE TYPE OF PROPOSED BUSINESS (Is it a start-up or expansion?).**

Do you have or want to start a business?	Please tick [    ] yes [    ] no
If yes, state business type	New [    ] expansion [    ]
If for expansion, do you keep records	Please tick [    ] yes [    ] no
State the duration of the existing business (months)	

**c) BANK ACCOUNT DETAILS**

Account Name			
Bank		Branch	
Account no		KRA pin	

**6. Declaration**

I, the undersigned, declare that the information provided in this application is true and correct to the best of my knowledge. I understand that any false information may lead to the disqualification of my application.

<b>Applicants name</b>	
<b>Signature</b>	
<b>Date</b>	

**FOR OFFICIAL USE****7. CHECKLIST OF COPIES OF DOCUMENTS ATTACHED**

Completed and duly filled application form	
Certified copy of registration certificate	
Bank account statements	
Financial records for existing business	
Copy of ID and KRA Pin	
Business plan/proposal	
Single business permit	

**8. RRECOMMENDATION FROM THE COMMITTEE**

**a) Reasons for recommending approval/decline:**

Chairman		Signature		Date	
Secretary					
Minute no.		Date			
We have validated and technically assessed the proposal and we recommend as follows:					
Approved	Amount (kshs)			Cheque no.	
Rejected (reasons)					
Signed by chairperson		Witnessed by secretary			
Minutes signed by all economic empowerment funds committee members sitting on this _____ (date) day of _____(month)_____ (year)					
Place					

**9. ATTESTATION**

<p>I Mr./Mrs./Ms.: .....          (Secretary Economic Empowerment Funds Committee) confirm that all the documents are attached and relevant information captured.</p> <p>Signature: ..... Date: .....</p> <p>Application No.: .....</p> <p>Date Recommended: .....</p> <p>Date Received: .....</p>
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