📝 Meeting Summary – TTGD Kenya (P359) – Siaya Project

Date: June 4, 2025
Platform: Zoom
Participants: Francis, David Winter, Tahira (indirect input)

🧭 Purpose

This meeting focused on preparing and organizing the grant application for the TTGD Kenya Siaya project under the PHC framework. It followed initial submission attempts and clarified immediate next steps for editing, documentation, and financial alignment.

✅ Key Discussion Points

- **Document Format:** The existing grant application form is currently in PDF. David will provide a Word version to allow Francis to update it directly.
- **Content Ownership:** Francis will input accurate local details into the form, including updated contact information and clearer project scope definition.
- **Budget Review:** Financial figures need to be reworked to match the grant limits. Revised estimates are expected within 24 hours for incorporation.
- **Documentation Alignment:** Existing drafts and historical documents are currently stored in a shared Google Drive. These will be reviewed and integrated into the PHC Port structure.
- **PHC Service Role:** David will produce a formal SCALPED analysis and a project summary that can be used for both internal tracking and external presentation.
- **Covering Letter:** A joint effort between David and Tahira will shape the introductory letter accompanying the grant application.

📌 Immediate Actions

- David to supply the editable Word version of the grant form.
- Francis to update and refine application text, with focus on local context and clarity.
- Revised financials to be submitted by Francis **by June 5, 2025**.
- David to generate summary and SCALPED tracker post-meeting.
- Integration of PHC documentation and Google Drive materials to begin this week.

🔄 Ongoing Coordination

- WhatsApp and shared document access will remain key tools for fast iteration.
- Once Francis updates the form, further reviews will be conducted to finalize the submission package.