PIKA NA POWER ACADEMY

Kenya Power, Institute of Energy Studies and Research

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The contents of the report are the responsibility of IESR and KPLC. This material has been funded by UK Aid from the UK government; however, the views expressed do not necessarily reflect the UK government's official policies.

Table of Contents

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eCooking Capacity Building & Market Development Programme (eCAP)

The eCooking Capacity Building & Market Development programme (eCAP) was implemented in 2023 as a partnership between Kenya Power and two UK-Aid-funded programmes, MECS and UK PACT. eCAP was managed collaboratively by Kenya Power and MECS via the STEER (Sustainable Transitions in Energy, Environment and Resilience) Centre at Loughborough University, UK and Gamos East Africa, Kenya.
Kenya Power owns and operates most of the electricity transmission and distribution system in the country and sells electricity to over 9 million customers. Kenya Power's *Pika na Power* (Cook with Electricity) campaign aims to stimulate demand for electricity and increase the social and environmental impacts of electricity access.

Modern Energy Cooking Services (MECS) and United Kingdom Partnering for Accelerated Climate Transitions (UK PACT) are UKAid-funded programmes with the shared vision of supporting Kenya to transition from unsustainably harvested biomass to renewably-generated electricity.
eCAP aims to accelerate the uptake of eCooking in Kenya by building the capacity of key market actors and driving forward the development of a sustainable eCooking sector by:

- Developing institutional capacity within Kenya Power
- Designing and implementing a pipeline of scalable activities in parallel with the Kenya National eCooking Strategy (KNeCS)
- Identifying pathways for scaling up the *Pika na Power* campaign
- Bringing together Kenya's clean cooking and electricity access sectors to empower a network of eCooking Champions
- Generating evidence on the role of eCooking as a tool for stimulating demand and increasing the social impact of electricity access to inform decision-making by Kenya Power's Board of Directors

For more information on eCAP, visit www.MECS.org.uk, OBJ.

EXECUTIVE SUMMARY

The Pika na Power Academy, a pivotal component of the eCooking Capacity Building and Market Development (eCAP) program in Kenya, is dedicated to advancing capacity and fostering the growth of the eCooking sector. This transformative initiative, generously supported by UK-Aid through the UK PACT and MECS programs and led by Kenya Power, has achieved remarkable progress in equipping individuals with the essential knowledge and skills required to establish and operate successful eCooking enterprises in Kenya.

The academy proactively solicited applications from individuals with a genuine interest in eCooking, a fundamental understanding of the technical aspects, and an entrepreneurial mindset. The call for applications was widely disseminated within the eCooking Community of Practice (CoP) and through the social media channels of Kenya Power and Lighting Company, ultimately attracting a diverse pool of 30 applicants. Through a competitive selection process, 15 participants were selected for the inaugural cohort, with consideration given to the strengths of their applications while ensuring gender and regional diversity.

The training curriculum of the Pika na Power Academy encompasses both the business and technical dimensions of eCooking, including consumer financing, international supplier negotiation and importation, business models, stakeholder negotiation, electrical installation, energy-efficient practices, and appliance maintenance. Additionally, it offers practical live cooking demonstrations and opportunities for networking among the participants. The academy training spanned five days and featured a combination of in-person and online sessions with subject matter experts from the MECS program partners and renowned experts in the training theme. This dynamic format of the academy facilitated networking and the exchange of knowledge among participants and stakeholders.

Post-training feedback from participants was overwhelmingly positive, with more than 70% of the respondents rating the organization of the entire training as highly effective. Participants expressed

utmost satisfaction with the curriculum, course facilitators, and the training materials. However, it is noteworthy to highlight that, while the overall feedback was predominantly positive, some participants suggested allocating more time to specific modules and emphasized the critical importance of post-training support.

Additionally, the academy initiated a seed funding program to promote energy-efficient eCooking technology and address challenges within Kenya's electric cooking market. A total of seven project proposals, addressing critical challenges and offering promising eCooking solutions presented by the graduates of the Pika na Power Academy, received funding from the project to support their implementation.

The Pika na Power Academy has undeniably demonstrated its transformative impact, substantiated by the positive feedback from participants, the promising projects that secured funding, and the establishment of the Electric Cooking Entrepreneurs Association of Kenya (ELCEAK). This association, conceived and nurtured by the participants, holds the potential to drive substantial positive change in Kenya's eCooking sector. Moreover, the graduates of the Pika na Power Academy have already assumed leading roles in advocating for various eCooking initiatives in the country.

In conclusion, the Pika na Power Academy program successfully achieved its primary objective of nurturing local champions capable of driving the transformation of eCooking in Kenya. The positive feedback, the promising eCooking innovative projects funded by the program, and the establishment of ELCEAK by the program graduates all indicate a bright future for clean and sustainable cooking technologies in Kenya and beyond.

1. Introduction

The eCooking Capacity Building and Market Development (eCAP) initiative is a comprehensive program aimed at enhancing capacity and fostering market development for eCooking in Kenya. This initiative is spearheaded by Kenya Power and receives support from UK-Aid through the UK PACT and MECS programs. The UK Partnering for Accelerated Climate Transitions (UK PACT) is a program funded by the UK Government, aimed at aiding countries in overcoming barriers to clean growth and promoting climate change mitigation, particularly in regions with high emissions reduction potential. The MECS (Modern Energy Cooking Services) program, funded by UK Aid, seeks to utilize investments in renewable energies, both on-grid and off-grid, to address the challenges of clean cooking. This is achieved by integrating modern energy cooking services into the planning for electricity access, emphasizing quality, reliability, and sustainability. The Pika na Power Academy project is part of a package of studies for the eCooking capacity building and market development (eCAP) initiative. While Pika na Power's activities have primarily centered around Nairobi, the recent establishment of County eCooking Hubs has revealed the widespread potential for eCooking across the country. However, since eCooking is a relatively new technology for many individuals, there is a pressing need to build local-level capacity to translate this potential into tangible impact. Local champions play a pivotal role in raising awareness, building supply chains, and devising context-specific business models. The Pika na Power Academy training came in handy to provide aspiring eCooking champions with the necessary skills and experience to transform their ideas into viable business opportunities. This report outlines the activities in the implementation of the project that saw it achieve its objectives.

2. Goals and objectives

The primary objective of the Pika na Power Academy training program was to equip participants with the essential knowledge and skills required for excelling in the emerging e-cooking sector, through the cultivation of a supportive community comprising e-cooking enthusiasts and professionals, with the aim of fostering sustainable e-cooking practices and facilitating business ventures. Specifically, the Pika na Power Academy training program strived to address the following objectives:

- Providing participants with insights into the financial and business aspects of e-cooking.

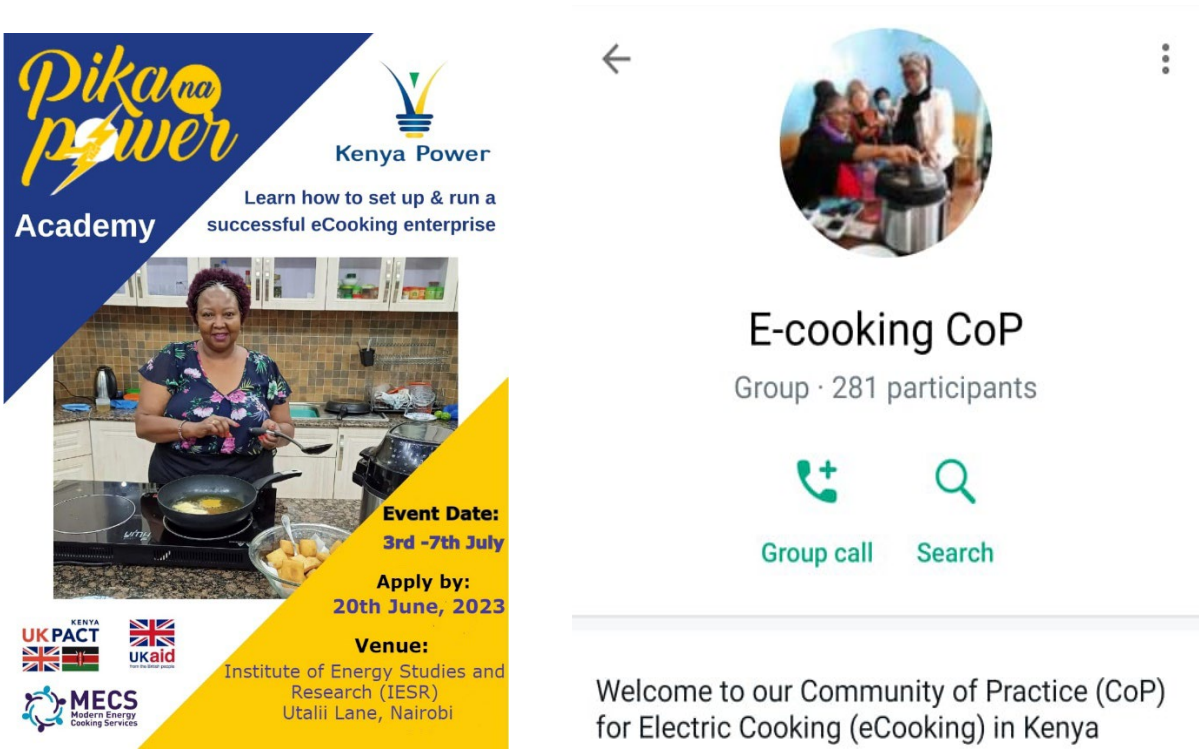
- Equipping participants with technical knowledge encompassing electrical installation, energy-saving mechanisms, and appliance maintenance.
- Facilitating live cooking demonstrations and testing methodologies.
- Encouraging the development of eRecipes and eCookbooks.
- Establishing a platform for networking and facilitating the sharing of knowledge among stakeholders within the e-cooking domain.

3. Call for Applications / Advertisement Channels

The Pika na Power Academy sought applicants with a genuine interest in eCooking, basic technical knowledge, and practical experience with eCooking appliances. Strong business acumen, involvement in the eCooking industry, and an entrepreneurial mindset were preferred attributes for the potential participants. Commitment to full time attendance, active participation, and gender sensitivity were essential. An application form (Appendix 1) was developed to enable those interested to respond to the call.

The Academy aimed to empower participants to establish successful eCooking enterprises and foster a supportive eCooking community for knowledge sharing and growth.

In order to effectively attract the intended audience for the course, the call for applications received extensive promotion within the eCooking Community of Practice (CoP) page. This advertisement campaign spanned approximately one month and was disseminated through an event flyer (Figure 1a). The eCooking Community of Practice (CoP) WhatsApp group serves as a pivotal hub for communication and the sharing of information among eCooking enthusiasts not only in Kenya but also on a broader global scale. This dynamic group comprises more than two hundred and eighty members (Figure 1b), a majority of whom hold influential positions in driving the eCooking agenda in Kenya.



a) Event flyer b) CoP page description

Figure 1: Community of Practice Whatsapp page

Moreover, active campaigns for the event were also run through various alternative channels. This included the official social media communication pages of the Pika na Power Academy Program (Facebook, Twitter, and Instagram), with the goal of extending the reach beyond the eCooking Community of Practice page. These campaigns were conducted both during the application window and throughout the training period. Additionally, the event organizers and Community of Practice teams shared the application document links with other relevant WhatsApp groups and potential applicants, ensuring a broader outreach. These efforts collectively ensured extensive awareness and successfully attracted a diverse pool of participants. A total of 30 applicants submitted their applications for consideration to participate in the Pika na Power academy.

4. Selection of Participants

A total of fifteen applicants were competitively selected by the event organizing committee to participate in the Pika na Power Academy. They were chosen from a pool of thirty applicants, primarily based on the strengths of their applications and other factors, including the target of achieving a balanced representation in terms of gender and regional distribution. Many of the applicants who emerged winners from the selection process were already champions actively promoting the eCooking transformation agenda and running businesses within various eCooking hubs across the country. The list of successful applicants who took part in the Pika na Power Academy is provided in Appendix 2.

5. Training curriculum

The Pika na Power Academy course curriculum was designed to offer participants a comprehensive and immersive learning experience in the realm of e-cooking. The curriculum is divided into multiple modules, each concentrating on diverse facets of e-cooking, spanning from business and technical elements to hands-on experiences and practical demonstrations. The curriculum was designed to equip participants with the knowledge, skills, and insights required to establish and operate successful e-cooking enterprises. The training curriculum underwent reviews by subject matter experts before receiving approval from the committee. The courses within the approved curriculum were taught by top-notch experts, jointly recommended by the committee. The approved Pika na Power Academy curriculum and training schedule are provided in Appendix 3 and Appendix 4

6. Pika na Power Academy Training

The Pika na Power Academy training took place in Nairobi from the 3rd to the 7th of July 2023 at the Kenya Power's Institute of Energy Studies and Research (IESR). Throughout this duration, various courses were facilitated by subject matter experts sourced from within the broader MECS program, alongside distinguished professionals from related industries. Attended by fourteen out of the fifteen invited participants, the Pika na Power Academy training also saw the participation of other local and international eCooking sector stakeholders who seized the opportunity presented by the gathering of eCooking champions to establish connections within the network. The attendance sheet has been provided in Appendix 5. The training was delivered in a blended format,

integrating both in-person face-to-face sessions as well as online interactions and presentations by the facilitators from abroad. Occasions snapped during the training sessions are presented in Figure 2.

a) Pika na Power Academy training session in progress

b) Opening remarks and speeches by the deputy director, IESR - Dr Patrick Karimi and Irene Wanjohi from KPLC

c) Appliance categories training session in progress

d) Live cooking live demo sessions

e) Side events - Networking Session with Dr Javier Aranceta (Director Tecnologico – Mondragon Components, S. Coop, Spain) and his colleagues

Figure 2 – Moments captured during the Pika na Power Academy training

7. Course Review and Evaluation

The Pika na Power Academy training evaluation encompassed a range of aspects. Participants provided ratings for the overall effectiveness, satisfaction with content, alignment with expectations, and the expertise of the speakers. The course evaluation questionnaire aimed to gather feedback on various elements, including training materials, organizational aspects, participant engagement, the value of specific modules, potential areas for improvement, and the practical applicability of the knowledge gained. This evaluation also delved into considerations such as networking opportunities, training pace, and the clarity of the provided training materials. Additionally, participants had the chance to convey their interests, highlight challenges encountered, and indicate their likelihood of recommending the training. The survey also addressed the need for post-training support and encouraged participants to contribute further insights and suggestions to enhance the Pika na Power Academy.

An anonymous survey questionnaire was deployed to gather feedback from respondents regarding various aspects of the academy training. The questionnaire was designed in a way that did not collect any personal identifiable information, such as the names, email addresses, or phone numbers of Pika na Power Academy participants.

The feedback received for the Pika na Power Academy training was overwhelmingly positive. An impressive 71% of the participants rated the organization of the Pika na Power Academy training as highly effective and expressed high levels of satisfaction with the course curriculum. Each participant confirmed that their expectations were met, highlighting the program's adaptability. Both the speakers and training materials received praise for their expertise and clarity.

While the feedback was predominantly positive, some participants suggested that more time should be allocated to specific modules. Additionally, there was a clear consensus on the need for post-training support, which includes enterprise coaching and access to funding. The survey questionnaire and a summary of the responses is attached in Appendix 6.

8. Pika na Power Academy Seed Funding Deployment

The primary objective of the Pika na Power Academy seed fund is to drive the promotion of modern, energy-efficient eCooking technology, while also facilitating progress in the realm of eCooking. The competition was designed to seek out projects that can effectively expedite the adoption of eCooking solutions across diverse regions. Applicants were encouraged to focus on addressing challenges within Kenya's electric cooking market, encompassing areas such as collaboration, repair, financing, and supply chains. The fund allocates a maximum funding of up to KSh 500,000 (£2,767) per project, with disbursement occurring in two stages: an initial 50% upon project approval and the remaining 50% upon successful completion. The guidelines for the seed fund is attached in Appendix 7.

The call for applications for the seed funding (Appendix 8) was directed to the participants of the Pika na Power Academy who submitted a total of ten proposals. These were reviewed by five-member seed fund decision committee who independently ranked the projects based the strengths of the proposals towards addressing five focus areas including presentation of the challenge, innovativeness, project management structure, potential Impacts and Development, and budget of the project. The outcomes were discussed in a committee meeting where the average scores for the projects were determined and a general discussion and comments on each of the proposals was held. From these, there was a general consensus that only three proposals met the set threshold for funding and would be funded at full budgets presented in the proposal after addressing critical concerns that were raised by the committee in the proposals. Additionally, the committee recognized the merit of the innovative concepts presented in four other projects. As a result, a decision was reached to provide funding to these four projects as well, albeit at reduced budgets. This approach would facilitate the piloting of the innovative solutions proposed. A summary of the projects considered for the seed funding is presented in Table 1.

Table 1: Overview of projects considered for the seed funding.

S/N	Lead Organization and Contact Person	Project Name	Budget (Ksh)	Project Summary
1	Catholic Diocese of Kitui - Caritas Kitui **Contact Person** - Kelvin Muthui/Florence Ndeti	Mapishi Bora na Power	450,000	The *Mapishi Bora na Power* project seeks to promote the adoption of E-Cooking in Kitui County and solve the barriers to adoption of e-cooking through the following objectives: *Support the skills development of the local technicians in repair services of E-cookers*; *Create awareness*; *Increase access to funding*; *Distribute E-cookers in Kitui County*; *Influence the policy landscape of E-Cooking in Kitui County.* The project targets to reduce fuel costs, reliance on biomass, conserve the environment, and foster positive health impacts for users.
2	Ecobora Company **Contact Person** - Justine Abuga	Creation Of An E-Cooking Demo School at Gekomoni School	453,000	The project aims to fabricate and install an E-cooking boiler that utilizes the pay-as-you-go system. It will then compare its performance with traditional firewood boilers in kitchens to demonstrate that cooking with electricity is more cost-effective than using firewood or LPG. Consequently, it will establish a school demonstration kitchen for other schools to learn from, with the goal of stimulating the adoption of institutional E-cooking boilers in rural schools. Ecobora intends to expand E-cooking to other schools in Kenya and pioneer its implementation in secondary schools across the country.
3	Nyalore company limited **Contact Person** - Dorothy Awuor	Nyalore Effichef Solutions limited	440,000	The Nyalore EffiChef Solutions project in Kenya aims to professionalize E-cooking businesses by promoting electric cooking appliances, energy-saving techniques, and excellent customer support. It plans to run interactive demonstrations, workshops, and train participants as Trainers of Trainers (ToTs) to spread knowledge, highlight modern cooking appliances, and create training manuals. Additionally, the project aims to build a franchise service model for E-cooking entrepreneurs.
4	Ecotribe Limited	E-cooking street	160,000	The Ecotribe E-cooking street demonstration program aims to expand the

	Contact Person –Emily Bolo	demonstration program		promotion of eCooking in rural areas to achieve maximum impact. This effort complements KPLC's current focus on promoting eCooking technology primarily in major cities and towns. To achieve this goal, the program will run a series of street demos and promotional activities targeting residents in rural settings.
5	Jamelec Innovations Limited **Contact Person** - Jackbed Gakii	Ecooking Hub-Tana River County	160,000	The Tana River eCooking Hub project has the goal of establishing channels for raising awareness about clean e-cooking technologies in the Tana River area. Its objectives include enabling communities to experience e-cooking solutions, become acquainted with the appliances, and quantify the energy savings, time-saving benefits, and health improvements (such as reduced household air pollution) linked to this technology. The project also aims to foster economic empowerment through job creation in the form of supplies and e-cooking food shops/kiosks. Additionally, it seeks to contribute to deforestation reduction and mitigate the impact of climate change.
6	Electric Cooking Entrepreneurs Association of Kenya (ELCEAK) **Contact Person** –Leonard Nyongesa	Registration of Electric Cooking Entrepreneurs Association of Kenya (ELCEAK)	180,000	ELCEAK aims to address the challenges and overcome the barriers within the underdeveloped e-cooking distribution system in Kenya, where the market is still in its early stages. Existing SME e-cooking entrepreneurs often operate in isolation, facing difficulties in accessing and penetrating the e-cooking market. These SMEs lack recognition and support to scale up their businesses. Consequently, convincing stakeholders or funders to collaborate is challenging due to a lack of comprehensive data. Currently, such data is either unavailable or fragmented. The establishment and registration of ELCEAK aim to bridge these gaps.
7	Elite Pogamia Bioenergy Project Ltd. **Contact Person** - Danson Ligare	The Kakamega E-cooking Hub Expansion project (Three pillar strategy)	150,000	The Kakamega E-cooking Hub Expansion project, led by ELITE POGAMIA BIOENERGY PROJECT LTD and directed by Danson Ligare, aims to increase the adoption of E-cooking technology in the region by focusing on the community level.

				The project plans to address the gap in upfront costs of appliances at the community level by leveraging on initial activities from pre and post Hub launch. The project aims to build on existing activities at the local community level and introduce the MAGIC SEED POT to community groups classified as GROUPS OF 20 OR G20. The project will address challenges such as adoption, inclusivity, supply side, upfront costs, repair, maintenance, research and innovation.
	Total Amount applied for in Seed Funding		**1,993,000.00**	

9. Voices of the Pika na Power Academy Participants

Photos were taken during the Pika na Power Academy event – Credits Pika na Power Academy

Awuor Dorothy Otieno is the founder and CEO of the hardware-tech company Nyalore Impact, and an experienced clean cooking entrepreneur based in Homa Bay County, Kenya. My experience at the Pika na Power Academy training, which was hosted at the Kenya Power's Institute of Energy Studies and Research, was tremendously inspiring and illuminating. The program provided me with numerous technical and business-related skills to boldly pursue my promotion of eCooking appliances business pursuit in Kenya and beyond. I had the privilege of being able to engage with professionals from a variety of sectors owing to the engaging workshops and networking opportunities, that aided to create a warm atmosphere that promotes creative thinking and teamwork.

After several years of feeling like a plane poised for takeoff on the runway, the Pika na Power training was truly a transforming experience, which helped in reshaping my perspective and advancing me along my clean cooking entrepreneurial route. I finally felt inspired and motivated to execute my entrepreneurial ambitions to fast-track my path to success.

Nyalore Impact Limited
Email:nyaloreimp@gmail.com
Website: www.nyaloreimp.org

I am Emily Bolo, a Research Associate at the Africa Research and Impact Network. Emily is a proactive clean energy expert who has played a key role in the institutionalization of regional e-cooking hubs in Kenya. She has also identified and trained local e-cooking champions who ensure the sustained functionality of the hubs. I consider myself to be a passionate e-cooking advocate who propagates the e-cooking gospel far and wide for the many benefits associated with its use.

My experience at the Pika na Power Academy was exceptionally great. I got to learn many aspects of e-cooking technology beyond the cooking bit. My capacity in the technical and business aspects was enhanced, which augmented my knowledge/skills base and which I intend to leverage on to further increase my impact in the e-cooking space in Kenya and beyond. Besides, I got to interact with brilliant champions and experts in the sector who made the academy even more interesting. New ideas were birthed just from having to engage with the brilliant minds and which will be actualized in due time.

The greatest achievement of the academy was the creation of the Electric Cooking Entrepreneurs Association of Kenya (ELCEAK). This is an important achievement because it will ensure that the spark that was ignited during the academy will not die off but lead to the transformation of the e-cooking sector in Kenya. The various expertise of the champions and experts will be capitalized on to drive the so-needed change and create a paradigm shift in the sector. It is going to be business unusual in the LMEs.

Many thanks to the organizers of the Academy, donors, facilitators, and participants through whom the training was a success.

I am Jackbed Mugo from Tana E-Cooking hub. It was a pleasure to be selected to participate in July 2023 Pika na Power Academy training, held at Kenya Power's Institute of Energy Studies and Research. I am a renewable energy and energy efficiency professional and enthusiast whose driving challenge is building public trust in energy technologies, more so in clean cooking, hence why joining the training was a big plus for me. The academy experience has been very beneficial especially on the energy basics and carrying out kitchen audits that enhanced my technical knowledge on energy metering and analysis as a prove bases of energy efficiency and saving from E-Cooking. The cooking live demos were very beneficial in interacting and experimenting with various appliances and preparing various meals. I also benefited from learning different business development skills and both business and consumer financing models. The business skills will be vital in the growth and sustainability of Tana E-Cooking hub that intends to work with local Civil Society Organizations while exploring suitable customer financing collaborations with the local finance sector.

The academy equipped me with skills that will undoubtedly enhance my awareness creation, advocacy and research activities not only in Tana River County but in other counties within the coast region and the north eastern neighboring counties. It also provided an opportunity to connect and develop professional networks with other champions, hubs and experts in the eCooking field for future sharing, benchmarking and collaborations for sustainable E-Cooking practices.

My name is Danson Ligare, the Kakamega E-cooking hub host. I sincerely count it a privilege to be selected as a participant in the Pika na Power Academy training held at the Kenya Power institute of Energy Studies and Research. The training provided me with an opportunity to learn quite a lot in the sector from experts and fellow participants. As a new hub, we got an opportunity to learn from other existing hubs as well network with various professionals in the cooking sphere. The knowledge and networks acquired from this training will go a long way to assist us as a E-hub in our strategies as we embark on a massive E-cooking technology roll out exercise to the communities in our region and beyond as well as positioning ourselves as TOTs to other stakeholders as we promote a sustainable transition to modern cooking technologies and clean cooking energy access sustainably.

I am Chef Moses Kulavi, a private consultant for Airbnb, and a chef for both Jambo Catering Services and Nairobi E-Cooking Hub. I was delighted to have been selected to participate in the Pika na Power Academy training, which took place at Kenya Power's Institute of Energy Studies and Research.

During my time at the academy, I gained valuable insights from various topics that I can use to educate my clients and the community on cost-effective cooking methods using electrical appliances, particularly the Electrical Pressure Cookers (EPCs). I decided to participate in the academy due to the necessity of acquiring knowledge, skills, and networking opportunities from the esteemed speakers and champions present. Reflecting on my overall experience during the 5-day Pika na Power Academy, I found that each day introduced new topics that provided mentors and champions like me with the necessary knowledge and skills to engage with clients effectively. Among the most exciting topics were the basics of Energy/Power, the Business Model, Business Plan Development, and the live Cooking Demo using EPCs.

My name is Kelvin Muthui from Kitui E-Cooking hub which operates under Caritas Kitui. I am glad to have got an opportunity to participate in the Pika na Power Academy that was held between 3rd to 7th July 2023 at Institute of Energy Studies and Research.

I was motivated to attend the Pika na Power workshop among other reasons to get acquainted with the new E-cooking appliances in the market and different approaches that partners in the cooking sector are using to promote the adoption of the appliances.

The workshop had quite a number of sessions and some of the most captivating for me included the sessions on energy saving Mechanisms, e-recipes and funding opportunities for e-cooking initiatives. The energy saving mechanisms are all that I needed to first sort out my ever increasing energy usage rate at the household level and also advise different end users of electric powered appliances. After the workshop I conducted an energy audit of my household appliances and realized that most of them were not efficient in energy usage. Sadly some appliances like my TV, Iron Box and water heater had very poor ratings on energy consumption, something that I had never realized as most of the time I would only consider the fair prices and good deals without minding the power ratings. For this, I am in the process of changing the appliances in phases. Proposal writing was very key to me as a way of ensuring sustainability of our initiatives in E-cooking. During the workshop I met new partners during the 'table talks' and made good networks for synergy. We have already started E-cooking demonstration activities with GIZ reaching over 45 cooking champions, something that was birthed from the workshop. I look forward to continuing engaging the partners that I met for collaborations in different aspects and making cross learning visits to learn and share.

I am Justine Abuga from Ecobora Company where we are working to introduce e-cooking to Kenyan schools through our commercial e-cooking boilers. I was honored to be selected to participate in the Pika na Power Academy training, held at Kenya Power's Institute of Energy Studies and Research. The academy has been an incredible journey, enabling me to acquire technical and business-related skills that will undoubtedly support my e-Cooking innovation to scale-up to rural schools in Kenya and uplift them out of energy poverty. The one-week training experience was truly eye-opening, and being part of the academy allowed me to establish valuable connections with fellow champions and experts in the e-cooking space, significantly expanding my professional network and bettering my business acumen. I am incredibly grateful for this opportunity and excited about the positive impact I can now make in promoting e-Cooking boilers to Kenyan schools.

10.Electric Cooking Entrepreneur's Association of Kenya (ELCEAK)

The concept of the Electric Cooking Entrepreneurs Association of Kenya (ELCEAK) originated among the participants of the Pika na Power Academy training, which took place at the Institute of Energy Studies and Research (IESR). The participants themselves conceived this association as a proactive approach to advancing the electric cooking transformation agenda within Kenya. This idea was nurtured through various interactions, including peer-to-peer and group engagements, as well as discussions with mentors, industry experts, and sector players during side events held as part of the workshop. ELCEAK was officially launched at the conclusion of the Pika na Power Academy training (Figure 3), during which the interim leadership was introduced, and future plans for the association were unveiled.

Figure 3: Launching of the ELCEAK

11. Acknowledgements

The realization of the innovative Pika na Power Academy program became possible thanks to our project sponsors, UK-Aid through the UK PACT and MECS programs, who provided the necessary funding to bring this project to life. I also wish to extend my profound gratitude to the esteemed committee members, each of whom made invaluable contributions to the program. These members include:

1. Dr. Jeremiah Kiplagat – Director, IESR
2. Dr. Patrick Karimi – Deputy Director IESR
3. Agustine Amboka – Head of Resarch and Innovation, IESR
4. Oscar Avukuse - IESR
5. Irene Wanjohi - KPLC
6. Jane Spencer - Loughborough University
7. Dr. Jonnathan Leary - Gamos East Africa
8. Beryl Onjala - Gamos East Africa
9. Dr. Nick Rousseau - Loughborough University

I would also like to express my gratitude to the course facilitators and all others who played a significant role in executing the program. Your collective insights, unwavering support, and expert guidance played a pivotal role in ensuring the remarkable success of the Pika na Power Academy. Without your invaluable assistance, the realization of the Pika na Power Academy's objectives would not have been achievable.

12.Recommendations

In order to effectively address the objectives of the Pika na Power Academy eCAP program, the following recommendations are made:

1. Roll-out of additional cohorts of the Pika na Power Academy - Given the overwhelmingly positive feedback and the evident need for capacity-building in the eCooking sector, it is recommended to launch additional editions of the Pika na Power Academy program. This expansion should aim to reach participants from a broader geographical area in Kenya and potentially extend its reach to neighboring countries.

2. Enhancements to the training curriculum for subsequent cohorts - The eCooking sector is dynamic, with continuous advancements in technology and practices. To keep the participants up-to-date and ensure the relevance of the training, it is advisable to review and update the training curriculum to incorporate the latest developments in eCooking technology and business practices. Additionally, consider adding new courses, including financial modeling, fundraising, and resource mobilization, as suggested at the end-of-training feedback and evaluation for the first cohort.

Appendix 1 – Pika na Power Academy Training Application Form

Pika na Power Academy

Kenya Power – Institute of Energy Studies and Research

3rd - 7th July 2023

Application Form

About the Pika na Power Academy

The Pika na Power Academy is designed to empower eCooking champions with the business and technical knowledge to be able to run a successful eCooking enterprise. The Academy involves a week-long residential course at the Institute for Energy Studies & Research (IESR) in Nairobi. During the Academy, participants will learn from each other, as well as from the expert tutors, building their knowledge, experience and networks in the field of eCooking.

The course consists of the following modules:

- Business Aspects (International Supplier Negotiation and Importation, Stakeholder Engagement, Consumer Financing and Business Models & Business Plan Development; Carbon Finance; Marketing Strategies and After-Sales Service)
- Technical Aspects (Energy/Power Basics; Overview of Major Appliance Categories; Energy-Saving Mechanisms; Kitchen Energy Audits; Repair/Maintenance; Household Wiring Assessments/Upgrades)
- Demos and Testing (Live Cooking Demos; Testing Methods; eRecipes & eCookbooks)
- Experiences and Lessons from the Field (Impact Stories; Best practices for successful e-cooking practice)
- Training Reflection and Feedback (Course review and evaluation; Developing Proposals for Seed Funding)

In addition, a small amount of seed funding will be made available at the end of the Academy to support the implementation of innovative ideas for promoting eCooking.

Completed application forms should be submitted to Daniel Gombe (dgnyandera@kplc.co.ke and copied to beryl@gamoseastafrica.org) by Tuesday 20th June 2023. Successful applicants will be notified by 26th June 2023. Please note that only applications submitted in the prescribed format and within the application window will be considered.

1. Contact Details

Full Name: ……

Gender: Male ☐ Female ☐ (Other: ☐ ……..)

Position/Job Title: ……

Organisation: ……

Address: ……

……

Mobile Number: ……

E-mail address: ……

2. Background to applying

Please explain why you wish to attend the academy, including your interest in and past experience of e-cooking, as well as your future vision, noting how this course will help you to achieve your aspirations. 200 WORDS MAXIMUM

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3. Please provide any further information you think is relevant (50 WORDS MAXIMUM):

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4. Please attach your CV (Maximum 3 pages) alongside the completed application form.

5. Agreement

The Pika na Power Academy will take place in person at the Institute of Energy Studies & Research (IESR) in Nairobi from **3rd -7th July, 2023**. The cost of this course is free but **you will need to attend at least 75% of the sessions** in order to complete the academy. This course is not transferable to other people within your organisation, so one person must attend at least 75% of the course. If you do not attend 75%, you will not receive a certificate of attendance and may be liable to pay for the course. Accommodation and meals will be provided at the Institute of Energy Studies and Research (IESR) throughout the entire training period. A modest reimbursement for travel costs will also be offered to participants who shall attend at least 75% of the training.

Please include your initials below to show, if your application is successful, you understand that you will need to be present in person at IESR for at least 75% of the week.

……

Appendix 2 – List of Candidates Shortlisted for the Pika na Power Academy Training

S/N	NAME	ORGANISATION	LOCATION	Gender
1	Rabura Douglas Ochieng	Ministry of Energy and Petroleum	Nairobi	Male
2	Mugo Jackbed Gakii	Jamelec Innovations Limited	Tana River	Female
3	Moses Kulavi	Jambo Catering Services	Nairobi	Male
4	Awuor Dorothy Otieno	Nyalore Impact Limited	Homa Bay	Female
5	Bolo Emily Akinyi	Africa Research and Impact Network	Kisumu	Female
6	Mululu Betty Kathini	Kakuuuni Primary School	Kitui, eCooking Hub	Female
7	Leonard Nyongesa	Village Infrastructure Angels Ltd	Nairobi	Male
8	Agnetor Muinde Mumbe	MECS Study participant	Kitui eCooking Hub	Female
9	Annetriza Ekessa	Kenya Power	Nairobi	Female
10	Danson Ligare	EPBP LTD/ Kakamega E-cooking Hub	Kakamega	Male
11	Kitonga Kelvin Muthui	Caritas Kitui	Kitui eCooking Hub	Male
12	Wesonga Margaret Athseno	Kakamega E-cooking Hub	Kakamega eCooking Hub	Female
13	Mutua Petronilla Kalunda	Women Enterprise Fund (WEF)	Kitui eCooking Hub	Female
14	Abuga Justine Nyaruri	Ecobora	Nairobi	Male
15	Dancan Mwangi	Sayona	Nairobi	Male

Appendix 3 – Curriculum for the Pika na Power Academy Training

PIKA NA POWER ACADEMY
PROJECT

KENYA POWER – INSTITUTE OF ENERGY STUDIES AND RESEARCH

COORDINATOR: **Daniel Gombe**

Email: gombedan@yahoo.com | dgnyandera@kplc.co.ke

Mobile: 0708704162

2023

COURSE TITLE: PIKA NA POWER ACADEMY TRAINING COURSE

Pre-requisites for the course

- Interest in e-cooking.
- Basic knowledge and experience in using e-cooking appliances.
- Involvement (or interest) in e-cooking appliance business or repairs and maintenance.

Purpose

The Pika na Power Academy e-cooking course offers a holistic approach to electric cooking, coveringboth business and technical aspects. Participants gain a comprehensive understanding of e-cooking while fostering a supportive business community through knowledge sharing and insights from otherbusinesses.

Expected Learning outcomes

By completing the course, participants will be able to:

1) Understand the financing and business aspects of e-cooking, including international supplier negotiation, stakeholder engagement, consumer financing, business models, marketing strategies,and after-sales service.
2) Understand the technical aspects of e-cooking, including basic electrical installation and appliancewiring, energy-saving mechanisms, kitchen energy audits.
3) Conduct live cooking demos and testing methods using CCTs, KPTs, and cooking diaries.
4) Develop eRecipes and eCookbooks.
5) Establish stronger relationships with other key stakeholders in Kenya's emerging eCooking sector

Teaching Methodology

Pika na Power Academy e-cooking course will be delivered through lectures, tutorials, groupdiscussions, presentations, and practicals.

Teaching and Learning Aids

LCD projector, Laptop, Whiteboards, whiteboard markers, electric pressure cookers (EPC), Scientificcalculator, relevant electrical laboratory tools and equipment.

Course Assessment.

End-of-day and before-session module recap activities will be used to assess the progress of courseparticipants throughout the program.

PIKA NA POWER ACADEMY COURSE DESCRIPTION

Part 1: E-cooking - Financing and Business Aspects (Duration: 12 hours)

Introductions: Meet and greet for course participants highlighting what experience they have, theiraspirations and the lessons they can share with their peers in the workshop.

Module 1.1 International Supplier Negotiation and ImportationPresenter: Nick Rousseau, MECS

Overview of international trade and importation

Identifying and selecting suppliers for e-cooking appliances

Negotiation strategies and working with suppliers

Importation procedures and customs regulations

Module 1.2 Stakeholder Engagement

Nick and Beryl Onjala(Gamos East Africa)

- Identifying and engaging with key stakeholders in e-cooking projects
- Strategies for stakeholder engagement and management
- Building and maintaining relationships with stakeholders

Module 1.3 Consumer FinancingPresenter: PowerPay

- Understanding financing options for e-cooking appliances
- Financing models and strategies for consumer adoption
- Addressing affordability and accessibility barriers to e-cooking adoption

Module 1.4: Business Models & Business Plan DevelopmentPresenter: Geoffrey Kimity – Power Pay

- Overview of e-cooking business models
- Business plan development for e-cooking projects
- Cost-benefit analysis and financial forecasting

Module 1.5 Carbon Finance

Presenter: Verst Carbon – Antony Sure

- Overview and relevance to e-cooking stakeholders and academy participants

Module 1.6 Marketing Strategies

Presenter: Irene Wanjohi, Wairimu – KPLC / Nick –MECs and market suppliers

- Marketing fundamentals for e-cooking products and services
- Developing a marketing plan for e-cooking projects
- Digital marketing strategies and tools for e-cooking

Module 1.7 After-Sales Service

Presenter: Market suppliers/ representatives

- Importance of after-sales service for e-cooking appliances
- Strategies for providing effective after-sales service
- Addressing customer concerns and feedback

Part 2: E-cooking - Technical Aspects (Duration: 6 hours) Presenter: Daniel Gombe and Others – KPLC

Module 2.1 Energy/Power Basics

- Overview of electrical energy and power fundamentals
- Energy sources and efficiency
- Energy measurements and electricity billing
- Calculating energy consumption for e-cooking appliances

Module 2.2 Overview of Major Appliance Categories Presenter: Irene Wanjohi – KPLC

- Overview of electric cooking appliances
- Types of electric stovetops and ovens
- Pros and cons of different appliance categories

Module 2.3 Energy-Saving Mechanisms Presenters: Engineers- KPLC (Daniel Gombe)

- Energy-saving features and mechanisms in e-cooking appliances
- Best practices for energy-efficient cooking
- Monitoring and reducing energy consumption in the kitchen

Module 2.4 Kitchen Energy Audits Presenter: SCODE

- Conducting a kitchen energy audit to identify energy-saving opportunities
- Using energy meters and monitoring tools to track energy consumption
- Developing an energy management plan for the kitchen

Module 2.5 Repair/Maintenance - Presenter: Dancan Mwangi, Sayona

- Overview of repair and maintenance needs for e-cooking appliances
- Basic DIY e-cooking appliance repair and maintenance techniques
- Identifying and working with repair service providers

Module 2.6 Household Wiring Assessments/Upgrades - Presenter: Elvis Mwale - KPLC

- Understanding household wiring requirements for e-cooking appliances
- Assessing and upgrading household wiring for safe and efficient e-cooking
- Working with electricians and contractors for wiring upgrades

Part 3: E-cooking - Demos and Testing (Duration: 6 hours)

Presenters: Wairimu Njehia and Irene Wanjohi - KPLC

Module 3.1 Live Cooking Demos

- Live cooking demonstrations of e-cooking appliances and techniques
- Tips and tricks for effective e-cooking

- Q&A session with the instructor – the myths, tricks, challenges, best practices etc
- Cooking exercise – Various menus
- Experience with mobile-e-cooking vans/site visit

Module 3.2 Testing Methods

Presenters: Irene Wanjohi - KPLC/Jon Leary –Gamos East Africa

- Overview of testing methods for e-cooking appliances
- Controlled Cooking Tests (CCTs) and Kitchen Performance Tests (KPTs)
- Development and keeping of cooking diaries to track performance and improvements

Module 3.3 eRecipes & eCookbooks

Presenter: Jon Leary – Gamos East Africa/Agnes Kalyonge – Jikoni Magic

- Overview of eRecipes and eCookbooks
- Developing and publishing eRecipes and eCookbooks for e-cooking
- Using eRecipes and eCookbooks to promote e-cooking adoption
- Give it a try – cooking a traditional meal in the EPC

Part 4: Experiences and Lessons from the Field (Duration: 4 hours)

Module 4.1 Impact Stories – Team Discussions/Presentations

- Experiences and lessons learned from e-cooking practices
- Impact stories highlighting the benefits and challenges of e-cooking adoption

Module 4.2 Best Practices for Successful e-cooking

- Sector players' presentations – Market players present
- Participants/e-cooking champions discussion

Part 5: Training Reflection and Feedback (Duration: 2 hours)

Module 5.1 Course review and evaluation with participants – Daniel Gombe//Beryl Onjala

- Reflection on course learning outcomes and application in real-world contexts
- Feedback and suggestions for course improvement

- Training impact assessment questionnaire deployment (3 months after Pika na Power Academy workshop/training)

Part 5.2 Developing Proposals for Seed Funding

Presenter: Jon Leary / Jane Spencer – MECS/ Judges from KPLC – Irene Wanjohi

Seed funding details/guidelines and application procedure

Creation of working groups for seed funding proposal development

Closing ceremony and award of certificates

NOTE:

Breakfast will be served daily from 10-10.30

Lunch will be served daily between 12.30 and 2pm

Appendix 4 – Program for the Pika na Power Academy Training

Pika na Power Academy. Dates: 3rd -7th July,2023. Venue : IESR/Kenya Power Training School (Ruaraka)				
Day	**(Hrs)**	**Time**	**Module**	**Course Facilitator and Organisation**
Monday	2	**8 -10am**	Introduction - Know one another session, Team Building	Daniel Gombe – IESR and Beryl Onjala - Gamos E. Africa
	1	**10.30-11.30**	Module 2.2 Overview of Major Appliance Categories	Irene Wanjohi - KPLC
	1	**11.30-12.30**	Module 2.1 Energy/Power Basics	Daniel Gombe - IESR
	1	**2-3pm**	Module 1.4 Business Models & Business Plan Development	Geoffrey Kimiti - PowerPay
	1	**3-4pm**	Module 1.6 Marketing Strategies	Irene Wanjohi - KPLC
Tuesday	1	**9-10am**	Module 1.3 Consumer Financing	Geoffrey Kimiti - PowerPay
	1	**10:30-11:30**	Module 1.5 Carbon Finance	Antony Sure - Verst Carbon
	1	**2-3pm**	Module 1.2 Stakeholder Engagement	Beryl Onjala -Gamos E. Africa
	1	**3-4pm**	Module 1.1 International Supplier Negotiation and Importation	Nick Rousseau - MECS
Wednesday	1	**8-9am**	Module 2.3 Energy-Saving Mechanisms	Daniel Gombe
	1	**9-10am**	Module 2.4 Kitchen Energy Audits	Mercy Kamau - SCODE
	1	**10:30-11:30**	Module 2.5 Repair/Maintenance	Dancan Mwangi/Serah Mukami (Sayona)
	1	**11:30-12:30**	Module 2.6 Household Wiring Assessments/Upgrades	Elvis Mwale - KPLC
	2.5	**1:30-4pm**	Module 3.1 Live Cooking Demos	Wairimo Njehia – KPLC
Thursday	1	**8-9am**	Module 3.2 Testing Methods	Jon Leary-Gamos E.Africa
	1	**9-10am**	Module 3.3 eRecipes & eCookbooks	Agnes Kalyonge - Jikoni Magic
	1.5	**10:30-12:30**	Module 4.1 Impact Stories	Academy participants (Daniel and Beryl)
	2	**2-4pm**	Module 4.2 Best practices for successful e-cooking practice	Daniel/Beryl/Kevin Maina (SCODE)
Friday	2	**8-10am**	Module 5.1 Course review and evaluation with participants	Daniel Gombe - IESR
	1.5	**10:30 – 12pm**	Module 6.1 Overview of seed funding	Jon Leary /Daniel Gombe/ Irene Wanjohi
	1	**12-1pm**	Closing ceremony and award of certificates	IESR management/Daniel Gombe

Appendix 5 – Attendance Sheet for Pika na Power Academy Training

REGISTRATION FORM (CBSD)

INSTITUTE OF ENERGY STUDIES & RESEARCH

TITLE: PIKA NA POWER ACADEMY
VENUE: IESR
DATE(S): 3rd TO 7th July 2023

Course Coordinator: Daniel Gombe

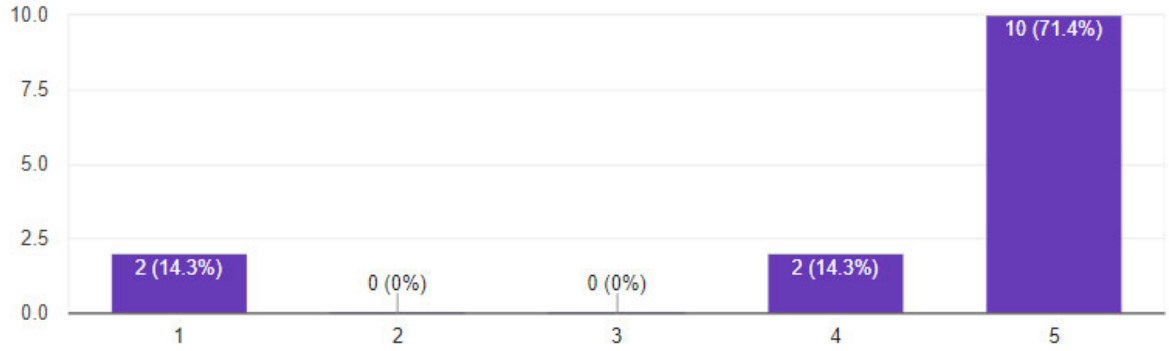
No	Name of Participant	Staff No./ID No	Company	Mobile No.	Day 1 Sign	Day 2 Sign	Day 3 Sign	Day 4 Sign	Day 5 Sign
1.	MARGARET WESONGA	[redacted]	KAKAMEGA COUNTY CHAMPION	[redacted]	[signature]	[signature]	[signature]	[signature]	[signature]
2.	Emily Bolo		ARIN		[signature]	[signature]	[signature]	[signature]	[signature]
3.	BETTY K. MULULU		ECDE TEACHER KITUI CHAMPION		[signature]	[signature]	[signature]	[signature]	[signature]
4.	KEWIN MUTHUI		CARITAS KITUI		[signature]	[signature]	[signature]	[signature]	[signature]
5.	JUSTINE ABUGA		ECOBORA		[signature]	[signature]	[signature]	[signature]	[signature]
6.	LEONARD NYONGESA		VIA		[signature]	[signature]	[signature]	[signature]	[signature]
7.	DANSON MGARE		KAKAMEGA E-HUB		[signature]	[signature]	[signature]	[signature]	
8.	MOSES KULAVI		Jambo Lotenny Service		[signature]	[signature]	[signature]	[signature]	[signature]
9.	AWUOR DOROTHY OTIENO		Ndoleje Impact		[signature]	[signature]	[signature]	[signature]	[signature]
10.	Petronilla Mutua		KI-E-F		[signature]	[signature]	[signature]	[signature]	[signature]
11.	Agnetta Mumbe Muinde		KITUI CHAMPION		[signature]	[signature]	[signature]	[signature]	[signature]
12.	Beryl Onjalo		MI-CJ			[signature]		[signature]	[signature]
13.	JACKBED MUGO		JAMELEC		[signature]	[signature]	[signature]	[signature]	[signature]
14.	Annetrizo Ekessa.		KPLC		[signature]	[signature]	[signature]	[signature]	[signature]
15.	Douglas Rabura		MOEP		[signature]	[signature]	[signature]	[signature]	
16.	Dianson Ligare		KAKAMEGA HUB		[signature]	[signature]	[signature]	[signature]	[signature]
17.	Mercy Kamau		SCODE		[signature]		[signature]		
18.	Kevin Maina		SCODE				[signature]		
19.	WAIRIMU NJETHA		RPLC		[signature]	[signature]	[signature]	[signature]	[signature]
20.	Serah Mukami	[redacted]	Sayonapps	[redacted]			[signature]		

Appendix 6 – Feedback from the Course Review and Evaluation Survey

1. Please rate the overall effectiveness of the Pika na Power Academy training on a scale of 1 to 5.
(1 - Very ineffective, 2 - Ineffective, 3 - Somewhat effective, 4- Effective, 5- Very effective)

Copy

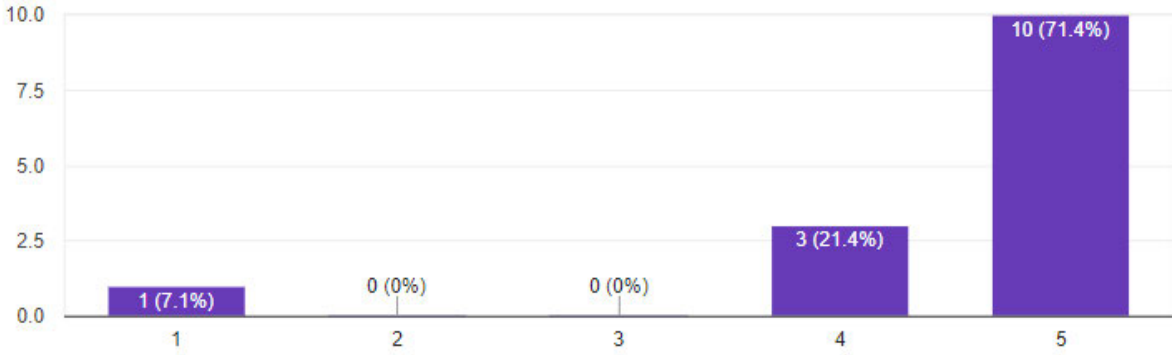
14 responses



2. How satisfied are you with the content covered during the training?
(1-Very Unsatisfied, 2-Unsatisfied, 3-Somewhat satisfied, 4-Satisfied, 5-Very Satisfied)

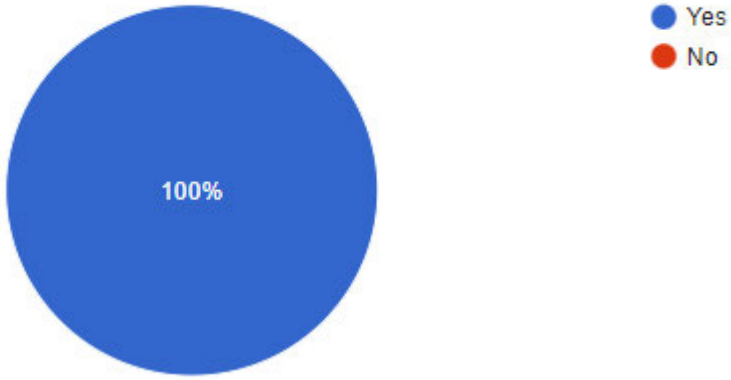
Copy

14 responses



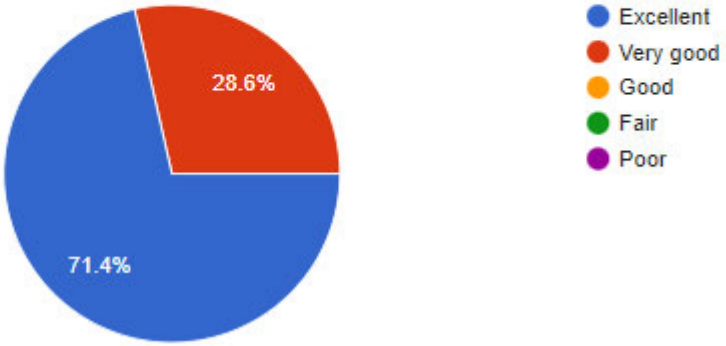
3. Did the training meet your expectations?

14 responses



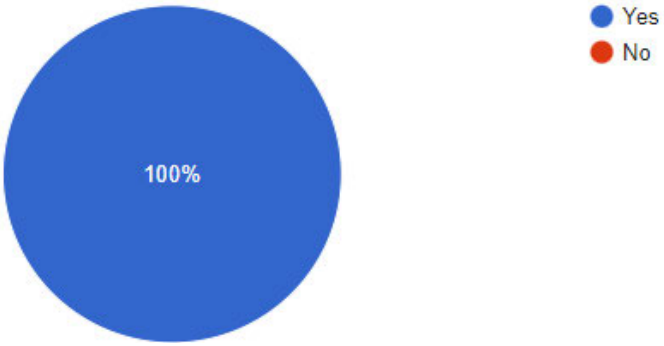
4. Please rate the knowledge and expertise of the speakers/facilitators during the training.

14 responses



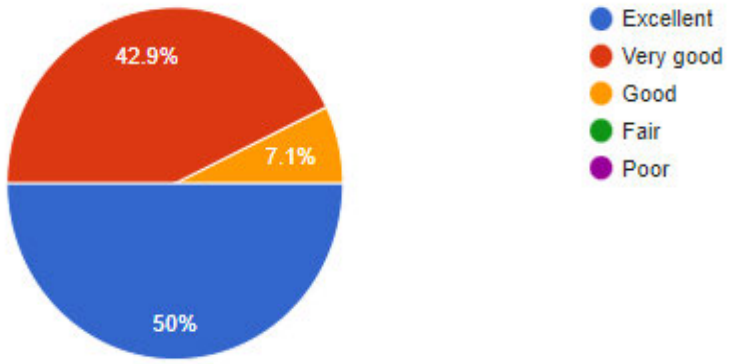
5. Did you find the training materials (presentations, handouts, etc.) helpful in understanding the concepts?

14 responses



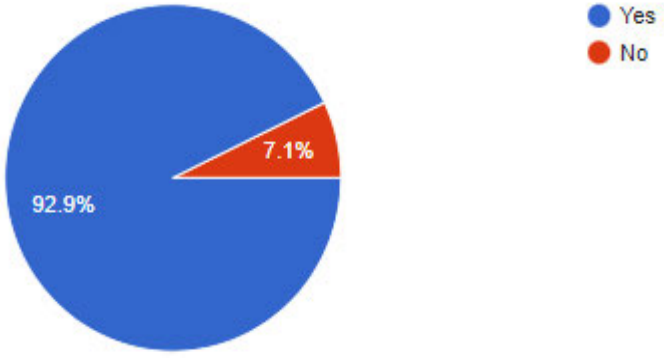
6. How would you rate the organization and logistics of the training (venue, scheduling, etc.)?

14 responses



7. Did the training sessions encourage active participation and engagement among the participants?

14 responses



8. Which specific module(s) did you find most valuable or relevant to your needs? Why?

12 responses

Business models, kplc topics
Kitchen audit, Business model
Appliance categories, Energy/Power Basics, Carbon financing, Kitchen Energy Audits, eRecipes & eCookbooks and household wiring assessments/upgrades
Energy saving mechanism, kitchen energy audits, housing wiring, impact stories, live cooking demo
business models and business plan development consumer financing carbon financing energy power basics energy-saving mechanism household wiring assessments Because my knowledge and skills in the areas were negligible and they got to be enhanced in the training
Energy saving mechanisms because it highlighted how to reduce the overall cost of Energy consumed

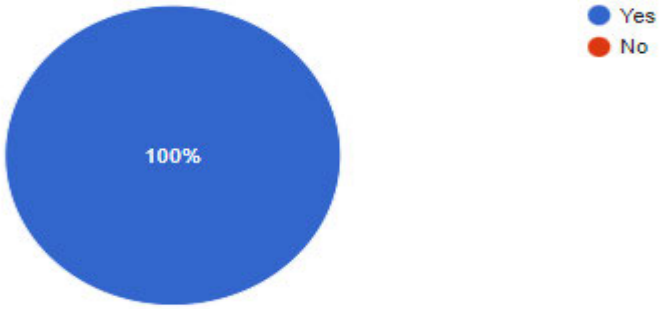
9. Were there any modules or topics that you felt could have been improved or expanded upon? Please provide suggestions for improvement.

10 responses

Consumer financing and carbon credits
Carbon credit calculations for various fuels and sample documents development
Business mode and business plan
Small time consuming Recipes for different meal's taken at different hours of the day.
No
Live Cooking Demos
Introduce financial Modelling,, more information in agent/champion recruitment and retainance

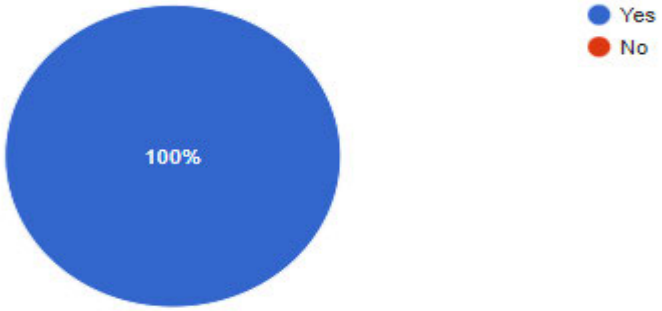
10. Did the training adequately address the objectives outlined in the course syllabus?

13 responses



11. Did the training provide practical and applicable knowledge that you can implement in your work or personal life?

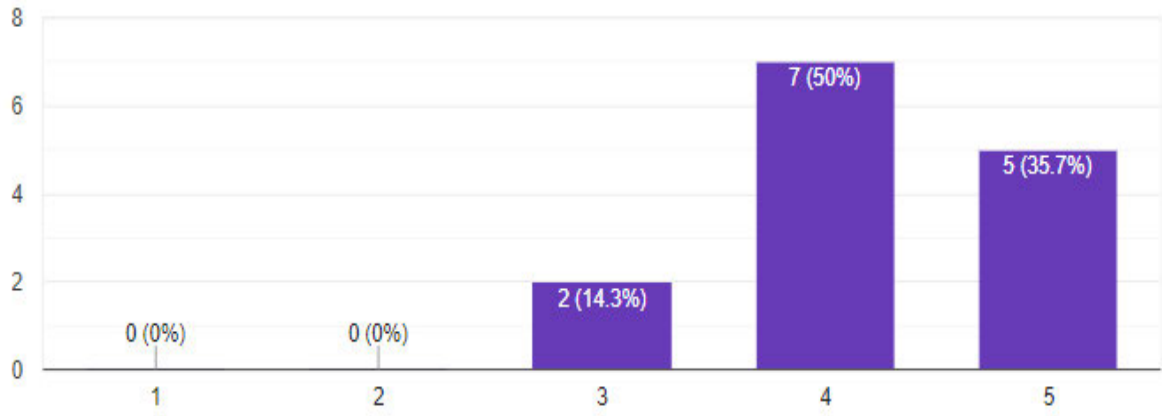
14 responses



12. How would you rate the networking and team-building activities during the training on a scale of 1 to 5, with 1 being the lowest and 5 being the highest.

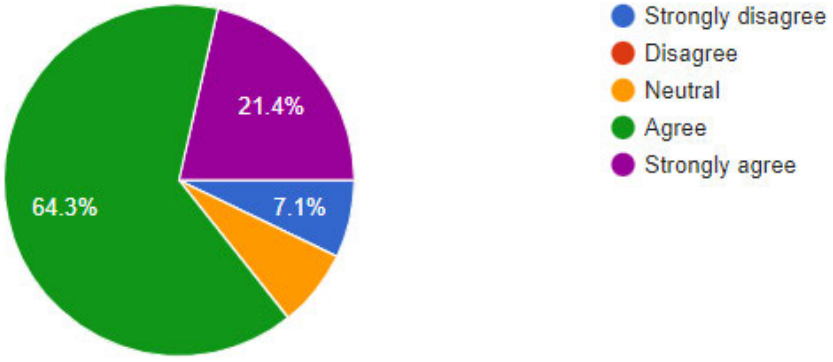
Copy

14 responses



13. The Pika na Power Academy training sessions were conducted at an appropriate pace and duration.

14 responses



14. Were the training materials and resources provided in a clear and understandable manner?

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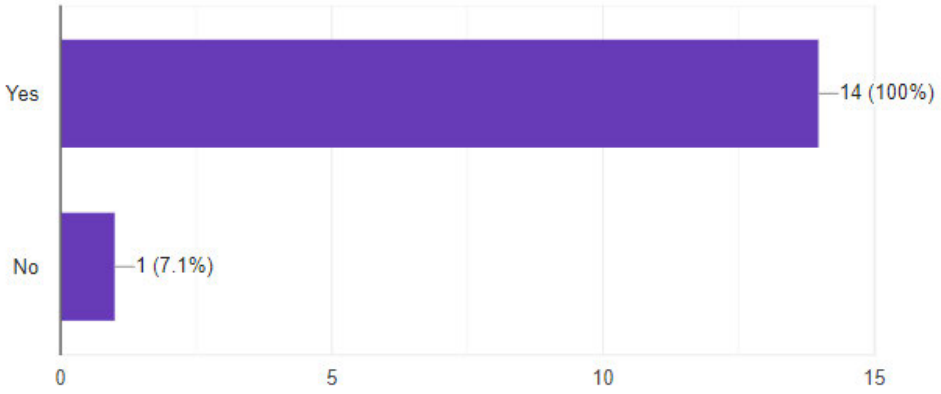
14 responses



15. What additional topics or areas would you have liked to see covered in the Pika na Power Academy training?

9 responses

Visibility and communication strategies I'm marketing
Analysis of Support Policies
Community mobilisation towards the customers
Practical Use of different kitchen appliances
New finical bill
Matketing and branding, financial modelling, fundraising

16. Did you encounter any challenges or difficulties during the training? If yes, please describe.

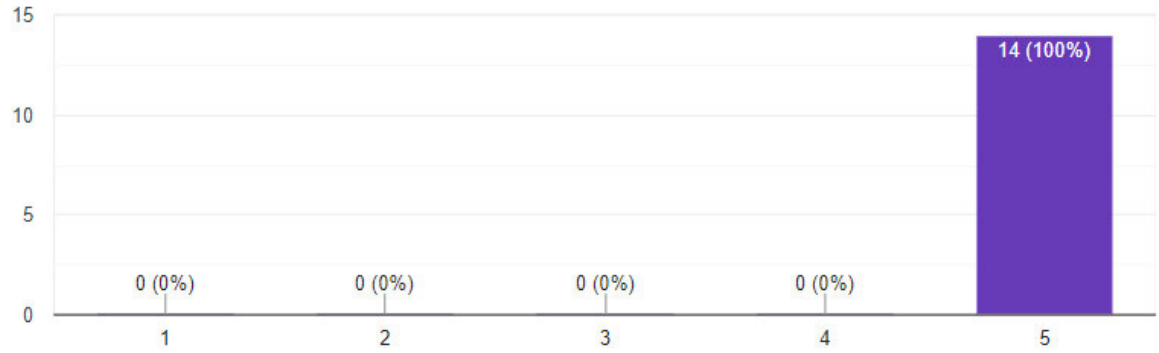
12 responses

Not any
No
No, however demos would have been made more interactive by trainees interacting with the devices and experimenting on various foods. More ecooking appliances brands should have been made available
I travelled from far overnight and could not concetrate on the first day.consid
No
NO
N/A
None.

17. How likely are you to recommend the Pika na Power Academy training to others?. (1 - Very Unlikely, 2 - Unlikely, 3 - Neutral, 4 - Likely. 5 - Very Likely)

Copy

14 responses



18. What other support would you need beyond the Pika na Power Academy training week in order to establish a sustainable eCooking enterprise.

11 responses

Seed capital

Fund the members

Financial support and frequent coaching, technical, coaching and repair and maintenance training

More trainings and exposure to other ecooking activities

Funding and credit base access of ecooking appliance's.

I would need to be supplied with the appliances to help us when doing the demos

More Demos in counties

Financial and marketing support

More planning for participants outside of Nairobi.

19. Do you have any other comments, suggestions, or feedback regarding the Pika na Power Academy training?

12 responses

Not any
No.
It was one of its kind in the ecooking, energy efficiency, household pollution, climate change and demand stimulation aspects
Consider people who come from far
Looking forward for more opportunities for training
It was excellent, we thank all the intiattives who made it happen
I was a good learning program from day one to the last.
Dinnrt and netwotking evening event .

Appendix 7 – Guidance Form for Seed Funding Application

eCAP Pika na Power Seed Funding for eCooking Champions

GUIDANCE DOCUMENT

Contents

1. Introduction

To date, Pika na Power has focussed its activities in Nairobi. The recent establishment of the County eCooking Hubs has shown that there is potential for eCooking in many parts of the country. However, as eCooking is a new technology for many people, there is a need to build capacity at the local level to translate this potential into impact on the ground. Local champions have a key role to play in creating awareness, building supply chains and developing business models that are tailored to the local context. The Pika na Power Academy can offer aspiring eCooking champions the skills and experience they need to turn ideas into viable business opportunities that can accelerate the uptake of eCooking across the country.

1.1 The purpose of the Seed Funding is to:

- enable eCooking champions to develop innovative eCooking business ideas
- de-risk the development of eCooking initiatives in local communities
- enable the establishment of new eCooking enterprises, or to expand the remit of established organisations into eCooking

1.2 Projects should aim to address opportunities and challenges constraining the development of Kenya's electric cooking market, such as (but not limited to):

- Collaboration between champions;
- Repair and maintenance;
- Innovative consumer financing options;
- Supply chain development;

1.3 The purpose of the seed funding is to stimulate uptake and develop understanding of modern energy-efficient eCooking technology and systems and support the advancement of technology-based cooking energy products, processes and services.

1.4 The seed fund will provide 100 percent (full economic cost) funding of up to KSh 500,000 (£2,767) per project. This will be paid in two instalments; 50% on approval of the project and 50% at the end. All payments are conditional upon receipt of a satisfactory Statement of Grant Usage and supporting evidence of financial documentation such as receipts.

1.5 The competition is open to attendees of the Pika na Power Academy, who can apply as companies of all sizes, businesses including micro, small and medium-sized enterprises, academia and other organisations, to support projects which could accelerate the uptake of eCooking in different parts of the country. You should clearly indicate on your application which organisation you are applying under.

1.6 Projects should be planned for implementation over a three-month period (or shorter).

2. Application process

2.1 Your project must be innovative, related to modern energy-efficient eCooking and focussed on one of the key themes.

2.2 You may wish to apply as a consortia. A lead applicant, who will be the Grant Recipient, should be identified. All members of the consortia should also have attended the Pika na Power Academy.

3. Getting support with your application

3.1 Queries regarding your application should be directed to Daniel Gombe, IESR (dgnyandera@kplc.co.ke, copying gombedan@yahoo.com).

4. How to apply

4.1 Carefully read this Guidance document and complete your Grant Application form.

4.2 Only applications submitted using the Application Form will be accepted. It should be submitted to Daniel Gombe, IESR (dgnyandera@kplc.co.ke, copying gombedan@yahoo.com).

4.3 Applications must be submitted by 23:59 hours EAT on **Sunday 23rd July, 2023**. Late submissions will not be considered.

4.4 Keep within the maximum word counts noted in each of the sections of the Application Form. Applications exceeding the word counts will not be considered.

5. Application questions

5.1 Further guidance on what should be included in your response to the Application form questions are given below.

5.2 Question 1 The Challenge This question seeks to understand the main motivation for your project. You should clearly describe the problem or challenge you are seeking to address. You must clearly articulate why you consider this to be a modern energy cooking challenge and the wider benefits your idea could potentially have on the economy, society and environment. You should not give full details of your innovation here, however, you should focus on why it is needed. Discuss what the possible unmet need or shortcoming is in the current practise.

5.3 Question 2 Innovation You should clearly describe your innovative solution that will address the challenge you have set out in question 1. Please include relevant diagrams or figures to clearly explain your concept (remember that the text in your diagrams and figures are not included in the word count). You should note what solutions currently exist and how your proposed innovation is different. Provide evidence of how or why your innovation solution is likely to work. Supporting evidence will be helpful, however, avoid listing a series of publications.

5.4 Question 3 Collaboration Please describe how your activities will facilitate collaboration with other members of the Pika na Power Academy. List all the organisations you will be cooperating/collaborating or working with in delivering this project.

5.5. Question 4 Project Management Clearly set out your project plan - a *Gantt* chart would be ideal, but a bulleted list would be acceptable. Please detail the aims and objectives of your project, how you plan to accomplish these and who will deliver this project effectively. Please note what deliverables you expect to produce at what stage in the project. There is an expectation of clear work packages, milestones and deliverables and corresponding timeframes for their achievement. Describe the roles, skills and relevant experience of the project team, including any sub-contractors.

5.6 Question 5 Impact and Further Development Clearly describe how the results of your project will benefit the modern energy cooking challenges you have highlighted. Please give details on how you plan to maximise your results. Please list here what deliverables you expect to produce (these should also be included as milestones in Question 4 above). A report and blog are required at the end of the project. Show how your project or idea can be taken forward beyond the funding offered under this programme. Outline your plan for obtaining funding for the next stage of development of your project.

5.7 Question 6 Project Finances Projects should demonstrate value for money. All cost information provided should be clearly explained and all rates must reflect fair market value. Sub-contractor and material costs should be justified. You should describe what you will spend the funding on and justify why. Eligible costs are those directly related to the project such as appropriate Labour costs (i.e. reasonable rates), materials, sub-contractor invoices and expenses such as reasonable travel costs for meetings etc.

6. How your Application is assessed

6.1 After the deadline, only applications that meet the eligibility criteria and scope of the competition will be assessed. You will be notified if your Application is out of scope and some feedback provided to explain.

6.2 This initiative will operate on an open and transparent basis; Applications will be assessed against the assessment scoring criteria, detailed in this Guidance document.

6.3 Only those Applications receiving an aggregated score of 60% or greater will be eligible for funding

6.4 Your application will be reviewed by a minimum of two expert reviewers.

6.5 Brief feedback will be provided on Applications marked during the full assessment. This will consist of a total score and a brief sentence outlining the areas for improvement.

6.6 Evaluators with knowledge in a cross-cutting range of areas will assess and mark your Application. You should therefore write clearly in plain English, avoiding acronyms and jargon.

7. Notification of assessment outcome

7.1 Once all Applications have been assessed, you will be informed of the final decision by ***Friday 28th July, 2023***.

8. Successful Applications

8.1 A project kick off meeting will be held to discuss the details of the project.

8.2 You will be sent a conditional Grant Offer Letter complete with a funding agreement that you must sign and return.

8.3 Any additional finance documentation that you are asked for will need to be completed and returned within stated timelines.

9. Project reporting

9.1 You will be required to provide regular progress updates to demonstrate that progress is in line with the expected milestones and that the project will deliver the expected solution. You will also be required to produce a final report and a blog to be published on the Pika na Power and MECS web sites, summarising the activities carried out and the key learning points from the project. The KPLC team will also visit the project site at least once during the implementation of the project to meet project participants, capture impact stories and review the progress of planned activities.

9.2 The Applicant will receive 50% on awarding the contract and 50% after approval of the final report. Key findings/a first draft of the final report will be delivered two weeks in advance of the final project end date. You will be given feedback on the draft report and may be asked to make changes before the final report is due.

9.3 The final report produced upon completion of the project should be no more than 10 pages long, excluding references or annexes. It should be in plain English, comprehensive and succinct.

9.4 The final project report should include the following sections:

- Executive summary, including project outcome;
- Aim & objectives of the project;
- Objectives of the project;
- The activities conducted;
- The project findings & key outcomes;
- Limitations of the approach;
- Next steps;
- Conclusions.

9.5 The final report will be disseminated on the MECS & Pika na Power websites, linked to the accompanying blog. Please highlight if there is any confidential information.

10. Finance summary

10.1 The Applicant will receive 50% on awarding the contract and 50% at the end of the project provided that financial documentation such as receipts, the Statement of Grant Usage and the final project report is approved by IESR;

10.2 When claiming payment, you will be expected to complete a Grant Usage Statement to explain the costs incurred. This should detail staff time utilised, cost of materials, sub-contracting charges, travel expenses and other costs. You must provide receipts for ALL CLAIMS.

10.3 All invoices should be based on costs only. There should be no profit margins added to the costs. The Grant is paid to implement the idea presented in the proposal, not provide profit. Therefore, the only claim that can be made is for costs incurred in the research of this concept.

10.4 Only costs incurred for the project duration (the period from the initiation meeting up to the delivery of the final approved report and Statement of Grant Usage) will be paid. All claims made in the Grant Usage Statement will be closely scrutinised.

10.5 You can invoice IESR for the final payment once you have confirmation from IESR that they are happy with your deliverables and you are given the permission to submit an invoice.

10.6 When you invoice IESR, the amount must be noted in Kenyan Shillings (KES). Also include your bank account details that you want the transfer made into

11. Assessment scoring criteria

11.1 You should refer to this section to help write good quality Applications and to maximise your score.

11.2 Applications will be assessed to ensure you have all the appropriate skills and expertise to successfully carry out the project. The scoring guide below and the assessment criteria give indicative marks.

11.3 All questions have a weighting factor of 1, except questions 2, 3 and 5 which have a weighting factor of 2 ,2, and 3 respectively.

Questions	Weighting factor	Maximum score
1. The Challenge What is the challenge being addressed by the proposed project?	1	10
2. Innovation How is your Application innovative?	2	20
3. **Collaboration** What measures are being taken to ensure the knowledge is retained in the project area?	2	20
4. Project Management What is your project plan to deliver the project? What are the relevant skills and expertise of the team?	1	10
5. Impact and Further Development How will the outcome from this research have a beneficial impact on the identified challenge?	3	30
6. Project Finances How much will the project cost to deliver and how will this be spent to ensure value for money?	1	10
TOTAL	**10**	**100**

1. The Challenge					
Give a Score of 0	*Give a Score of 2*	*Give a Score of4*	*Give a Score of 6*	*Give a Score of 8*	*Give a Score of 10*
*Limited detail is provided on the challenge and there is **limited or no evidence for the proposed solution.** There are no links to the themes.*	*The challenge is poorly described with the evidence provided **lacking in detail or of poor quality**. The challenge has weak links to the themes.*	*The challenge is well described but is supported with **limited evidence.** The challenge links to the themes.*	*The challenge is described with **satisfactory evidence provided.** The challenge has **good links to the themes.***	*The challenge is clearly described with **a quality body of evidence provided.** The challenge has good links to the themes.*	*The challenge is described in substantive detail with **significant and quality evidence provided.** The challenge is a high priority for the themes. There are wider economic, social, environmental or cultural benefits expected/potential) of this project.*

2. Innovation					
Give a Score of 0	*Give a Score of 2*	*Give a Score of 4*	*Give a Score of 6*	*Give a Score of 8*	*Give a Score of 10*
Limited detail is provided on the intended solution. It does not meet the needs of the challenge and the solution ***does not provide any new innovation*** *in that space.*	*The innovation is* ***poorly described.*** *It is unlikely to meet the needs of the challenge and there is* ***limited innovation on*** *previous work.*	*The innovation is* ***described well with limited evidence****. It may not be sufficient to meet needs of the challenge. There is* ***incremental innovation on previous work*** *in the Application.*	*The innovation* ***described is credible with satisfactory evidence****. It is likely to meet the needs of the challenge. There is* ***a step change in innovation*** *on previous work.*	*The innovation described is* ***very credible with good evidence****. It is likely to meet the needs of the challenge. The* ***innovation is significantly different*** *from previous work and the solution has* ***potential to have practical applications****.*	*The innovation described is* ***highly credible and innovative, strong evidence is provided****. It shows a strong likelihood of meeting the challenge. The* ***innovation is significantly different from previous work and is credible.*** *The solution* ***has practical applications.***

3. Collaboration					
Give a Score of 0	Give a Score of 2	Give a Score of 4	Give a Score of 6	Give a Score of 8	Give a Score of 10
There is **no plan for collaboration.**	There **are some indications for collaboration with other Pika na Power Academy participants.**	There are some initial **plans for collaboration with other Pika na Power Academy participants** and some initial plans to **ensure that there is support to carry on with the next stage of this idea after the project has finished.**	There are **plans for collaboration with other Pika na Power Academy participants** and some plans to **ensure that there is support to carry on with the next stage of this idea after the project has finished.**	There are **strong plans for collaboration with other Pika na Power Academy participants** AND **there is clear support to carry on with the next stage of this idea after the project has finished.**	There are very strong plans of **collaboration both internally with other Pika na Power Academy participants and with external partners** and clear **support to carry on with the next stage of this idea after the project has finished.**

4. Project Management					
Give a Score of 0	*Give a Score of 2*	*Give a Score of 4*	*Give a Score of 6*	*Give a Score of 8*	*Give a Score of 10*
***There is a poor project plan. Little or no details** are given of the aims and objectives; deliverables; milestones, the team, or risks. No Gantt Chart is provided.*	***The project plan has limited detail.** It has weak evidence to suggest the project can be delivered effectively. It has **weak or no details of milestones, the project team, deliverables and risks.** No Gantt Chart is provided.*	***The project plan provides some detail on the project** timelines, including evidence to suggest the project can be delivered effectively. A poor Gantt Chart is provided, e.g. **it lacks a detailed breakdown** of the project and **timings are not convincing.** Limited or insufficient information on risks.*	***The project plan has good detail and provides good evidence** to suggest the project can be delivered effectively. A Gantt Chart is provided with **limited details on work packages,** deliverables, project team and milestones identified. An assessment of risks and a cursory consideration of mitigating measures.*	***The project plan has good detail of how the project will be delivered effectively with good evidence**. It gives comprehensive details of milestones, the project team and **an assessment of risks. Suitable risk mitigation** measures are given. The project team's skills and expertise are **noted in sufficient detail.** A Gantt Chart is provided with **detailed work packages, deliverables, project team and milestones are clearly shown.***	***The project plan is highly credible and likely to deliver the project effectively.** The plan clearly conveys the aims and objectives, deliverables, timescales, milestones and skill of the project team. **Comprehensive risks are identified,** and **suitable mitigation** measures are given. **A comprehensive and detailed** Gantt Chart is provided.*

5. Impact and Further Development					
Give a Score of 0	*Give a Score of 2*	*Give a Score of 4*	*Give a Score of 6*	*Give a Score of 8*	*Give a Score of 10*
*There is **minimal impact** of this project on the transition to eCooking and limited potential for future development. **Little or no mention of the next steps**.*	*The impact of this project on the transition to eCooking is **poor and there is insufficient evidence provided to validate its impact**. There is limited potential for further development. No mention of dissemination. **Vague and limited information on next steps**.*	*The impact of this project on the transition to eCooking **is marginal and there is poor evidence** of this provided. There is some potential for future development of the project. **Some mention of dissemination and next steps** but is vague.*	*The impact of this **project may benefit the transition to eCooking and there is significant evidence** of this provided. There is reasonable potential for further development of the project. **Satisfactorily defined a dissemination plan and the next steps** for the project.*	*The impact of this project on the transition to eCooking is **credible and there is good evidence** of this provided. There is potential for further development and a route to maximise impact has **been identified with one or two dissemination activities planned** such as presentations to the eCooking CoP. A plan is identified for the **next steps** of this project.*	*The impact of this project on the transition to eCooking is **highly credible and strong evidence** of this is provided. There is **clear potential for further development and a route for development** has been identified with multiple dissemination activities planned such as presentations to the eCooking CoP etc. **A clear plan is identified for the next steps** of this project.*

6. Project Finances					
Give a Score of 0	*Give a Score of 2*	*Give a Score of 4*	*Give a Score of 6*	*Give a Score of 8*	*Give a Score of 10*
***The cost information provided is limited** or the project would **not provide value for money**. For instance, **very, high day rates that are unsuitable.** Number of days are low relative to other projects & overheads are unrealistically high.*	***The cost information provided is limited or lacking** in detail. The information does not represent value for money. **Day rates are higher than market rates.** Number of days are low relative to other projects. **The proportion of overheads, travel and other expenses are relatively high in comparison for the full project costs.***	***The cost information provided is limited**. A breakdown of costs is provided with some justification given. Staff costs are given but the **day rates are a little higher than market rates.** Number of days are low & overheads are high relative to other projects. Limited or no information is given on material and sub-contract costs. The project provides **limited value for money (VFM).***	***The cost information is given.** It demonstrates value for money and there is good breakdown of the information. **Staff costs are given and are appropriate.** Number of days demonstrates VFM. Some costings for materials and sub-contracting work is given **but not explained in sufficient detail.***	***The cost information given is good**. It **demonstrates value for money** and there is sufficient breakdown of the information. Staff costs are given and **reflect market value. Number of days demonstrates VFM. A clear explanation of other costs** including materials and sub-contracting work is given.*	***The cost information given is excellent and fully justified.** It **demonstrates value for money** and there is clear breakdown of the information. Staff costs are given and demonstrate value for money i.e. **staff rate is lower than market** value or the company is **offering some 'free time' which is credible**. Number of days demonstrates VFM. A **clear explanation of other costs** including materials and sub-contracting work is given. **In kind contribution is given.***

Appendix 8 – Seed Funding Application Form

Pika na Power Academy – Seed Funding

Application Form

Project Title

Click here to enter text.

Lead Company/ Organisation name

Click here to enter text.

Application code Internal use only.

The deadline for applications is **23:59 hours EAT on Sunday 23rd July 2023** and applications submitted after this date will not be assessed. Your completed Grant Application Form should be emailed to Daniel Gombe, IESR (dgnyandera@kplc.co.ke, copying gombedan@yahoo.com). For further assistance, please also direct your query to the email address above.

A. LEAD COMPANY/ ORGANISATION INFORMATION		
A.1	Full company/organisation name. *(If this application is successful, this is the name that will be used in publicity, unless an alternative name is clearly specified here)*	Click here to enter text.
A.2	Registered office address	Click here to enter text.
A.3	Company/ organisation KRA PIN number	Click here to enter text.
A.4	Is your company/ organisation start-up, micro, SME, large, academia? (Select from list)	Choose an item.
	Other (please specify)	Click here to enter text.
A.5	Is your company/ organisation a voluntary, community or social enterprise organisation?	Choose an item.
	Other (please specify)	Click here to enter text.
A.6	Name of your immediate parent company (if applicable)	Click here to enter text.
A.7	Are you collaborating with another company? If you answer Yes, please provide details in section C.	Choose an item.
A.8	Details of authority involved (e.g. local authority, energy suppliers etc.), if applicable (authority name, contact person, address and their involvement in the project)	Click here to enter text.

B. LEAD COMPANY/ ORGANISATION CONTACT		
B.1	Name	Click here to enter text.
B.2	Position	Click here to enter text.
B.3	Address	Click here to enter text.
B.4	Telephone number	Click here to enter text.
B.5	Mobile number	Click here to enter text.
B.6	E-mail address	Click here to enter text.

B.7	Finance contact (for providing financial documents)	Click here to enter text.
B.8	Finance contact's Telephone and email address	Click here to enter text.

C. PARTNER COMPANY/ ORGANISATION CONTACT		
C.1	Name 1	Click here to enter text.
C.2	Position 1	Click here to enter text.
C.3	Address 1	Click here to enter text.
C.4	Telephone number 1	Click here to enter text.
C.5	Mobile number 1	Click here to enter text.
C.6	E-mail address 1	Click here to enter text.
Please insert details for your second partner if applicable		
C.7	Name 2	Click here to enter text.
C.8	Position 2	Click here to enter text.
C.9	Address 2	Click here to enter text.
C.10	Telephone number 2	Click here to enter text.
C.11	Mobile number 2	Click here to enter text.
C.12	E-mail address 2	Click here to enter text.
Please insert details for your third partner if applicable		
C.13	Name 3	Click here to enter text.
C.14	Position 3	Click here to enter text.
C.15	Address 3	Click here to enter text.
C.16	Telephone number 3	Click here to enter text.
C.17	Mobile number 3	Click here to enter text.
C.18	E-mail address 3	Click here to enter text.
Please insert details for your fourth partner if applicable		
C.19	Name 3	Click here to enter text.
C.20	Position 3	Click here to enter text.
C.21	Address 3	Click here to enter text.

C.22	Telephone number 3	Click here to enter text.
C.23	Mobile number 3	Click here to enter text.
C.24	E-mail address 3	Click here to enter text.
If more than 4 partners, please copy and paste more rows below		

D. PROJECT PROPOSAL

PROJECT TITLE
Click here to enter text.

PUBLIC PROJECT SUMMARY
Please expand on your single sentence outline. This description will only be published if your project is funded. This text will not be assessed. Please ensure it is suitable for public disclosure as it may be shared with others. **Maximum words: 100**

Evaluation process

The following sections form the main body of the application and the assessment criteria relate to these.

During the evaluation **all six questions** will be reviewed by at least a further two expert assessors.

ASSESSMENT PROCESS **Applications will be assessed on all six questions by at least two expert assessors from partner organisations.**		
Questions	**Weighting factor**	**Maximum score**
7. The Challenge **What is the challenge being addressed by the proposed project?**	1	10
8. Innovation **How is your Application innovative?**	2	20
9. Collaboration **What measures are being taken to ensure the knowledge is retained in the project area?**	2	20
10. Project Management **What is your project plan to deliver the project? What are the relevant skills and expertise of the team?**	1	10
11. Impact and Further Development **How will the outcome from this research have a beneficial impact on the identified challenge?**	3	30
12. Project Finances **How much will the project cost to deliver and how will this be spent to**	1	10
TOTAL	**10**	**100**

In addition to these criteria, applicants must demonstrate an ability to communicate their ideas effectively by writing clearly and succinctly throughout.

Question 1: The Challenge

- What is the motivation for your project?
- What is the problem or challenge you are seeking to address?
- Why do you consider this to be a challenge and what wider benefits could your idea potentially have on the economy, society and environment.

You should not give full details of your innovation here, however, you should focus on why it is needed. Discuss what the possible unmet need or shortcoming is in the current practice.

Maximum score available: 10

Maximum words: 100

Question 2: Innovation

You should clearly describe your innovative solution that will address the challenge you have set out in question 1. Please include relevant diagrams or figures to clearly explain your concept (remember that the text in your diagrams and figures are not included in the word count). You should note what solutions currently exist and how your proposed innovation is different. Provide evidence of how or why your innovation solution is likely to work.

Maximum score available: 20
Maximum words: 100

Question 3: Collaboration

- Who will you collaborate with and how?
    - Which Pika na Power Academy participants are part of this proposal and how will you work together?
    - Which external organisations will you work with?
- How will you ensure that each consortium member has a meaningful contribution to the project?

Maximum score available: 20

Maximum words: 100

Question 4: Project Management and Team

What is your project plan to deliver the project? What are the relevant skills and expertise of the team?

Your answer should include:

- Aims and objectives.
- Skills and expertise of who will deliver the project.
- Clear deliverables.
- Timescales, with milestones (including deliverables).
- An assessment and analysis of the risks to the project and risk mitigation measures.
- Gantt Chart.

Maximum score available: 10

Maximum words: 200 plus Gantt Chart (*Please note that the wording used on Gantt chart and other charts are not included in the word count*).

Question 5: Impact and Further Development

How will the outcome from this research have a beneficial impact on the eCooking market in your local area?

Impact :-

- List the deliverables you expect to produce as part of this project to maximise the benefits from the results. A final report and a blog for the MECS and Pika na Power websites are expected as a minimum (please note if a report is confidential, a public version is also required).

Outcome :-

  - Should you obtain this funding, what are the next steps for developing this project? Please also include these deliverables in the timescale and milestones in question 3 above.
- If successful, how would you seek further funding to develop the outputs of this project?

Maximum score available: 30

Maximum words: 100

Question 6: Project Finances/Value for money

How much will the project cost to deliver and how will this be spent to ensure value for money?

Costings

Use this table to detail your costings for the project. List each person involved, along with their daily rate and number of days worked. Also include other costs, such as equipment, material and contracting.

Name of employee	***Daily rate (Ksh/day)**	**Company** (esp. if collaborating)	**Number of days per employee**	**Total budget Ksh (highlight field(s) and press F9 to calculate/ update grey cells)**	**Total budget (£) (highlight field(s) and press F9 to calculate/ update grey cells)**
				0	0
				0	0
				0	0
				0	0

	Consultancy costs (£)	0	0
	Material costs (£)	0	0
	Equipment cost (£)	0	0
	Laboratory/testing cost (£)	0	0
	Other expenses (£) (please specify)	0	0
(A)	**(B) Total cost (£) (highlight field and press F9 to calculate/ update grey cells)**	0	0
(C)	**(D) Total funding sought (£)**	0	0
	If the total project cost **(A)** is greater that the funding being sought **(B)** please explain how you plan to fund the difference.		

*** To include Full Economic Cost (FEC)/overhead charges/VAT**

Grants will be paid in instalments and upon final report approval.

Please explain the costs in the table above and describe how you plan to spend the Grant funding. Your answer should:

- Demonstrate value for money e.g. competitive day rates (vs benchmark), equipment, services used etc.
- Justify the costs, showing how they relate to the project plan, and how they reflect fair market value.
- Include sufficient relevant detail in the cost breakdown for the assessor to understand what the money will be spent on.
- Clearly explain the staff costs, using reasonable, fair market value rates.
- Explain any other costs, such as materials.
- List and justify any sub-contracting costs.
- Any submissions where the travel and associated expenses exceed one third of the total grant application will be considered as out of scope.

If you expect to pay VAT during the delivery of this project, (e.g. for consultancy/ sub-contracting charges, material costs and other expenses), and you are unable to recover VAT from KRA, you must ensure that the cost of this VAT payment is included in question 5 of your Grant Application Form and the justification for claiming VAT is noted in the box below.

Maximum score available: 10
Maximum words: 100

H. Final Check List before application submission	
Having examined the Guidance Document, I hereby submit our application on the full understanding that any resulting Grant Offer shall be subject to the provisions of the Funding Agreement and I accept these terms and conditions.	
Name:	Click here to enter text.
Company:	Click here to enter text.
Position:	Click here to enter text.
Signature:	
Date:	Click here to enter text.