



(+254) 741 845 578 / (+251) 911 806 458  
P.O. Box 296-60700 Moyale/ 156-60500 Marsabit Kenya.  
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## APPLICATION FORM

### Selection of Informal Women Cross-Border Trader Groups

#### Moyale Kenya–Ethiopia Borderlands

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#### Section 1: Basic Information

1. Name of Group: \_\_\_\_\_
2. Country:  
 Kenya  
 Ethiopia
3. Location (Town/Village): \_\_\_\_\_
4. Year Established: \_\_\_\_\_
5. Trade License Number (Attach Copy): \_\_\_\_\_
6. Contact Person Name: \_\_\_\_\_
7. Position in Group: \_\_\_\_\_
8. Phone Number: \_\_\_\_\_
9. Email Address (if available): \_\_\_\_\_



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## Section 2: Group Composition & Structure

1. Total Number of Members: \_\_\_\_\_
2. Number of Women Members: \_\_\_\_\_
3. Percentage of Women Members: \_\_\_\_\_
4. Group Leadership Structure: \_\_\_\_\_

Position	Name	Gender	Contact
Chairperson			
Secretary			
Treasurer			

5. How often does the group meet?
  - Weekly
  - Monthly
  - Other: \_\_\_\_\_
6. Attach the following documents:
  - Minutes of at least two (2) recent meetings
  - Membership Register
  - Leadership Structure



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### Section 3: Cross-Border Trade Activities (25%)

1. Describe your main cross-border trading activities (products traded, source and destination markets):

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2. How long has the group been engaged in cross-border trade?

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3. Which border points do you use?
- Moyale One-Stop Border Post (OSBP)
  - Informal crossings
  - Both

4. How frequently do members engage in cross-border trade?
- Daily
  - Weekly
  - Monthly

5. Attach evidence of trading activities (tick where applicable):
- Receipts
  - Transport records
  - Photos
  - Other: \_\_\_\_\_



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## Section 4: Business Viability & Growth Potential (25%)

1. Main income-generating products/services:

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2. Key challenges faced in cross-border trade:

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3. Opportunities for growth and expansion:

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4. Explain how the seed grant (KES 500,000) will improve your business:

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## Section 5: Governance & Accountability Systems (25%)

1. How are decisions made within the group?

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2. How are group funds managed?

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3. Does the group have a written constitution?

Yes (Attach copy)

No

4. How does the group ensure accountability among leaders?

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## Section 6: Financial Management Capacity (15%)

1. Does the group have a bank account?

Yes

No

If Yes:

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

2. Does the group maintain financial records?

Yes

No

3. Types of records maintained:

Cashbook

Bank statements

Savings records

Other: \_\_\_\_\_

4. Attach copies of financial records.



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## Section 7: Savings & Co-Investment Culture (10%)

1. Does the group practice savings?

Yes

No

2. Type of savings mechanism:

VSLA

Table Banking

Merry-go-round

Other: \_\_\_\_\_

3. Average monthly contribution per member (KES):

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4. How are savings utilized?

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## Section 8: Understanding of Simplified Trade Regime (STR) (10%)

1. Have members received training on STR?  
 Yes  
 No
2. What is your understanding of the Simplified Trade Regime (STR)?

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3. How does your group comply with cross-border trade regulations?

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## Section 9: Inclusion of Vulnerable Women (10%)

1. Does the group include vulnerable women?

Yes

No

2. Categories included (tick where applicable):

Widows

Female-headed households

Youth

Persons with disabilities

Other: \_\_\_\_\_

3. How does the group support vulnerable members?

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## Section 10: Compliance & Declarations

Please confirm the following:

- The group is not politically affiliated
  - The group is not involved in illegal or prohibited trade
  - The information provided in this application is true and correct
  - The group is willing to participate in training and monitoring
  - The group agrees to comply with STR and formal border procedures
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## Section 12: Attachments Checklist

- Trade License
  - Bank Account Details
  - Meeting Minutes
  - Membership Register
  - Financial Records
  - Evidence of Trade Activities
  - Constitution.
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## Section 13: Declaration

We, the undersigned, declare that the information provided in this application is accurate and complete. We understand that providing false information may result in disqualification.

Name	Position	Signature	Date