

FUNDING PROPOSAL

Project Name: CLC Kenya Headquarters and Writers Retreat Centre

Phase: One

Project Location: Oltepesi, Kajiado

Applicant's Address: P.O Box 8289 00100, Nairobi
Muvaa Grove, off Ngong Road
Nairobi. Kenya

Contact Person: Dr. Muthoni Omukhango
National Director, CLC Kenya
Convener, ACABA

Contact Number: +254720817962

Email: muthoni.mercy@kenyaclc.org

Project Duration: 12 months

Project Budget: Kes 10,000,000 (\$75,000)

Amount Requested: Kes 9,298,000 (\$69,800)

CLC Contribution: Kes 702,000 (\$5,200)

INTRODUCTION

CLC Kenya is a missions organization dedicated to promoting literature, fostering creativity, and supporting writers in Kenya and Africa at large. As part of our mission to use Christian literature to impact lives for God and provide resources for writers, we are seeking support for the construction of offices for our publishing house and a Writer's Retreat Centre.

Background

CLC Kenya has been actively engaged in the Christian book ministry since 2007, providing platforms for Christian writers to showcase their work, hosting literary events, and offering workshops and mentorship programs. Through our efforts, we have witnessed the growth and talent of over 1,000 African writers across various genres.

Project Overview

The proposed offices and Writer's Retreat Centre will serve as a hub for writers, providing them with a conducive environment to hone their craft, exchange ideas, and collaborate with fellow writers. The facility will include:

Phase One:

Acquisition of Land: The acquisition of land for our project entails the procurement of approximately 4.6 acres of land. This land parcel is identified as the optimal location for our project's development, offering strategic advantages and meeting the requirements outlined in our project plan.

Fencing: The scope of work encompasses the comprehensive fencing of a land parcel measuring approximately 4.6 acres. This fencing initiative aims to establish secure boundaries around the designated area, ensuring safety, privacy, and delineation of property lines.

Offices for Publishing House: The property will also host CLC Kenya/ACABA's headquarters, including the publishing department. Dedicated office space equipped with the necessary infrastructure to support our publishing and printing activities. This includes editorial offices, design studios, Print-On-demand facility, meeting rooms, and a bookstore showcasing works published by CLC Kenya.

Phase Two:

Staff Quarters: The CLC property will have staff houses for our missionaries to live in to make sure our missionaries have a comfortable and nice place to rest and get ready for their important work. They will have all the modern stuff you need and will be designed well. This shows that we care a lot about our missionaries and want them to be happy and able to work well. By giving them good houses right where they work, we hope they will feel like they are part of a big team and can focus on their work without any worries.

Phase Three:

Writer's Retreat Centre: A serene and inspiring space where writers can immerse themselves in their work free from distractions. The retreat centre will offer comfortable accommodations, quiet workspaces, communal areas for networking and brainstorming, and access to literary resources.

Nestled in the serene and remote landscapes of Kajiado, CLC Kenya's Writers Retreat Centre will provide a haven for creative minds seeking solitude and inspiration. This tranquil haven is designed to foster creativity, offering a perfect escape from the hustle and bustle of urban life.

Surrounded by the natural beauty of Kajiado, 65kms from Kenya's capital city, Nairobi, the Writers Retreat Centre is strategically located in a quiet and remote area, ensuring a peaceful and distraction-free environment for writers.

The landscape is characterized by rolling hills, vast open spaces, and the soothing sounds of nature, creating an atmosphere conducive to deep thought and introspection. In its final phase, the retreat centre will also be open for Churches and ministries to host their events. A well-designed chapel or meeting hall will provide a setting for religious services, seminars, and communal gatherings. The space will be equipped with audio-visual technology to support presentations and worship activities.

The vision is to enable more Christian writers to write and publish their books in order to increase availability and accessibility of Christian literature, so that people will come to faith and maturity in Jesus Christ.

Project Justification

The construction of CLC offices and the Writer's Retreat Centre aligns with CLC Kenya's commitment to supporting writers at every stage of their journey. By providing a dedicated space for writers to work and collaborate, we aim to:

1. Foster creativity and innovation within the literary community in Africa
2. Facilitate the development of aspiring writers by providing access to mentorship and resources
3. Strengthen the local publishing industry by offering a platform for emerging voices to be heard
4. Promote cultural exchange, dialogue and advancing the Gospel through literature

Project Deliverables

The project will result in the creation of two office blocks comprising the following spaces: one Print-on-Demand area, one Media space, one Bookshop area, one Kitchen facility, five individual office spaces, and three bathrooms.

Direct Beneficiaries:

African Christian writers in Kenya and across the continent are the primary beneficiaries of this project. Their literary endeavours will be significantly advanced through the publishing and authorship initiatives led by CLC Kenya. Since 2015, our efforts have positively impacted 1,000 authors from 16 countries across Anglophone Africa.

Children and teenagers throughout Africa who are engaged with Mama Africa Book Box (MABB) are also direct beneficiaries of the project. The MABB initiative fosters participation in reading, writing, publishing, and the dissemination of Christian literature, empowering them to make a lasting impact on their generation.

Indirect Beneficiaries:

The Maasai community will also benefit indirectly from this project. They will provide crucial support services for the headquarters' operations, contributing to the sustainability and success of the project.

Project Budget

The total budget for the phase one construction of CLC offices, first staff quarters and the Writer's Retreat Centre is estimated at Kes 10,000,000 (\$75,000).

This includes costs for land acquisition, fencing & construction materials, and labour. A detailed budget is appended in page 9.

Project Sustainability

Following the initial establishment of the office setup, the project is poised for long-term sustainability through strategic financial management and revenue generation avenues.

Cost Savings Reinvestment:

Upon completion of the initial office setup, significant savings on establishment costs are anticipated at Kes 660,000 per annum. These savings will be prudently reinvested towards implementing phase two of the project in subsequent years.

By reinvesting cost savings into further development phases, the project can continue to expand and evolve, meeting the growing needs of its beneficiaries and stakeholders.

Revenue Generation:

The project will leverage revenue streams generated from publishing, print-on-demand services, and bookselling activities.

Revenues generated from these operations will be earmarked for further investments in project sustainability, including infrastructure enhancements and improvements.

Through a sustainable business model, the project aims to achieve financial self-sufficiency and reduce reliance on external funding sources over time.

Diversification and Growth:

To ensure long-term viability, the project will explore opportunities for diversification and expansion within the publishing and media industry.

This may include the introduction of new product lines, expansion into emerging markets, or strategic partnerships with other organizations to broaden its reach and impact.

By continuously adapting to market dynamics and exploring innovative revenue streams, the project can sustain its operations and contribute positively to the community and the publishing ecosystem.

Community Engagement and Partnerships:

Engaging with the local community and fostering partnerships with relevant stakeholders will be integral to the project's sustainability efforts.

Collaborative initiatives with community organizations, educational institutions, and governmental agencies can enhance the project's visibility, credibility, and access to resources.

By actively involving the community in project activities and leveraging their expertise and support, the project can strengthen its foundation and create lasting social and economic benefits.

Monitoring and Evaluation

The primary objective of the monitoring and evaluation (M&E) plan is to ensure the effective implementation of the construction project, assess progress against predetermined benchmarks, and identify areas for improvement.

Key Components:

a. Progress Tracking:

Regular site visits and inspections will be conducted to monitor construction progress.

A project timeline will be established, with milestones and deadlines for key construction phases.

Progress reports will be generated to track achievements and identify any delays or deviations from the schedule.

b. Quality Assurance:

Quality checks will be performed at various stages of construction to ensure compliance with design specifications, building codes, and industry standards.

Inspections will focus on structural integrity, safety measures, material quality, and workmanship.

Any deficiencies or deviations will be promptly addressed to maintain construction quality and integrity.

c. Budget and Expenditure Monitoring:

Financial records will be maintained to track project expenditures against the allocated budget.

Regular budget reviews will be conducted to identify any variances or cost overruns.

Cost-saving measures and adjustments may be implemented as necessary to optimize project finances.

d. Stakeholder Engagement:

Regular communication channels will be established with project stakeholders, including CLC Board, contractors, and relevant authorities.

Feedback mechanisms will be put in place to address concerns, solicit input, and foster transparency and accountability.

Stakeholder meetings or progress reviews will be scheduled to discuss project updates and address any issues or challenges.

Evaluation Methods:

a. Performance Indicators:

Key performance indicators (KPIs) will be identified to measure progress and effectiveness in various aspects of the construction project.

KPIs will include completion milestones, adherence to budget and schedule, construction quality ratings, and stakeholder satisfaction levels.

b. Data Collection:

Data will be collected through onsite inspections, progress reports, financial records, and stakeholder feedback mechanisms.

Quantitative data, such as construction timelines and budget expenditures, will be supplemented with qualitative insights gathered from stakeholder interactions and observations.

c. Analysis and Reporting:

Data collected will be analysed to assess project performance and identify trends, patterns, and areas for improvement.

Regular progress reports will be prepared to communicate findings and recommendations to project stakeholders.

Evaluation reports will provide insights into project achievements, challenges encountered, lessons learned, and recommendations for future projects.

Continuous Improvement:

Feedback from monitoring and evaluation activities will be used to inform decision-making and drive continuous improvement initiatives.

Lessons learned will be documented and shared to enhance organizational knowledge and capacity for future construction projects.

Adjustments to project plans, strategies, and processes will be made based on evaluation findings to optimize project outcomes and maximize impact.

By implementing a robust monitoring and evaluation plan, the construction project will be effectively managed, quality assured, and optimized for success, ensuring the delivery of a high-quality facility that meets the needs of its stakeholders and beneficiaries.

Conclusion

In conclusion, the construction of CLC offices and the Writer's Retreat Centre represents a significant investment in the future of literature in Kenya and Africa at large. We believe that with your support, we can create a vibrant and sustainable ecosystem for writers to thrive.

We welcome the opportunity to discuss this proposal further and explore potential partnerships. Thank you for considering our request.

Sincerely,



Dr. Muthoni Omukhango

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Appendix 1: Scope of Work and Budget Allocations

Phase One: Budget Kes 10,000,000 (\$75,000)

1. Acquisition of Land Kes 3,000,000
2. Fencing of 4.6 Acres Kes 900,000
3. CLC Offices: 30x30ft and 40x40ft Kes 6,200,000

1. Acquisition of Land Kes 3,000,000

The acquisition of land for our project entails the procurement of approximately 4.6 acres of land at a cost of Kes 3,000,000. This land parcel is identified as the optimal location for our project's development, offering strategic advantages and meeting the requirements outlined in our project plan.

Key Details:

Land Size: Approximately 4.6 acres

Cost: Kes 3,000,000

Rationale for Selection:

The selection of this land parcel was made after careful consideration of various factors, including proximity to proposed key infrastructure, accessibility, zoning regulations, and suitability for our project's intended use. Additionally, the negotiated price aligns with our budgetary constraints while providing ample space to accommodate our project's requirements and future expansion needs.

Benefits of Acquisition:

Strategic Location: The chosen land parcel offers an ideal location for our project, ensuring convenient access for stakeholders and optimizing operational efficiency.

Adequate Space: With approximately 4.6 acres of land, we have enough room to implement our project plans and incorporate necessary facilities and amenities.

Cost-Effectiveness: The negotiated price of Kes 3,000,000 represents a favourable investment considering the size and potential of the land parcel for our project's success.

Compliance with Requirements: The selected land meets all relevant zoning and regulatory requirements, mitigating potential delays or complications during the development process.

Future Growth Potential: The acquired land provides opportunities for future expansion and development, allowing us to adapt to changing needs and scale our operations accordingly.

Next Steps:

Upon approval of this land acquisition proposal, we will proceed with the necessary legal and administrative processes to finalize the transaction. This includes conducting due diligence, preparing and executing legal documents, and completing any required regulatory filings. Additionally, we will commence planning for the development and utilization of the acquired land in alignment with our project objectives and timeline.

Conclusion:

The acquisition of 4.6 acres of land for Kes 3,000,000 represents a strategic investment in the success and sustainability of our project. We are confident that this land parcel will serve as a solid foundation for our future endeavours, enabling us to realize our goals and create value for our stakeholders.

2. Fencing of 4.6 Acres Kes 900,000

The scope of work encompasses the comprehensive fencing of a land parcel measuring approximately 4.6 acres. This fencing initiative aims to establish secure boundaries around the designated area, ensuring safety, privacy, and delineation of property lines.

Key Details:

Survey and Marking:

- Conduct a detailed land survey to accurately demarcate the perimeter of the 4.6-acre area.
- Mark boundary points and establish reference markers for precise alignment during fencing installation.

Material Procurement:

- Source high-quality fencing materials suitable for the intended purpose and environmental conditions.
- Procure fencing panels, posts, gates, and any additional components necessary for the fencing project.

Site Preparation:

- Clear vegetation and debris along the perimeter of the designated area to facilitate fence installation.
- Ensure compliance with local regulations and obtain necessary permits for land modification as required.

Fencing Installation:

- Erect fencing panels along the perimeter, adhering to the established boundary lines and survey markers.
- Secure fencing panels to sturdy posts using appropriate fasteners and construction techniques.
- Install gates at designated entry points, incorporating locking mechanisms for controlled access.

Reinforcement and Stability:

- Strengthen fencing integrity by reinforcing corner posts and gate structures to withstand external forces.
- Implement measures to prevent unauthorized access or tampering with the fencing system.

Finishing Touches:

- Apply protective coatings or treatments to enhance durability and longevity of the fencing materials.
- Conduct thorough inspections to ensure proper alignment, tension, and functionality of the entire fencing system.

Signage and Identification:

- Install signage indicating property boundaries, ownership information, and any relevant warnings or notices.
- Incorporate reflective markers or visibility aids to enhance visibility of the fence, particularly in low-light conditions.

Maintenance Guidelines:

- Provide guidelines for ongoing maintenance and inspection of the fencing system to ensure optimal performance and longevity.
- Offer recommendations for addressing common issues such as rust, corrosion, or damage to fencing components.

Conclusion:

The fencing of 4.6 acres represents a crucial step in securing and safeguarding the designated land parcel. Through meticulous planning, quality craftsmanship, and adherence to best practices, we aim to get a robust and aesthetically pleasing fencing solution that meets our requirements and enhances the overall value of the property.

3. CLC Offices: 30x30ft and 40x40ft Kes 6,200,000

The scope of work entails the construction of an office space for the CLC Offices comprising (i) 30ft by 30ft and (ii) 40ft by 40ft open-plan area designated for a printing facility and media space. Additionally, the project includes the construction of a 40ft by 10ft porch adjacent to the main office space.

Key Tasks:

Site Preparation:

- Clearing and levelling of the designated area for construction.
- Ensuring compliance with local building codes and regulations.

Foundation Construction:

- Excavation and laying of foundation footings.
- Installation of foundation reinforcement as per structural specifications.
- Pouring and curing of concrete foundation.

Structural Framing:

- Erection of structural framework to accommodate the office space dimensions.
- Installation of load-bearing walls and columns as required.
- Integration of appropriate structural supports for the open-plan layout.

Roofing and Enclosure:

- Installation of roofing materials compatible with local climate conditions.
- Construction of exterior walls and partitions to enclose the office space.
- Incorporation of windows and doors for ventilation and access.

Interior Finishing:

- Application of interior finishes such as drywall, paint, and flooring.
- Installation of electrical, plumbing, and HVAC systems as per design specifications.
- Integration of specialized infrastructure for the printing facility and media space.

Porch Construction:

- Construction of a 40ft by 10ft porch adjoining the main office area.
- Installation of appropriate roofing and flooring materials for the porch space.
- Integration of railings or other safety features as required.

Quality Assurance and Compliance:

- Regular inspection of construction activities to ensure adherence to quality standards.
- Compliance with safety protocols to maintain a secure working environment.
- Documentation of construction progress and adherence to project timeline.

Conclusion:

The scope of work outlined above aims to deliver a functional and aesthetically pleasing office space for the CLC offices, tailored to meet the specific requirements of housing a printing facility and media space, while also providing an inviting porch area for outdoor activities.

Appendix 2: Surveyor's Report

Page Three

Part B: Details and Confirmation by the Surveyor

Draw or Attach Plot (s) Layout as Surveyed on Site - Plotted to Scale

NANCY W. MWANGI
LICENSED LAND SURVEYOR
P.O. Box 9411 - 00200
NAIROBI

Scale 1:5,000

I certify that all the work performed in the field and in the office has been carried out by myself / under my personal supervision and I take full responsibility for all work so performed.

Nancy W. Mwangi
Licensed Surveyor

1. I confirm that the plotting above contains the actual measurements recorded at the time of observation in the field and certify that all the work performed in the field and in the office has been carried out by myself / under my personal supervision and I take full responsibility for all work so performed.

Name & Registration No. of the Surveyor: **NANCY W. MWANGI**

Signature: *[Signature]* Official Stamp: **NANCY W. MWANGI
LICENSED LAND SURVEYOR
P.O. Box 9411 - 00200
NAIROBI**

Date:

2. The Proprietor (s) confirms having been shown the boundary extent of the resultant parcel (s)

Name & ID of Proprietor (s) / Representative or Authorized Agent: **TERESA MELI 10217946758**

Signature / Thumb Print: *[Signature]* Date: