

Request form Gered Gereedschap

Projectnr: (to be filled in by Gered Gereedschap)

Please complete all the questions in this form to the best of your ability. Even if you find a question difficult please try to answer it. Always answer honestly. Some questions give you a limited number of characters in which to answer. A character is a number, letter, punctuation mark or space. When the form refers to your project, this is the specific thing you need tools for, not the organisation as a whole. If you have any questions, please contact us. Good luck!

1. Contact details

Name of the organisation:

Name of the contact person:

Role of the contact person:

Postal address:

Visiting / office address:

Phone number(s):

Fax number:

E-mail:

Website:

Facebook:

Twitter:

Skype account:

2. The project

2.1 The requested tools are going to be used for:

- educational purposes
- employment purposes
- entrepreneurship purposes

- 2.2 Give a short description of your project. Make clear what makes this project unique and convince Gered Gereedschap why we should support your project by providing you with tools. (max 1500 characters)
- 2.3 How does this project help people be self-reliant? (max 500 characters)
- 2.4 How many people a year will benefit from this project?
- 2.5 What is the duration of the project?
1 year
- 2.6 Who are the direct beneficiaries of your project? Are they students? Are they male or female (if so, how many of each)? What is the age of the target group? What is the socio-economic position of the target group (are they poor or educated)? Are there people with special needs involved (physical or learning difficulties)? (max 500 characters)
- 2.7 Where does the project take place? Does your organisation own, rent or borrow this venue? (max 500 characters) Please send pictures of the building / classrooms / workshop together with this form. **Without pictures we can't take this request in consideration.**
- 2.8 If you request tools for educational purposes please tell us about the curriculum content. (max 500 characters)

Please send us a copy of the education/training plan or curriculum outline.

				Certificate Formal	
		Female Male	hours	Examination: Written exam Certificate Formal	
		Female Male	hours	Examination: Written exam Certificate Formal	
		Female Male	hours	Examination: Written exam Certificate Formal	

2.10 Give the name of the teachers and give information about their qualifications.

Course title	Names of the teachers	Number of male and female teachers	Their qualifications. (The educational background and/or working experience of the teachers)
		Female Male	
		Female Male	
		Female Male	
		Female Male	
		Female Male	

	Male	Male	Male	Male	Male	Male
	Female Male	Female Male	Female Male	Female Male	Female Male	Female Male
	Female Male	Female Male	Female Male	Female Male	Female Male	Female Male
	Female Male	Female Male	Female Male	Female Male	Female Male	Female Male

2.12 How does your organisation give active support to students after they finish their course(s)? (max 500 characters)

2.13 If your project has an employment or entrepreneurial purpose, please also send us a project plan with your financial forecast, timeline and a clear description of the expected results. The maximum length of the plan should be 5 A4.

3. Organisation

3.1 What was the date your organisation was established?

3.2 What are the goals of your organisation?

3.3 What is the legal status of your organisation? [Non-governmental Organisation](#)

3.4 What is the registration number and registration authority?

Send a copy of the certificate of registration together with this form. Without certificate of registration we can't take this request in consideration.

3.5 **Please send a copy of the management structure of your organisation together with this form.**

3.5 What are your organisation's activities? (max 350 characters)

3.6 What tangible results have been achieved by your organisation in the last 3 years? (max 350 characters)

3.7 What is your organisation's geographical coverage? (local, regional, national) (Max 200 characters)

Organisational Budget

3.8 How does the organisation finance its activities? Give an overview of the current year:

Income

Source	Description	Total (in local currency)	Total (in Euro)
Proceeds from production (sales)	What is produced? In what volumes?		
School fees	What are the annual fees per person?		
Membership fees	What is the annual fee per person?		
Government funding	Which authority and for what purpose?		
Local fundraising	Specify the local donors or fundraising activities		
International donations	Give names and contact details of International donors		
Others	Specify		
Total income per year			

Expenditure

Purpose	Description	Total (in local currency)	Total (in Euro)
Salary of the teachers/trainers	Number of teachers		
Salary of the Director	Specify		
Salary of the other staff members	Number staff members		
Housing	Specify		
Utilities	Specify the utilities you use		
Maintenance	Specify		
Teaching materials	Specify		
Others	Specify		
Total expenditure per year			

- 3.2 Does the organisation have an accounting system (auditing and reporting)?
yes
If yes, send us the audit report of the least year together with this form.

4. Network and references

- 4.1 Give the name, contact address and e-mail of three local or international references that can give additional information about your organisation and their organisation's relationship with your organisation. We prefer references from other organisations.

Reference 1

Organisation name:

Contact name:

Position / role of contact person:

Relationship to your organisation:

Address:

Email address:

Website:

Telephone number:

Reference 2

Organisation name:

Contact name:

Position / role of contact person:

Relationship to your organisation:

Address:

Email address:

Website:

Telephone number:

Reference 3

Organisation name:

Contact name:

Position / role of contact person:

Relationship to your organisation:

Address:

Email address:

Website:

Telephone number:

- 4.2 Give the name, and e-mail of any network organisations or umbrella organisations your organisation is affiliated with?

Organisation1:

Organisation name:

Contact name:

Email address:

Website:

Their objective;

Relationship to your organisation:

Organisation2:

Organisation name:

Contact name:

Email address:

Website:

Their objective;

Relationship to your organisation:

Organisation1:

Organisation name:

Contact name:

Email address:

Website:

Their objective;

Relationship to your organisation:

- 4.3 Give the name, and e-mail of three of your students/clients who have benefitted from your organisation's work:

Student/client 1:

Name:

Email address:

Student/client 2:

Name:

Email address:

Student/client 1:

Name:

Email address:

5. Tools

5.1 How many equipped classrooms/workrooms does your organisation have per subject?

Shoe maker

Carpenter

Mason

Electrician

Plumber

Car mechanic

Metal worker

5.2 How many sewing machines does your organisation own?

Hand sewing machine

Treadle sewing machine

Electric sewing machine

5.3 Please enter in the tables below which tools you are applying for. Keep in mind that custom made sets may take more time than standard sets. Each set represents a number of points (how bigger and more valuable the set, how more points), you can apply for tools with a maximum of 100 points. For example:

6 x Classroom Carpenter sets (15 points each) = 90 points

1 x Classroom Metal Worker set (6 points each) = 6 points

2 x Individual Motor Vehicle Maintenance sets (2 points each) = 4 points

Total = 100 points

Another example might be:

4 x Classroom Plumber sets (6 points each) = 24 points

1 x Classroom Shoe maker set (6 points each) = 6 points

3 x Individual Sewing Machine foot (14 points each) = 42 points

4 x Individual Carpenter sets (2 points each) = 8 points

10 x Individual Metal Worker sets (2 points each) = 20 points

Total = 100 points

Standard classroom/workshop sets for 10 persons
(see for details FORM-007-en-StandardSets-20131110.xlsx)

Points	Description	Requested number of classroom/workshop sets
6	Shoe maker	
15	Carpenter	
6	Mason	
6	Electrical Installation	
6	Plumber	
6	Motor Vehicle Maintenance	
6	Metal worker	

Individual standard sets for 1 person
(see for details FORM-008-en-PersonalStandardSets-20131110.xlsx)

Points	Description	Requested number of individual sets
2	Car mechanic	
2	Carpenter	
2	Mason	
2	Metal worker	
2	Sewing machine – hand	
12	Sewing machine – foot	
2	Sewing machine – electric	
1	Typewriter	
1	Typewriter electric	

Request for non-standard tools (please specify as precisely as possible)		
Points	Tools	Number
5		
5		
5		
5		
5		
5		
5		
5		
5		
5		
5		

Please note that electric tools work with 220-230 volts. Therefore check local voltage and phase.

5.4 Who will be the legal owner of the tools?

5.5 Where will the tools be stored? What measures will be taken to ensure the tools are secured and well maintained?

6. Transport and Customs Clearing

In order for us to be able to process your application you MUST complete this section in detail. If you do not we may have to reject your application.

Stichting Gered Gereedschap only pays for tools to be packed and shipped to the nearest harbour to you, or in the case of landlocked countries to the nearest big city to you. It is very important that you find out what the following charges are because your organisation will be required to pay them:

- Customs charges
- Storage of tools at port
- Clearance charges and the cost of transporting the tools from the nearest harbour (or big city for landlocked countries) to your organisation

You should find out about these costs by contacting local customs authorities, clearance agents or other organisations that have experience in importing donated goods from abroad.

- 6.1 Does your organisation have experience in clearing donated goods from customs? Please explain.
- 6.2 Which harbour / seaport is nearest to the location of your organisation? For landlocked countries (without a direct sea link): which is the nearest large town/city in your own country and which is the nearest harbour abroad?
- 6.3 Is your organisation exempt from custom duties? Do you have a certificate proving this? Please include a copy if so. If you do not have a certificate please explain how you received this exemption or how you will be able to obtain one.
- 6.4 If you do not have an exemption and are not able to get one in the future how will you get the donation of tools through customs? What costs will be involved and will you be able to pay for these costs and how will you raise the funds? If there are costs involved please specify the amount if possible in US \$ or Euros Please also consider possible unofficial tariffs!
- 6.5 How will you arrange for the transport from the harbour to the final destination? What will be the cost of this transport and will you be able to pay for these costs? Please specify the amount if possible in US \$ or Euros.
- 6.6 Please give the exact name and address that should be on the packing lists, gift certificate, bill of landing, and on the transport boxes. If this address is different from the address mentioned in question 1, please give a detailed explanation about why it is different. Also explain whether or not the name of the contact person should or should not be mentioned in all documents and on the transport boxes.

7. Additional information

In addition to this application form, please send us the following. **Without these documents we can't take your request into consideration.**

- Copy of official registration document
- Copy of most recent annual report
- Copy of the management structure
- Copy of the exemption of import duties documents
- Photographs or films of the organisation / activities and a note about what the photographs or films show

- Photographs of your classrooms or workshop
- Education/training plan or curriculum outline

If you also send the following documents your request has more chance of success.

- Copy of audit report of the least year
- Any information leaflets or brochures about the organisation
- Any other documents that can support your application
- If your project has an employment or entrepreneurial purpose, please sent together with this form, a project plan with financial forecast, time planning and a clear description of the expected results. The maximum length of the plan is 5 A4 in font Arial, size 11.

8. **Signature**

I declare that the information I have provided in this application form is true and correct. I also commit to report back to Gered Gereedschap at least twice a year in writing and with photograph evidence about the development and results of the project upon my application being successful.

- I agree
- Name
Date

Return address:

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1001 AN Amsterdam

The Netherlands

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