



## **GUIDELINES AND CONDITIONS FOR FUNDING OF FY 2014/2015 CIVIL SOCIETY PROGRAMMES**

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### **1. BACKGROUND**

The National Authority for the Campaign against Alcohol and Drug Abuse (NACADA) is a State Corporation in the Ministry of Interior and Coordination of National Government. It is established under an Act of Parliament to coordinate a multi sectoral response to alcohol and drug abuse.

NACADA's functions are:-

1. To carry out public education on alcohol and drug abuse directly and in collaboration with other public or private bodies and institutions;
2. Coordinate and facilitate public participation in the control of alcohol and drug abuse;
3. Coordinate and facilitate inter-agency collaboration and liaison among lead agencies responsible for alcohol and drug-demand reduction;
4. In collaboration with other lead agencies, facilitate and promote the monitoring and surveillance of national and international emerging trends and patterns in the production, manufacture, sale, consumption, trafficking, promotion of alcohol and drugs prone to abuse;
5. In collaboration with other lead agencies, provide and facilitate the development and operation of rehabilitation facilities, programmes and standards for persons suffering from substance use disorders;
6. Subject to any other written law to license and regulate operations of rehabilitation facilities for persons suffering from substance use disorders;
7. Coordinate and facilitate, in collaboration with other lead agencies and non-state actors, the formulation of national policies, laws and plans of action on control of alcohol and drug abuse and facilitate their implementation, enforcement, continuous review, monitoring and evaluation;
8. Develop and maintain proactive cooperation with regional and international institutions in areas relevant to achieving the Authority's objectives;
9. In collaboration with other public and private agencies, facilitate, conduct, promote and coordinate research and dissemination of findings on data on alcohol and drug abuse and serve as the repository of such data;
10. In collaboration with other lead agencies, prepare, publish and submit an alcohol and drug abuse control status report bi-annually to both Houses of Parliament through the Cabinet Secretary;
11. Assist and support County Governments in developing and implementing policies, laws, plans of action on control of drug abuse.

To implement the above functions, NACADA's operations are grouped into three programmatic areas:-

- a) Public Education and Advocacy
- b) Policy Development and Research
- c) Treatment and Rehabilitation

## **2. ALCOHOLIC DRINKS CONTROL ACT, 2010**

The Alcoholic Drinks Control Act, 2010 was enacted into law on 30<sup>th</sup> August 2010 and came into operation on 27<sup>th</sup> November 2010.

Under Section 2 of the Act, NACADA is charged with the implementation of the Alcoholic Drinks Control Act, 2010

The Act's main objective is to provide a legal framework for the control of alcohol production, sale and consumption in order to:-

- a) Protect the health of individuals based on scientific evidence
- b) Protect purchasers or consumers of alcoholic beverages from misleading and deceptive inducements
- c) Protect the health of persons under the age of 18
- d) Inform and educate the public on health effects of alcohol abuse
- e) Adopt and implement measures to eliminate illicit trade in alcohol
- f) Promote and provide for treatment and rehabilitation programmes
- g) Promote research and dissemination of information.

Notable provisions of the Act include:-

- a) Establishment of the Alcoholic Drinks Control Fund, Section 5 (1)
- b) Protection of persons under the age of 18, Section 24 (1 – 2) and Section 28 (1 – 6)
- c) Public sensitisation on the dangers of alcohol consumption Section 29 (1 – 3) and Section 32 (1 – 9)
- d) Provides for rules on promotion of alcoholic drinks, Section 45 – 48

## **3. THE ALCOHOLIC DRINKS CONTROL FUND**

Section 5 of the Alcoholic Drinks Control Act, 2010 establishes the Alcoholic Drinks Control Fund which consists of:-

- a) License and other fees as may be payable under the Act,
- b) Money realized from property forfeited to the Government under the Act,
- c) Money received, including contributions, gifts or grants from or by way of testamentary bequest by any person,
- d) Money earned or arising from any investment of the Fund,
- e) All other money which may in any manner payable to, or vested in, the Fund.

Under Section 5 (4) of the Act, the Fund shall be used to meet the capital and recurrent expenditure relating to:-

- a) Research, documentation and dissemination of information on alcoholic drinks;

- b) Promoting national alcohol cessation and rehabilitation programmes
- c) Assisting in the operations of the District Alcoholic Drinks Regulation Committees and relevant civil society programs.

Further, Section 5 (5) of the Act provides that an amount not less than 50% of the proceeds from the Fund shall be used to finance operations of the District Alcoholic Drinks Regulation Committees and an amount not less than 15% to fund Civil Society programs. The rest of the monies is apportioned to NACADA for purposes of the Fund.

#### 4. CIVIL SOCIETY FUNDING

In furtherance of the Act’s objectives and in fulfillment of Section 5 (5), NACADA seeks to support Civil Society Organizations’ programmes as follows:-

##### 4.1. Criteria

Priority consideration will be given to interventions that contribute to the Act’s main objective which is to control the abuse of alcohol and enhance harm reduction. Interventions must therefore address any of the following areas (section 5(4) of the Act):-

<b>No.</b>	<b>Funding Thematic Area</b>	<b>% of funding</b>
a)	Public education and awareness	30%
b)	Treatment and rehabilitation which include community outreach, residential and non-residential programmes;	40%
c)	Applied research, policy and advocacy	20%
d)	Specific life skills for youth and children	10%
<b>Total</b>		<b>100%</b>

##### 4.2. Size and duration of grants

Funding is up to maximum of Kshs. 700,000 for CSO`s/CBO`s/FBO`s operating in a County. However, special considerations may be given by increasing number of organizations funded in areas with high burden of ADA.

##### 4.3. Eligibility

Applications will not be considered from organizations which do not meet these eligibility criteria:-

**Area of operation:** The applicant must be an organization working in a specific County in the Republic of Kenya

**Organizational status:** The applicant must be a Civil Society Organisation, Community Based Organisation, Research Institutions, Faith Based Organization (FBO) or any other registered charitable organization recognised in the laws of Kenya and must have been in existence for at least five years prior to the application. Private companies and organisations will not be eligible

**Governance:** The applicant organisation must have formal decision making structures such as Governance Boards, Board of Trustees or Management Committees which can take legal responsibility for the administration and use of funds. Must also have management and technical capacity to implement the project

**Financial Integrity:** Applicant organizations must be credible and have a track record of achievement in the community. Applicants must give evidence of sound financial management such as maintenance of proper books of account.

Applications for County programmes must be accompanied by:-

- Copy of registration certificate
- Copy of the organization's constitution or articles of association
- Externally audited annual financial statement for two financial years prior to the application
- Copy of the organization's annual report for the previous year
- Tax compliance certificate
- Certified copies of bank statements

**Current funding:** Applications from organizations that are currently funded under the Alcoholic Drinks Control Fund and the grant is ongoing will not be considered.

#### **4.4. Ineligible activities and costs**

For purposes of this fund, activities and costs not supported by the Fund include and are not limited to the following:-

- Retrospective costs (costs incurred prior to this funding)
- Management overheads (personnel/administrative costs) that exceed 20% of the funding
- Food aid, Fund raising events, Full time salaries
- Requests from individuals and profit making enterprises
- Formal academic training programmes, scholarships and fellowships
- Activities that do not conform to the given criteria
- Loans, startup expenses or seed capital funding for private businesses
- Organizations that are not registered
- Organizations without an operational Bank Account
- Infrastructural projects such as purchase of motor vehicles, land, building or construction
- Political parties and related activities as well as organizations affiliated to a political party

- Organizations that limit participation i.e. on the basis of religion.

#### **4.5. Application and approval process**

- Proposals shall be submitted to the office of Governor in the respective County.
- The Governor will form ADCA funding proposals evaluation Committee which will evaluate the proposal as per the evaluation criteria and forward 6 proposals to NACADA for further evaluation.
- The evaluation Committee shall be composed of :
  - a) Chairman of the County Alcoholic Drinks Control Board who shall be the Chairperson;
  - b) County Director in charge of Alcoholic Drinks Control who shall be the Secretary;
  - c) County Commissioner;
  - d) Public Health Officer;
  - e) County Police Commander;
  - f) Two (2) women residents appointed by the Governor;
  - g) One (1) youth resident appointed by Governor;
  - h) NACADA CEO or his designate.
- Proposals forwarded by the County evaluation Committees to NACADA will be further reviewed and evaluated by the National Fund Management Committee (NFMC).
- NFMC will recommend a maximum of 6 CSOs per County to NACADA for funding
- NACADA shall be a member of the county evaluation Committee

Canvassing, personal visits and phone calls to County evaluation Committee or NACADA offices or to members of the Ad hoc Technical Committee by any applicant will lead to automatic disqualification.

#### **4.6. General proposal development guidelines**

The proposal should have an executive summary, which gives an overview of the problem, methods, activities and expected outcomes.

The cover page of the proposal should contain the following:-

- Title of the project
- Duration of the project
- Name of the proposer/ institution/ organization
- Address
- Contact person
- Location of the project (Village, Sub-location, Location, Constituency, Sub County, County)
- Total amount requested

The executive summary should not exceed one page

## **Main Proposal**

**Introduction:** This section should give information on the proposing organization and its activities, relevant previous and current activities and the proposing organizations partners, networks and other collaborations

**Background:** This section covers pertinent literature review, statement of the problem and justification

**Objectives:** This section should include the goal, broad objectives and specific objectives. Objectives must be Specific, Measurable, Attainable, Realistic and Time bound

**Methodology/Implementation strategies:** It should describe the following- geographical area, target population and/or project beneficiaries and procedures/ strategies of implementation

**Work plan:** It should specify the project period, activities, timeline, responsible persons and costing

**Logical framework** that outlines objectives, main activities, indicators and means of verification among others should be included in all proposals

**Budget:** Detailed budget and justification

**Monitoring and Evaluation:** Discuss elements being monitored including mechanisms for who is involved, the role of the community and how the results will be disseminated and used.

**Institutional Capacity:** Describe the management and technical capacity, governance structure such as Board of Directors, financial systems as well as envisioned collaborations and networks

### **4.7. Accountability**

Recipients under this fund are entrusted with public funds to be spent strictly for the purposes of the Act.

Failure to comply with this obligation will render the recipients liable to reimburse the full amount of the grant as well as face criminal charges.

### **4.8. Reporting**

An organization funded under the Fund shall-

- a) Prepare work plans and operational budget.
- b) Maintain proper and separate books of accounts
- c) Keep records of all related transactions and activities supported through the Fund.
- d) Submit quarterly and end of program financial and activity reports to the CEO, NACADA

#### **4.9. Monitoring, evaluation and audit**

Recipients of the Alcoholic Drinks Control Fund will be subject to field monitoring visits by the National Fund Management Committee and NACADA. These visits will focus on monitoring the level of outcomes and results as well as prudent utilization of funds.

Recipients must therefore cooperate fully by providing all required information.

#### **4.10. Late submissions**

NACADA shall not accept applications received after the advertised closing date. NACADA may vary the closing date or time at its sole and absolute discretions and will issue a notice.

#### **4.11. NACADA's rights**

NACADA reserves the right to:

- (a) Terminate, extend or vary this process;
- (b) Evaluate submissions as appropriate;
- (c) Request clarification in relation to an application;
- (d) Accept or reject any application.

#### **4.12. Applicant's acknowledgement**

An application is submitted on the following basis:

- No legal obligation or agreement whatsoever is intended to be or is created between NACADA and any applicant by virtue of a proposal submission until negotiations are completed and a formal written agreement is entered between NACADA and the applicant
- The Applicant is responsible for all costs of and incidental to the preparation and delivery of their application(s), or any subsequent stage of the application process, including answering any queries and providing any further information sought by NACADA;
- The Applicant warrants that the application is accurate in every respect. In particular the Applicant warrants that the information and certification included in the Submission is accurate and that NACADA has the authority to make any inquiries deemed necessary to confirm the given information.

#### **4.13. Complaints handling**

Any complaints that may arise regarding the application and selection process should be directed to the Chief Executive Officer, NACADA P.O. Box 10774, 00100 Nairobi or [complaints@nacada.go.ke](mailto:complaints@nacada.go.ke).

#### **4.14. Timelines**

Funding proposals must be delivered to the respective County Governor's Office by **Friday, 6th March 2015 at 5.00pm**

#### **CONTACT INFORMATION**

For any clarifications, please contact:

The Chief Executive Officer

National Authority for the Campaign against Alcohol and Drug Abuse NSSF Building,  
Block A, Eastern Wing 18<sup>th</sup> Floor

P.O. Box 10774 00100

**NAIROBI.**

[ceo@nacada.go.ke](mailto:ceo@nacada.go.ke)

Tel: 020 2721997/ 93

Or

Office of Governor of the respective County.