

1. Contact details

- Name of the organisation:
- Name and role of contact person:
- Postal Address (& country):
- Visiting Address:
- Country:
- Phone number(s):
- E-mail:
- Website/ social network (Facebook, Skype):

Why are we asking you all these questions? We receive many applications, and we cannot meet all the demand. To help us decide which projects to support we need to know as much about you and your plans as possible. It is nine (9) questions in total, only fully completed questionnaires will be screened.

2. Organisation

- 2.1 What is the **year and date** of the founding of your organisation?
 What is the **legal status** of your organisation?
 Attach copy of official **registration document (obligatory)**

2.1.1. Please describe your **target groups**:

Please add: Photographs of activities/website/newsletter and/or Information leaflet about the organisation

2.2 What are the **organisation's activities**?

State which activities and whether these activities are: Finished, on-going or planned in the future:

Activity	Finished	Today	Want to start

2.3 What tangible **results** have been achieved by your organisation?

2.4 What is the organisations **geographical coverage**? (local, regional)

- 2.5 What is the **management structure** of your organisation?
- 2.6 How many **paid Staff** does your organisation employ at present?
- 2.7 How many **volunteers** work in your organisation at present?

3. Organisational Budget

3.1 How does the organisation **finance its activities**? Please state an overview in the following way: define the activities in the column of description and in the column of total the amounts your organisation has as income from different activities.

Source	Description	Total amount (in local currency)	Total amount (in Euro's)
Earnings from production	What is produced? In what volumes?		€
School fees	What is the annual fee income for your school?		€
Membership fee	What is the annual fee income for your organisation?		€
Government/ funding	Which authority: For which activity:		€
Local fundraising	Specify the local donors: For which activity:		€
Local fundraising	Fundraising activities: For which activity:		€

International donation/gift	Give names and contact details of International donor: For which activity:		€
Others	Specify:		€
Total income per year			€
Total expenditure per year			€

3.2 Please attach a copy of the organizations **Financial Report or Financial record** over the last year. **(obligatory)**

4. Network and references

4.1 Give the **name, contact address and e-mail addresses of 3** local or international (preferably at least one international) references that can give additional information about your organisation and **mention the relationship** of their organisation with yours. Give references from **not related** persons and organisations.

Name	Name of organisation	e-mail	relationship	Telephone number

4.2 Is your organisation **affiliated to** a (non-governmental) **network** organisation or umbrella organisation? Or do you **co-operate** with any other organisation? (Give name, address and aims of this organisation) Please elaborate your answer.

4.3 Do you **apply for tools at any other Organisation**?
If yes, please mention which Organisation

4.4 Did you **receive tools from another Organisation**?
If yes, please mention which Organisation

4.5 How or from whom did you get our address?

5. Project

5.1 For **which type of project** do you request tools? (More than one option is possible) put an X in front of the option!

- 0 Formal education (formal educations means when that the education is registered by the ministry of education)

- 0 Non formal education
- 0 On the job training (in-company)
- 0 Other namely:

Please add Copy of official registration document

5.2 **Participants** of your project (this is the project for which you are now asking machines and tools from Tools4Change)

Please fill out the table below regarding the **participants of your project**

All participants	Total number
Younger than 18	
Older than 18	
Total number of participants	

How many of them are Men	Total number
and Younger than 18	
and Older than 18	
Total number of men that participate	

How many of them are Women	Total number
and Younger than 18	
and Older than 18	
Total number of women that participate	

How many of the participants are orphan?	Total number
and are Younger than 18	
and are Older than 18	
Total number of orphans that participate	

How many of the participants have special needs	Total number
and are Younger than 18	
and are Older than 18	
Total number of people with special needs that participate	

5.3 Please give information about each course.

Name of Training	Numbers of students	Duration of the training	Type of examination and/or certificate	Numbers of teacher per training

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

5.4 In which **place, region** does the project take place?

- Is that a rural or an urban environment?
- Do you have buildings, owned by the project, or are you renting?
- **Please send photos, photos are essential for approval of the project!**

5.5 What will be the **impact** of the project (the result for the beneficiaries)? Please elaborate your answer

5.6 How many students have **completed the training** and what are their current activities? Please answer the following questions:

- Number of students that completed a training in the last five years.
- After the training what are their activities? Employed? Where? started their own business?
- Will the training contribute to improve the working and living position of the students/trainees? If yes, how?

6. Tools

6.1 What **types and quantities of tools** does the project already **own**? Please specify per course

6.2 **How** and when have these tools been acquired?

6.3 The requested tools are **going to be used for**:

- 0 educational purposes
- 0 employment purposes
- 0 entrepreneurship purposes

6.4 **Which tools are you applying for?** Give a detailed list of requested tools in the following way:

Name of training:	Numbers of participants/students per training:	Type of tool(s):	Amount requested tools:	Specifications: like size; voltage; brand etc.

6.5 What type of power/energy source is available for the tools? What phase and voltage?

6.6 Who will be the legal owner of the tools?

6.6 Which safety measures have you taken for the storage and maintenance of the tools

7. Transports and Custom Clearing

This question is of utmost importance when screening your request!

Tools4change only pays for tools to be packed and shipped to the nearest harbour of your project, or in the case of landlocked countries to the nearest big city. It is very important that you find out what the following charges are because **your organisation will be required to pay:**

- **Customs charges**
- **Storage of tools at port, if needed**
- **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.

7. 1 Does your organisation has **experience in clearing** donated goods from customs? If yes, please explain your experience.

7.2 Does your organisation possess **an exemption of custom duties**? Please explain how you received this exemption or how you will be able to obtain one.

7.3 **How will you handle the custom clearing of donation of tools?** will you be able to pay for these costs? Please also consider possible unofficial or special tariffs for projects like yours!

7.4 **How will you arrange the transport from the harbour** or in the case of landlocked countries from the nearest big city to the destination? will you be able to pay for these costs?

7.5 **Please give the exact name and address that should be mentioned on the invoice, gift certificate, bill of lading and on the transport boxes.** Give a detailed explanation when this address is different from the address mentioned in question 1. And: explain clearly whether or not, the name of the contact person should or should not be mentioned in all documents and on the transport boxes.

8. Additional information

In addition to this tool application form, please enclose as many of the following documents as possible! **Photos are of importance when we screen your request! Photo's which show your activities and can be used on social media.** (The ideal size is 1,200 pixels wide by 675 pixels tall (or an aspect ratio of 16:9). The minimum size is 600 pixels wide by 335 pixels)

- 0 Copy of official registration document
- 0 Copy of most recent annual report

- 0 Copy of the exemption of import duties documents
- 0 Photographs of the organisation/activities/website/newsletter
- 0 Information leaflet about the organisation
- 0 Others, namely....

9. Signature

I declare that the information I have provided in this application form is true and correct. I also agree on the arrangement that my organisation will be required to pay the following costs regarding:

- 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

I also commit to report back to Tools4change 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: Yes/No

(type name of responsible person)

Return address:

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