



REPUBLIC OF KENYA
MINISTRY OF AGRICULTURE, LIVESTOCK & FISHERIES
STATE DEPARTMENT OF AGRICULTURE
KENYA CEREALS ENHANCEMENT PROGRAMME
‘KCEP Goal’ – Increase income and reduce poverty among rural households

KCEP e–voucher Scheme

Application Form for Individual who are not in groups (Issued Free of Charge)

A. BACKGROUND INFORMATION

Name of the County	
Name of the Sub-county	
Ward	
Village	
Address	
Membership of HHs	Male Female Boys Girls.....
Current enterprise	
Acres of land	
LRM No	
Name of HHS Head I.D No. (<i>Attach copy of ID</i>) Mobile No.
Date of Submission	

Name of stakeholders the farmer is collaborating with:

.....

B. CROP MODEL

Selected Main Crop & associated pulse

Are you willing to work and join group If Yes or No, state the reason.....

.....

(For official use only)

Comments by the Ward selection Committee:

Recommended: Yes No Date of meeting: Comments by
 the Sub County Selection Committee:

Recommended: Yes No Date of meeting:

Chairperson Name: Signature:

Forwarded to PCU by Sub County Selection committee¹:

Name: Signature: Date: Official rubber stamp:

¹Sub County meeting minutes that approved the proposals be forwarded to the PCU together with the proposals.

*** FOUR COPIES TO BE FILLED: One copy to remain with Farmer, one with Sub-county, one with County and one with KCEP Sub Unit PCU.**

GUIDELINES FOR E-VOUCHER SCHEME INDIVIDUAL GRANTS APPLICATION

The e-voucher is an electronic platform that will ensure immediate payment of the participating agro-dealers and improve traceability of transactions under the scheme; (ii) adapting the content of the voucher package to meet different needs for different crops and areas, based on technical packages tested and released by KALRO; (iii) ensuring that the supply of agricultural inputs under the voucher scheme is done on a competitive basis by maximising the number agro-dealers participating in the programme and avoiding allocation of quotas of products to pre-selected agro-dealers; and (iv) introducing cost sharing modalities whereby farmers will contribute to the cost of the e-voucher to ensure stronger ownership and commitment to use it according to purpose.

Commitments for the grant

A) Role of the individual farmer

- Farmers' cost-sharing of the e-voucher (10% in 1st year and 40% in 2nd year for maize); 10% in the 1st year, 40% in the 2nd year and 70% in the 3rd year for sorghum and millet), to contribute to developing farmers' commitment and ownership;
- Member signs of a document describing obligations linked to the use of the e-voucher.
- Opening of a bank account by Equity Bank to access Bank services
- Attend financial literacy training provided by Equity Group Foundation and training provided by staff from Agricultural department.
- Development of Warehouse receipt systems
- Provide 1 acre of land for the programme

C) Role of Extension agents

- Spot checks and controls in beneficiary's farms;
- Undertakes regular M&E
- Capacity building the group members and agro dealers

C) Role of Agro-dealers

- Supply quality inputs and services to the participating farmers through the e-voucher scheme.
- Supply the inputs timely following the requirements of crop models and payment schedules.
- Avoid misuse of e-vouchers (Elite capture, cash in of voucher and/or side selling of inputs)
- Keep and avail all required records
- Contribute to trainings, demonstrations, field days and exhibitions on a 15% cost basis
- Information and capacity building
- capacity building on M&E

Composition of the e-voucher to be financed Include:

- Improved Maize and Beans seeds,
- Basal and top dressing fertilizers
- 10 Hermetic bags
- 1 Tarpaulins
- Training and technical assistance.

NB: No direct payments from the grants to the member other than the agro dealer.

Procedures

- Individual with mandatory requirements and all the relevant attachment (complete list of members) should be accepted and appraised.
- Proposals forms are available from the sub county and wards offices. They should be filled in three copies by farmers and distributed as follows: a copy to be retained by the farmer, one copy to the sub county offices and the original sent to KCEP PCU Secretariat.
- The ward selection committee will carry out preliminary vetting of the farmers before forwarding the successful proposals to the Sub county selection committee.
- Minutes of Sub county selection committee meeting complete with signed list of attendance should be kept safely for future reference.
- The application forms, signed copies of minutes and signed list of attendance of sub county meeting, shall be forwarded together with approved forms to the KCEP- western Region- Sub unit for forwarding to KCEP PCU secretariat.
- Subject to Equity Bank requirements, the KCEP PCU Secretariat will further scrutinize and select successful applications for subsequent approval by Equity Bank limited.
- KCEP PCU Secretariat will disburse funds to Equity Bank for release of the e-voucher to the benefiting individual group members.
- The Sub County and KCEP PCU Secretariat shall return unsuccessful applications and provide feedback to the farmers.
- Individual whose unsuccessful applications are returned should be advised to apply afresh through the wards and sub county next planting season.

