

**YALI RLC East Africa Transformation Fund  
Application Instructions and Overview Version 2.1 08/2020**

**Overview**

This document should be read by the applicant after they have read the YALI Regional Leadership Center East Africa Transformation Fund Concept Version 2.1 08/2020.

The Transformation Fund is a catalyst that enables our alumni to continue transforming themselves, their communities, and their countries. Specifically, the fund enables our alumni to provide solutions to the most pressing problems in their communities. Through the fund, alumni will have an opportunity to apply for resources to support a variety of projects and initiatives that will help them perpetuate the vision and mission of the YALI RLC EA. The fund also provides an opportunity for collaboration amongst our alumni and an opportunity for them to apply their leadership skills and grow while in the process of organizing and executing their proposed solutions. Those eligible to apply include:

- Any alumni, in collaboration with a group of other alumni
- Any alumni in collaboration with their Country Chapter
- Country Chapters

**A successful Transformation Fund application will answer:**

- *What do we know about alumni working in my country?*
- *How do we ensure our chapter operates sustainably in the future?*
- *How will the proposed solution address the pressing problem in my community and lead to transformation?*
- *How do our beneficiaries stand to benefit from our collaboration with government?*
- *How will my business, initiative or project create jobs and provide opportunities for other alumni to grow themselves and their ventures?*

The Fund takes any or a combination of the following forms (for more information, the applicant is advised to read **YALI RLC EA Transformation Fund Concept Version 2.1 08/2020**):

- a) Alumni Mapping Initiatives
- b) Secretariat Funding
- c) Group Projects
- d) Individual Projects
- e) Innovation in Working with Government

As a reminder, the following items will not be considered for the Transformation Fund:

- Communication fees such as internet/Wi-Fi access, phone connectivity, etc.
- Salaries for any type of staff (alumni or otherwise)
- Cash in lieu of food
- Alcohol
- Scholarships, school fees, tuition for degree-granting institution
- International travel
- Equipment or items that will be in possession of alumni
- Personal expenses associated with involvement in Country Chapter or as a Country Liaison (e.g., transportation to/from events, time off from work, etc.)



<b>SN</b>	<b>Section of the Form</b>	<b>Guiding Notes and Instructions</b>
	<b>Date of application:</b>	Record the date that you are submitting your application.
	<b>Country:</b>	Record the country where the proposed activity will be taking place.
	<b>Chapter Chairperson/other official, their email address and phone number</b>	Record the name, email addresses and phone number- complete with country code of the chairperson or any other official.
	<b>Contact Person name/title, their email address and phone number</b>	Record the contact information of the person leading the activity.
	<b>Date(s) of the project/activity</b>	Record the proposed date or dates for the project/activity.
	<b>Geographic area served</b>	Record the name, or actual location of the project. You can reference a nearby known town or city.
	<b>Amount requested in cash from Transformation Fund (in USD)</b>	Record the amount that you are requesting. The amount must tally with what is in the budget that you will submit alongside your application form.
	<b>Estimated total amount of project/event cost, including in-kind contributions + cash (in USD) (Group Projects)</b>	Record the total amount that is your budget. This will include both in-kind and cash amount. The amount must tally with what is in the budget that you will submit alongside your application form.
1.	<b>What is the need/problem(s) to be addressed by the project/activity?</b>	Outline the problem or need that you are trying to address in the community. It is important to outline how and why you and your team view this as a problem. If the problem has been deduced from an assessment or part of an initiative that an alumnus has, state so.
2.	<b>Provide a brief description of project/activity</b>	Clearly outline your project/activity. Remember as per the YALI RLC EA Transformation Fund Concept Version 2.1 08/2020, a good solution will have a positive impact on the community. Applicants are encouraged to explore the transformation fund categories as explained in part II. Generally, while the fund supports short-term activities and projects, we encourage applicants to be innovative in their solutions so that they can last beyond the implementation period.
3.	<b>How will this activity encourage Transformation in the community or country?</b>	Outline how your activity will address the problem or the need that you have identified. Responses should include immediate and intermediate outcomes from the activity.
4.	<b>How many YALI RLC EA alumni were involved in the project/activity?</b>	Record the number of YALI RLC EA alumni who will be involved in the activity/project. The desegregations include: Total count, female, male, none conforming and persons with disability.



5.	<b>List the names of alumni who you will collaborate with and their email addresses</b>	Provide a list of names and email addresses for alumni who you plan to involve in the planning and execution of this project/activity. This list is important for purposes of YALI RLC EA's reporting to donors. Add as many rows on the provided table as you desire.
7.	<b>If applicable, provide a list of other stakeholders that you will be collaborating with for this project/activity</b>	List the names of the stakeholders that you will be involving in this activity. While you describe your activity in Sn 2, be sure to include how those you list on the section contribute to the activity. Stakeholders may range from schools, community groups, government representatives, alumni initiatives, local mosques and many more. Add as many rows on the provided table as you desire.
8.	<b>Please select the best category of Transformation your project/activity will cover (as outlined in the Transformation Fund Concept Note):</b>	<p>Applicants are advised to read the YALI RLC EA Transformation Fund Concept Version 2.1 08/2020 for deeper insights on how to respond to this question.</p> <p>The categories provided include:</p> <ul style="list-style-type: none"><li>a) Alumni Mapping Initiatives</li><li>b) Secretariat Funding</li><li>c) Group Projects</li><li>d) Individual Projects</li><li>e) Innovation in Working with Government</li></ul> <p>The applicant is required to choose and submit their application under one or more of the aforementioned categories.</p>
9.	<b>Chairperson/Other Official signature and date</b>	This is the signature of Country Alumni Chapter Chairperson/other official. The reason for requesting this is for purposes of the Country Alumni Chapter knowing what activities are taking place in their country and this can also be used in the quarterly report submission. The Chairperson or other official has no authority to decline appending their signature here. Appending their signature implies that the lead applicant has fully involved them or briefed them on the intention of the activity.
10.	<b>Project lead signature</b>	This is the signature of the project lead. In the event that this is the Chairperson of the Alumni Chapter, any other member of the executive committee can append their signature.