

**1. Contact details**

Name of the organisation:  
 Name and role of contact person:  
 Postal Address:  
 Visiting Address:  
 Phone number(s):  
 E-mail:  
 Website/ social network (facebook, skype):

**2. Organisation**

- 2.1 What is the year and date of the founding of your organisation?  
 2.1.1. What are the target groups you are working with? age, male/female, disabled, special needs, orphans etc?

No	male	female	disabled	Special needs	orphans
Younger >18					
Older < 18					

- 2.1 What is the legal status of your organisation? Registration number and registration authority, attach a copy  
 2.2 What are the organisation’s activities? State whether the activities are past, new, on-going or planned:

	past	on-going	new	planned
activity				

- 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?

**3. Organisational Budget**

- 3.1 How does the organisation finance its activities? Please state an overview in the following way:

Source	Description	Total (in local currency)	Total (in Euro)
Profits from production	<i>What is produced? In what volumes?</i>		
School fees	<i>What are the annual fees per person?</i>		
Membership fee	<i>What is the annual fee per person?</i>		
Government/ funding	<i>Which authority and for what purpose?</i>		
Local fundraising	<i>Specify the local donors or</i>		

	<i>fundraising activities</i>		
International donation	<i>Give names and contact details of International donor</i>		
Others	Specify		
Total income per year			
Total expenditure per year			

- 3.2 Please attach a copy of the organizations Financial Report and budget over the last year.
- 3.3 Do you apply for tools at any other organization? If yes please mention which organization
- 3.4 Did you receive tools from another organization? If yes please mention which organization

#### 4. Network and references

4.1 Give the **name, contact address and e-mail addresses** of three local or 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.

Reference 1  
(name/name of organisation/email/relationship)

Reference 2

Reference 3

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.

#### 5. Project

- 5.1 For which type of project do you request tools? (several options are possible)
- Formal education (formal educations means when that the education is registered by the ministry of education)
  - Non formal education
  - On the job training(in-company)
  - Production
  - Construction and maintenance
  - Other namely..

5.2 If you request tools for educational purposes please answer the following questions:

- Please give information about each course.

Course title	Number of students currently enrolled:	Duration of the course:	Type of examination and certificate:	Number of teachers per course:

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

5.3 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

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 photo

5.5 What will be the effects of the project (the result for the beneficiaries)?

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

- Number of graduates in the last five years.
- The number of graduated students that are/have: Self-employed, a public service position, further education, no activities, other activities

**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

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

Name Vocation/Course & number of participants or students per hour / day / part day		
Number Requested	Type of tools	Specifications
X	Name of the tool	Specifications like size; voltage; brand etc

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

6.5 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?

**7.7 Transports and Custom Clearing, This question is of utmost importance when viewing 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 them:

- 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 have experience in clearing donated goods from customs? Please explain.
- 7.2 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?
- 7.3 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.
- 7.4 If you do not have an exemption and are not able to get one in future: how will you handle the custom clearing of donation of tools? What costs will be involved and will you be able to pay for these costs? If there are costs involved please specify the amount if possible in US \$ or € ? Please also consider possible unofficial or special tariffs for projects like yours!
- 7.5 How will you arrange the transport from the harbour to the final destination? What will be the costs of this transport and will you be able to pay for these costs? Please specify the amount if possible in US \$ or €.
- 7.6 Please give the exact name and address that should be mentioned on the packing lists, 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 also: 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.
- 7.7 Are you willing to welcome a representative of Tools4change to control the expenditures in the project?
- 7.8 How or from whom did you get our mail address?

**8. Additional information**

In addition to this tool application form, please enclose as many of the following forms as possible!

**Photo's are of importance when we look at your request!** Photo's which shows your activities and can be used at social media.

- 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.

**Return address:**

**Tools4Change**  
Goilberdingerstraat 32  
4101 BP Culemborg  
The Netherlands

Tel: +31 345515640  
Email: [info@tools4change.nl](mailto:info@tools4change.nl)  
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