



Foundation for Community Development and Empowerment

## **Foundation for Community Development and Empowerment Partnership Application Form**

Foundation for Community Development and Empowerment (FCDE) is an international non-governmental organization (NGO) that offers comprehensive capacity-building services to locally-based organizations in Uganda. Since 2012, FCDE has been serving our partners by providing technical training, individualized advising, intern placements, resource centers, and financial program support to local NGOs and community-based organizations (CBOs). Through long-term partnerships with local grassroots organizations, FCDE helps to enhance sustainable community development efforts where they are needed most. To learn more about FCDE, please visit our website at [www.fcde-isa.org](http://www.fcde-isa.org).

FCDE currently works with organizations located in either Kasese District or Rukungiri District in Uganda. We have seven focus areas: health and wellbeing; HIV-AIDS advocacy; peace and social justice; gender equality; small business and social enterprise development; environment (climate, clean water and sanitation, clean energy); and quality education and youth development. Local NGOs and CBOs working in these districts and issues areas are encouraged to apply for partnership.

The purpose of this application is to give potential partner organizations an opportunity to express their interest in partnership with FCDE, as well as an opportunity for FCDE to learn more about a potential partner. This is the initial step of FCDE's partnership assessment process where further visits, interviews, and reviews will help determine whether there's a mutual fit between organizations.

Interested organizations should email this completed form and all supporting documents to [info@fcde-isa.org](mailto:info@fcde-isa.org). FCDE selectively accepts new partners on a rolling annual basis. Due to the large volume of requests for partnership, we are unfortunately unable to respond to every application submission. You will be notified by FCDE if your application is chosen for further review. If you have any specific questions about how to complete this form, please feel free to email us at the address above or visit us at our offices.

Thank you for your interest in partnering with FCDE. We appreciate the opportunity to learn more about you!

**FCDE Kasese Office**  
Plot 123 Kilembe Quarters  
Kasese Municipality

**FCDE Rukungiri Office**  
Plot 818 Kigezi Block B  
Nyakibale Road, Rukungiri Municipality



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## **FCDE PARTNERSHIP APPLICATION FORM**

Please be sure to complete this form as honestly and as accurately as possible. Please leave blank any questions that do not apply to your organization.

### **1. General Organizational Information**

*Your organization is located in (mark a ✓ next to the choice that applies below):*

- Kasese District  
 Rukungiri District

Organization Name:	
Year Established:	
Number of Paid Staff ( <i>currently</i> ):	
Number of Volunteers ( <i>currently</i> ):	
Are you legally registered? <i>If yes, at the national or district level?</i>	

*Provide the names and contacts information for the following staff:*

1. Organization's Founder(s)
  - a. Name and Title:
    - i. Phone Number:
    - ii. Email Address:
  - b. Name and Title:
    - i. Phone Number:
    - ii. Email Address:
2. Organization's Current Executive Director
  - a. Name:
  - b. Phone Number:
  - c. Email Address:
3. Other Management Personnel:
  - a. Name and Title:

- i. Phone Number:
- ii. Email Address:
- b. Name and Title:
  - i. Phone Number:
  - ii. Email Address:
- c. Name and Title:
  - i. Phone Number:
  - ii. Email Address:

*Organization Contact Information*

Office Location ( <i>Specify physical address and major landmarks nearby</i> ):	
Office Email Address:	
Office Phone Number(s):	
Link to the Organization's Website ( <i>if applicable</i> ):	
Link to the Organization's Facebook Page ( <i>if applicable</i> ):	

*Type of Organization (mark an ✓ next to the choice that applies below):*

- International Non-Governmental Organization (INGO)
- National Non-Governmental Organization (National NGO)
- Community Based Organization (CBO)
- SACCO
- Self Help Group
- Cooperative
- Other, please specify:

*Please describe your geographic coverage, including which districts and sub-counties are served.*

2. **Why do you wish to partner with FCDE?** *Please explain in a few sentences why your organization is interested in partnering with FCDE specifically.*
3. **Organizational History:** *Please provide a brief history explaining why and how your organization was started.*
4. **Organization's Mission & Vision:** *List your organization's mission, vision, and any specific goals and objectives you have.*
5. **Focus Areas:** *In which of the following focus areas has your organization implemented projects or programs? Please mark a ✓ next to all that apply.*
- Health and Wellbeing
  - Education and Youth Development
  - Small Business and Social Enterprise Development
  - HIV/AIDS Advocacy
  - Environment (Climate, Clean Water and Sanitation, Clean Energy)
  - Peace and Social Justice
  - Gender Equality
6. **Programmatic Areas:** *Please provide a brief overview of the programs or projects your organization has initiated or completed within the last year, including your target group/beneficiaries for each program and your major achievements. Please be sure to*

*indicate if you work with any marginalized groups and explain how you support them.  
(300-500 words)*

**7. Organizational Challenges:** *Please summarize your organization's major challenge areas, including any challenges faced in implementing your projects/programs. (300-500 words)*

**8. Partnerships & Networks:** *Please list your current and previous partnerships and networks that the organization has participated in, detailing the support provided by the partner. Please leave blank any areas that are not applicable.*

List any current partnerships which you have signed agreements (MOUs) with:

1.

List any former organizations you have been in partnership with in the past:

1.

List any networks where you currently have full membership:

1.

List any former networks you were a part of in the past:

1.

**9. Financial Information:** *How are your organization's finances managed? Please mark a ✓ next to all that apply.*

- We have an operational budget
- We have a bank account with just one signatory
- We have a bank account with more than one signatory
- We have a computerized bookkeeping and accounting system
- We have a manual bookkeeping and accounting system
- We do not have any financial tracking system
- Other, please specify:

*Please provide the following financial information in UGX about the previous year:*

Organization's Annual Budget:	
Organization's Annual Revenue:	

*While FCDE's services to our partner organizations are provided free of charge, we do not provide funding assistance to our partners to attend capacity building workshops, trainings, meetings, and mentoring sessions that are held at or near our offices. Is your organization able to cover the associated costs (e.g. transport, meals and lodging) that may be incurred from attending the six mandatory capacity building workshops, as well as additional meetings and other events ranging from one to two days each? Please mark a ✓ next to the choice that applies.*

- Yes, our organization is able and is willing.
- No, our organization is not able or not willing.

## **10. Organizational Capacity**

*Has your organization ever conducted a beneficiary or community needs assessment before implementing your projects? Mark a ✓ next to the single choice that applies.*

Yes, we have conducted formal community needs assessments for each of our programs.

Yes, we have conducted formal community needs assessment but only for some of our programs.

Yes, we have conducted informal community needs assessment for each of our programs.

Yes, we have conducted informal community needs assessment but only for some of our programs.

No, we have never conducted any formal or informal community needs assessments.

*Do you conduct regular staff and board meetings? Mark a ✓ next to the choice that applies.*

Yes

If yes, how often?:

No

*Does your organization have a formal reporting structure or organizational chart?*

Yes

No

**11. Please tell us how you learned about FCDE:**

Website/internet search

FCDE staff

E-mail

Radio program

Referral by another NGO/CBO, please indicate the person's name:

Word-of-mouth (heard from a neighbor, friend, relative, etc.)

Other, please specify:

**12. Please share any other comments or information you would like us to know about you. (Up to 300 words)**



**13. Additional Materials:** *Along with this completed application form, please clearly label and attach any additional documents, brochures, strategic plans, annual plans, annual budgets, or reports that may help us further understand your organization. Please send all of this information in one email to FCDE for consideration.*

Thank you for the time and effort you spent completing this form. We appreciate your interest in working with us.