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Part I: Overview
“What’s next for graduates of the YALI Regional Leadership Center East Africa program?”

To answer to this question, this document will highlight one of the many products and opportunities our alumni have after their residential training program. 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/activities and initiatives that will help them perpetuate the vision and mission of the YALI Regional Leadership Center East Africa. 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\(^1\) 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?**

Part II
Transformation Fund Categories
Transformation can take many shapes and forms, but it should make a positive impact or change to improve the quality of life for a group of people. Applicants will be expected to submit proposals for funding in any of the following five categories in line with their interest and mandate;

**NOTE:** Applicants are strongly encouraged to apply for funding through established organizations that are led, owned and managed by alumni. In that case an MOU will be signed with Center reflecting the scope of the partnership in delivering this project.

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\(^1\) Note that the term group is being used to mean two or more alumni and not necessarily a reflection of registration of groups. The alumni referred here are the graduates from YALI RLC EA.
1. Alumni Mapping Initiatives

This grant is open to Country Chapters to facilitate their alumni mapping activities through a phone-based data collection exercise. The purpose is to collect information on what alumni are currently doing, where they live, challenges they are facing as leaders and what additional support they would expect from the Center. A standard data collection tool has been developed in collaboration with the Uganda Alumni Chapter and is available for immediate use. Only the Chapters that commit to achieving 70% collection rate of their members’ data and to document their challenges and proposed remedies, will be eligible to apply for this fund through the Country Executive Teams. The maximum grant size for this application is $500.

2. Secretariat Funding

This is a fund awarded to Country Chapters that have advanced their formalization or registration activities. It is a milestone-based support offered to chapters that will have submitted their agreed roadmap to formalization and provided necessary evidence as per the following proposed pathways:

- **Pathway 1:** Registration as affiliates of existing organizations (hosting and affiliation in a local or international organization) based on a jointly agreed MOU. It is highly recommended that a Chapter is hosted by an organization owned or led by alumni.

- **Pathway 2:** Registration as an independent organization (Local Charity – NGO, Foundation, CBO) in line with local registration requirements.

The maximum grant size for this application is $4500. Further guidance will be provided once a Chapter has expressed interest to apply for this grant.

3. Group Projects

This grant is awarded to support group initiatives among alumni who are collaborating to address a community need. It is strongly recommended that applications are made through existing organizations run and owned by alumni. Applications for this funding category should be able to demonstrate how their proposed solution addresses the pressing problem identified and ultimately leading to transformation. In cases where alumni are collaborating on a project, one member should apply on behalf of the group citing the names of the other members involved. Applicants should be able to clearly express any individual or group in-kind contributions in terms of real cost. The maximum grant size for this application is $5000.

4. YALI RLC EA Hall of Fame Individual Projects

This is a fund awarded to excellent and late start up alumni ventures that have high employment potential and that provide and will scale up mentorship opportunities for other alumni ventures in their projects. To qualify for this award, the applicant must be the majority owner or executive leader of this initiative. This award will be provided to the top two applicants and will range between $5000 - $10000.

5. Innovation in working with Government

A working government not only builds credibility but also offers a platform for youth and their organizations to create widespread impact, expand their networks and increase their voice in policy discussions. This is a fund awarded to support alumni innovation in working with their respective governments to bring about change. These may be chapters or alumni with social enterprises, non-profit
organizations, community projects or advocacy groups that are working with the government to achieve their project goals. **The maximum grant size in this category ranges between $5000 – 10,000.**

**Financing and Procurement**

Once a project has reached the final shortlist and pre-award stage, a representative from YALI RLC EA Finance team will convene with each applicant to go through the compliance and documentation requirements. The team may request for additional materials/documentation that will be required before the fund is disbursed. The purpose is to support you in ensuring adequate documentation and to advise on alternative ways of ensuring compliance with transparency and fund accountability requirements. Once assurance is obtained on this aspect, the applicant may now be accepted for final review.

Upon satisfying all the requirements, funds will be paid directly from the YALI RLC EA finance department to the supplier or service provider as agreed with the applicant. Where an application is made through a registered and compliant institutionaffiliate/host organization, funds shall be disbursed, and accountability expected from that organization. Upon, meeting all requirements, YALI RLC EA is committed to disburse the funds within 3 weeks after approval.

**Part III: Application Processing Cycle**

- Call for funding opportunities is opened
- Country Chapter or a group of alumni complete application process (3 weeks) PS: This may be longer for Secretariat & Alumni Mapping Categories
- Include budget template
- Signature of Country Chapter Chair/Any other official
- Transformation Fund Committee Review - within 3 weeks of end of call
- If successful, YALI RLC EA Finance disburses funds to vendors/suppliers/affiliate organizations/host organizations
- If successful: secure Letter of intent for in-kind contributions (1 week) (Group Projects)
- If successful: Finance and Alumni teams reach out to awardees for additional materials (if any) required for disbursement
- If not successful, YALI RLC EA to provide feedback to applicants citing why applications did not go through
- Submit accounting documents (invoices, delivery notes, receipts, attendance lists, etc.) to YALI RLC EA Finance
- Submit a comprehensive implementation report including photos within 7 days after completion to alumni.relations@yalieastafrica.org

**Part IV: Application Criteria**

- Applicants are encouraged to explore the various award categories as explained in part II. Generally, while the transformation fund targets to boost short-term activities and projects, we encourage applicants to be innovative in their solutions so that they can last beyond the implementation period.
- We strongly encourage applicants to consider applying through established local organizations preferably those owned and managed by Alumni.
- Each application for funding must include a justification as to how the project/activity will lead to transformation.
• For Country Chapters applying for the fund, the proposed activities/solutions ought to be consistent with projects/activities included in their Annual Work Plans/Implementation Plans.
• Applications will require signatures from the Chairperson or any other official for purposes of ensuring that all alumni activities in-country are reported in the final executive committee report that is submitted quarterly to YALI RLC EA.
• For the implementation of their solutions, applicants of the Group Projects Fund will be expected to leverage other resources from other sources (in cash or in-kind) in order to ensure a broad scope of support for the project/activity.
• It is important that applicants categorically state how they will involve fellow alumni. Particularly, how many alumni. YALI RLC EA views this as an opportunity to provide other alumni (whether technically related to the solution or not) an opportunity for them to be challenged, grow and apply their leadership skills.
• It is important that applicants categorically state how they will involve other relevant stakeholders in implementation of the activity. If there is a plan for this, a definite number of those to be involved should be included in the application.
• The application form must be submitted by the set deadline.
• Applications must be submitted before implementation of a project/activity; non-approved projects and activities will not be reimbursed.
• If an application for a group project is approved, the organizers must submit Letters of Intent from organizations or persons or their own ventures willing to sponsor or provide in-kind donations or contributions outlining specific services/goods and timeframe.
• The main contact person for the activity will be expected to:
  (i) Submit requisite accounting documents related to the project.
  (ii) Submit final activity/after action report.
  (iii) Submit an impact story six months after implementation of the funded initiative.

The Fund will not cover certain items, such as:
• Salaries for any type of staff (alumni or otherwise)
• Cash in lieu of food
• Alcohol
• Scholarships, school fees, tuition for degree-granting institutions
• 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.)
Part V
Transformation Fund Application Checklist

☐ All project proposals should be submitted before 5:00 pm EAT (Nairobi time) on Monday, September 21, 2020.

☐ For Alumni Mapping proposals, Chapters must demonstrate capacity and aim to achieve 70% collection rate of their members’ data within a 2 months period.

☐ For Secretariat Funding, provide evidence of registration as affiliates of existing organizations (hosting and affiliation in a local or international organization, preferably an alumni-led or managed initiative. Alternatively, Chapters could register as independent organizations (Local Charity–NGO, Foundation, CBO) in line with local registration requirements.

☐ A signature from Alumni Chapter Chair or any other official should be incorporated in the application document.

☐ Clearly outlined and explained, in detail, the planned costs and in-kind contributions (group projects) using the provided Excel budget template.

☐ Provide clear and consistent methods of monitoring and evaluation to document and demonstrate the desired impact.