

CBO

NEW

MINISTRY OF EAST AFRICAN COMMUNITY (EAC), LABOUR AND SOCIAL PROTECTION

**STATE DEPARTMENT FOR SOCIAL PROTECTION
DEPARTMENT OF SOCIAL DEVELOPMENT**

APPLICATION FORM FOR REGISTRATION OF A COMMUNITY BASED ORGANIZATION (CBO)

COUNTY	CONSTITUENCY	SUB-COUNTY	WARD

1. (a) Basic Information of the Community Based Organization (CBO)

Name of Community Based Organization.....

Type of CBO (**Tick one**) New Amalgamation Merger

If Amalgamation or Merger list the forming groups

1. Registration No.Group name.....

2. Registration No.Group name.....

(If more than 2 groups attach a separate list)

Area of Coverage (*not more than one County*).....

Division..... Location.....

Sub Location..... Year of Formation.....

Postal Address..... Physical Address.....

Email..... Telephone.....

Website (where applicable).....

(b) Who mobilized your members to seek official registration?

- Self
- Officer from social development office
- Other ministry`s staff
- CBO
- NGO
- Chief
- Others.....Indicate the person/official

2. Official Meetings

Meeting Venue..... Meeting Day(s).....Time.....

3. Membership of the CBO

	Female	Male	Total
Number of members at the time of registration			
Number of Persons With Disabilities (PWDs)			
Number of Youth (18-35 years)			
Number of Older Persons (60+ years)			
TOTAL			

4. Management Committee

Date when elections were done

Supervised by..... Title.....Telephone.....

No	Position	Name of Person	F	M	ID/No.	Tel/Email	Signature
1.	Chairperson						
2.	Secretary						
3.	Treasurer						
4.	V/Chairperson						
5.	V/Secretary						
6.	Member						
7.	Member						
8.	Other members information						

***Attach a separate list of all members**

5. CBO Project Objectives

- i.....
- ii.....
- iii.....

6. Activities of the CBO

a) Type of activity(ies) - tick as appropriate

- 1- Business
- 2- Community project
- 3- Crop farming
- 4- Cultural/traditional activities
- 5- Environment Conservation
- 6- Financial services
- 7- Fishery
- 8- Health care
- 9- livestock rearing
- 10- Poultry keeping
- 11- Skills development
- 12- Tourism
- 13- Youth empowerment
- 14- Merry-go-round
- 15- Table banking

b) List the main activities

- i.....
- ii.....
- iii.....

7. Future Plans/Activities (if any)

- i.
- ii.
- iii.

8. Assistance from the Government/Other Organization(s)

Assistance received so far

Type (Can Tick multiple) Financial Technical Material

Source of Assistance.....

How does the CBO intend to fund its activities?

Members Contributions Loans Donations Grants Others.....

9. Applicants Signature

Position Chairperson Secretary Treasurer

Chairperson

Name..... Telephone.....

Signature..... Date.....

Secretary

Name..... Telephone.....

Signature..... Date.....

Treasurer

Name..... Telephone.....

Signature..... Date.....

FOR OFFICIAL USE

1. Recommended by

Chief/ Assistant Chief*

Name.....Location/Sub-location

SignatureDateStamp.....

Chairperson/ Secretary for Location/ Division for Social Development Committee*

Name..... Signature.....

Date.....Stamp.....

Relevant Technical Ministry/Department

Name of the Officer.....Title.....

SignatureDate..... Stamp.....

2. Approved and Registered by the County Coordinator/ Sub-County Officer for Social Development*

Name.....Title:.....

Signature.....Date.....Stamp.....

3. Issued Number

Registration Number..... Certificate Number..... Date.....

* The Recommending Officers **MUST** be the ones based nearest to the **physical location** of the CBO offices

REQUIREMENTS FOR REGISTRATION OF A CBO

1. Minutes of the meeting seeking registration and showing elected officials **MUST** be attached to the Application form.
2. List of members duly signed with Name/Position/ID No. and Signatures **MUST** be attached to the Application form.
3. The Application form **MUST** be accompanied by the CBOs BY-LAWS/ RULES/ CONSTITUTION.
4. The Application form **MUST** be accompanied by a Memorandum of Understanding (MOU) where CBO is formed through **amalgamation** (i.e. where several groups come together to form an umbrella organization).
5. Pay Approved Registration fee of **Ksh.5, 000/=**.
6. After registration, the CBO Must adhere to the following;
 - i. Renew the Certificate **Annually**
 - ii. Submit **Quarterly** Progress Reports to the Registering Authority
 - iii. Allow accessibility of records to the Registering Authority upon request or when demanded to do so

NOTE: Failure to adhere to the above requirements will lead to Non-registration/De-registration