

Guidelines the application form

Please read this information carefully, before you fill in the Inquiry Form. If you follow the guidelines on this information form, the chance is greater that your application will be taken into consideration and subsequently will be granted by TTW.

NOTE that you should fill out the application form by computer (digital).

1. Background information about Tools To Work (TTW)

Tools To Work is a Dutch non-governmental organisation (NGO) that refurbishes second-hand tools and equipment for projects in a number of developing countries. Our work is financed by foundations, PR-activities and individual donations. Tools To Work supports mainly (small scale) Vocational Training Centers and income generating initiatives. Eighty volunteers revise and refurbish weekly quality goods like:

- **Hand tools** for almost all technical skills, such as carpentry, mechanical-, electrical engineering, building- and car mechanics.
- **Machines**, such as a wood lathe, circular saws, a lathe machine, welding machines (if available).
- **Knitting machines** (single- and double bed).
- **Computers** (min. Pentium 4 including keyboard, mouse and LCD screen) and HP laserprinters.
- **Sewing machines**, such as hand sewing machines, electrical sewing machines, treadle sewing machines complete with modern zigzag machines, industrial sewing machines and overlock machines.

All machines are delivered with **spare parts** (needles, oil, bobbins, pressure foots etc.) in a standard wooden box, thus protected during transport.

2. Selection criteria

- Those who send in an application need to fill in the complete application form. **Only fully digital filled** out forms will be taken into consideration.
- **A copy of the registration of your project** is necessary for clearing purposes to check registered NGO's . Please send it with the application form. Only then we can take the form into consideration.
- We need **a recommendation** from another organization that also works in your region.
- Reduce your request for goods to the minimum you need. Requests for an abundant amount of goods without a detailed request are **always rejected**.
- Tools To Work often receives project inquiry forms from organisations that give people machines or goods for free. We prefer to support organisations which provide machines or goods to people on the base of **a loan from small microfinances** to individuals. For example, people pay back a small amount every month towards the purchase of the machine over a period of 12 months from the time they received the machine on loan. A revolving fund like this can be used to help others. Buying something is far more rewarding then receiving free..
- Tools To Work will judge the incoming requests on the information that is presented by the projects. The **better and completer the information, the more chance the project will be selected**.
- Tools To Work will look at **the financial capacity** of the applying organisation, for example the fundraising capacity and its financial capital. If the organisation has substantial financial resources, a financial contribution towards the delivery of goods will be discussed.

3. Restrictions of the support

- **Individuals are NOT supported.** Only projects that encourage income generating, self-sufficiency and/or employment creation can apply for assistance.
- Tools To Work only provides equipment and **NO money**.
- Tools To Work has three focus countries: **Kenya, Sierra Leone** and **Uganda**. Your organization needs to work in one of these three countries.
Seldom applications from organizations in other countries will be granted. If your project is not in Kenya, Sierra Leone or Uganda first send a mail to info@toolstowork.nl inquiring if it is worthwhile to fill in the application form.

4. General information

- Consider that all tools and machines need to be refurbished and packed in collecting containers on our yard. **Deliveries can take time**, but you will be informed about the delivery in advance.
- When the goods arrive, the project needs to be ready to use the goods immediately in an adequate and constructive manner. For example, if computers are sent we expect that on arrival of the computers; *a computer classroom is made ready and that teachers are available to give computer lessons.*
- Local partner organizations always pay for and take care of the clearance and local transport. The organisation has to send **an arrival form** and **two evaluation forms** to Tools To Work after the arrival of the goods. Tools To Work wants to learn continuously from the needs of the local partner organizations and the reached effects. Of course Tools To Work also has to inform its donors and volunteers.

5. Explaining the process

1. The applicant fills in **the project inquiry form** in detail and sends it to info@toolstowork.nl. Do not forget to enclose **a recommendation** and **a copy of your registration** within the email. **Pictures** are also very welcome.
2. **Tools To Work will respond within 2 months**, whether or not they want to move on with a delivery. Sometimes **more information** is needed in order to take the application into consideration.
3. If Tools To Work decides to proceed with a delivery, one of the following three options will follow. This depends on the financial capital and fundraising capacity of the local partner organisation.
 - ✓ **Fast option: the local partner organisation takes care of the finances**
Tools To Work will send the local partner organisation a Letter of Intent. As soon as Tools To Work receives a signed Letter of Intent, they will start refurbishing the goods/equipment. Tools To Work shall inform the local partner organisation in advance, when the goods are going on transport. At that time the financial contribution of the local partner organisation must be paid for to the Tools To Work account.
 - ✓ **Medium option: the local partner organisation and Tools To Work take both care of a part of the finances**
Tools To Work will send the local partner organisation a Letter of Intent. As soon as Tools To Work receives a signed Letter of Intent, they will start fundraising for their financial contribution to this project. When Tools To Work has the finances for this project, the workshop will start refurbishing the goods/equipment. Tools To Work shall inform the local partner organisation in advance when the goods are put on transport. At that moment the financial contribution of the local partner organisation must be paid for to the Tools To Work account.
 - ✓ **Slow option: Tools To Work takes care of the finances**

Tools To Work will start fundraising for the supply. Tools To Work will contact the local partner organisation as soon as Tools To Work has found the finances for this project. When Tools To Work has the finances for the delivery, Tools To Work will send the local partner organisation a Letter of Intent that needs to be signed. When Tools To Work receives the signed letter of intent, the workshop will start refurbishing the goods and equipment, and will arrange the transport.

4. The refurbished goods will be **transported** in a collected container to the country of the local partner organisation.
5. When the goods arrive in your country, **the local partner organisation is always responsible for the clearance and local transport and costs!** Of course Tools To Work will inform the local partner organisation in advance about the transport of the collecting container.
6. When the goods arrive at the project, the local partner organisation needs to inform Tools To Work by sending a filled out **arrival form** to Tools To Work.
7. Six and twelve months after the goods have arrived, Tools To Work shall get information on the progress of the project from the local partner organisation. Therefore the local partner organisation needs to fill out and send an **evaluation form** to Tools To Work at 6 and 12 months. Furthermore we want to receive the **annual report** in the two consecutive years after the delivery.