

## Application Form - Tools To Work

Date of submission:

Before filling in this form, please read the guidelines.

### 1. General data

Name of organisation:

Address:

Country:

Email Address:

Website:

Telephone number:

Registration no:

Name of applicant:

Position in organisation:

When was your organisation founded?

Is the organisation registered as a charity in your country?

Is a certificate of registration available? Please send it along with the application form to Tools To Work.

How did you hear about Tools To Work?

## 2. About the organisation

What is the identity of your organisation? (E.g. cultural, economic, educational, political or social)

What is your organisation's vision?

What are the short term goals of the organisation?

What are the long term objectives of the organisation?

What activities do you undertake with your organisation? For example vocational training, health, empowerment etc.

Please elaborate on the specific activities that your organisation undertakes.

What project(s) did you complete successfully?

Project name	Main activities	Start and end date	Target groups

Please list the members of the management committee and/or board of directors:

Name and surname	Profession	Nationality	Function	Number of years on the committee	Male/female

How many paid employees work in your organisation at present?

How many volunteers work in your organisation at present?

How many (of the paid staff and volunteers) are men and how many are women?

Give one (Preferably Dutch or European) reference:

Name organisation

Name contact person

Email address

Phone number

How did you get in contact?

Do you have contact / do you cooperate with other Dutch (or European) organisations? If yes, please give the contact details below.

Name organisation 1

Name contact person

Address

Email

Phone number

How did you get in contact?

Name organisation 2

Name contact person

Address

Email

Phone number

How did you get in contact?

Name organisation 3

Name contact person

Address

Email

Phone number

How did you get in contact?

### 3. Project information

#### *General project information*

Location of the project (country, region, district, town and/or village):

Starting date and expected completion date:

What is the name of the project you need the goods for?

How did the idea of this project start? And who initiated the project?

Give a summary of the project activities:

#### *Problems*

What kind of problems exist in the community?

How can your project help to reach a positive effect on the existing problems (of the target group)?

#### *Beneficiaries*

Description of the beneficiaries of the project where the goods will be used for:

How many people in total benefit directly from the goods annually?

How many of the total amount of people are boys and/or girls under the age of 18?

How many of the total amount of people are males and/or females over the age of 18?

How many of the total amount of people live in a rural area?

How many of the total amount of people live in an urban area?

How many people live in the community of the direct beneficiaries?

How many people will indirectly benefit from the goods annually?

Please explain if and how the beneficiaries are involved in starting and continuing the project.

How are the voices of beneficiaries represented in the project?

### ***Goals of the project***

What are the goals of the project?

*In your answer, please include the target group and how this project aims to help them to lead better lives.*

### ***Activities***

Please describe the activity/activities to be carried out *with the goods*.

Activity ('what' and 'how')	Responsibility ('who')	Timing ('when')

### ***Expected results***

What will be the results of the project for the beneficiaries?

*In your answer, please include the target group and in what way this project helps them to lead better lives.*

How will the project improve the position and/or living conditions of the beneficiaries?

**Infrastructure**

In what kind of building and in how many rooms will the project activities take place? Does your organisation rent it or own it? Please send a photo of the building and classroom(s) along with the application form to Tools To Work.

What kind of furniture is available for the project activities? Please send a photo along with the application form to Tools To Work.

**Risks**

Mention the risk(s) the project can encounter. What measures can you take to avoid or control the risk(s)?

Risk	Measure to avoid or control the risk

**Context**

Are there similar organisations, projects or initiatives in the area the project takes place, which could help to solve the problems of the target group? If so, elaborate on this and explain how you think your project is an addition to these already existing initiatives.

If similar organisations, projects or initiatives exist, explain how the beneficiaries make use of them or how you can help them make use of them.

With which other organisations (for instance NGOs or government agencies) are you working together in this project? Specify whether this is financial or technical assistance or otherwise.

Did you approach the local authorities for assistance? If so, how? What will be their contribution?

#### 4. Vocational training

If your project activities contain vocational training, please fill in the questions underneath. Otherwise move forward to “5. Requested items”.

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:

What is the content of the courses mentioned above?

#### *Identification students and instructors*

Who will be trained with the requested materials? Are these new students or students already attending the course?

We would like to know what kind of instructors are available to give the training. Please give their names and sex, and explains what kind of education, diplomas and skills these instructors have.

Course title	Name teacher and sex	Education	Diplomas	Skills

*Labour market*

Describe the labour market in de region and how does your project (or how do your training activities) prepare the students for this labour market?

What kind of possibilities are there for students to follow an apprenticeship?

What kind of relations are there with companies in the area?

*Employment*

What kind of employment in the region is possible for graduates? In what fields and with what kind of organisations?

To what extent is there enough employment for graduates at companies or as an entrepreneur?

What kind of possibilities does your organisation offer for starters on the labour market? Think of micro-credit systems or loans to purchase materials.

*Graduates*

How many students did successfully finish the courses last year? Please explain per course.

Please explain per course what kind of professional activities the last year's graduates are doing now. Give a description about their present (self) employment.

What kind of support does your organisation give graduates?

How do you follow the graduates?

Please interview a student of your school. And send a picture of this student along with the application form. Ask the student why he or she choose for vocational training. What skills does the student want to learn? How much money does the student hopes to earn in the future? How will the student spend his or her money? How does the student see him- or herself in the future? What are his or her dreams?

## 5. Requested items

What type and quantities of tools does your organisation already have? Please specify per course.

How has your organisation acquired these tools?

Please list the amount of different toolsets and/or machines you need for your project.

<b>Description sewing- and knitting machines</b>	<b>Amount</b>
hand sewing machine	
electric sewing machine	
electric embroidery machine	
overlock sewing machine (electric)	
treadle sewing machine with zig-zag machine	
industrial sewing machine	
single bed knitting machine	
double bed knitting machine	

<b>Description office equipment</b>	<b>Amount</b>
computer with digital monitor and software	
laser printer	
hand typewriter	

<b>Description toolsets</b>	<b>Amount</b>
car repair (for 5 persons)	
building and masonry	
electrical	
bicycle repair	
motorbike repair	
bicycle repair in display box	
plumbing	
metalwork hand tools	
sewing machine maintenance	
shoe repair	
starters in different trades with a variety of tools	
carpentry	

<b>Description machines handheld</b>	<b>Amount</b>
welding machine small	
circular saw	
electrical planning machine	
electric router	
spray-painting equipment	
vice	
angle grinder 230 mm	

Description machines	Amount
welding machine large	
drilling machine with stand	
column drilling machine	
grinding machine with two grinding wheels	
compressor	
wood lathe	
belt sander	
table saw machine small	
table saw machine large	
hydraulic pipe bender	
Stihl chainsaw	
outboard engine	
generator	

Description bicycles	Amount
bicycle	

### ***Electricity***

To what extent do you have access to electricity for your project activities?

### ***Repairing***

The requested items need to be maintained or repaired in future. Does your organisation have the skills to refurbish and maintain the goods? Or is there another way the requested items can be maintained or repaired? Please explain.

### ***Legal owner***

Who will be the legal owner of the goods and equipment?

## 6. Financial situation and costs of a delivery

What is the financial capital of your organisation?

We want to know how your organisation finances all the activities. Write down in the overview below, the income from the most recent year and answer the questions precisely.

Source	Description	Total (in Euro)
School fees	Actual number of students? What is the annual fee per student?	
Membership fees	How many members do you have? What is the annual fee per member?	
Government funding	What kind of government body? For what purpose is it used?	
Local fundraising	What kind of local donors/sponsors? For what purpose is it used?	
International fundraising	What kind of international donors? Please give names and contact details. For what purpose is it used?	
Income from production / sales	What kind of product is produced? What amount is produced?	
Other	Please specify from whom and how you get financial income?	
	<b>Total income this year</b>	
	<b>Total expenditure this year</b>	

The transport of the equipment to the port of clearing will be catered for. *Please consider that the following costs will be for your organisation as receiving party:*

1. *The cost of clearing*
2. *The cost of storage*
3. *The transport cost from the port of clearing to the project*

Before sending in the application it is of utmost importance to make inquiries about local clearing procedures and the costs you can expect! These costs need to be paid to our local partner who clears the Tools To Work container. It is very important to prepare it very well and be sure that your organisation is able to carry these costs.

How will you pay for the costs of clearing, the costs of storage and the transport costs from the port of clearing to your organisation?

It is very important that the goods are stored safely at the project location. How are you going to store the goods safely?

Please give the exact name, shipping address (NOT P.O. BOX!), e-mail address and phone number that has to be indicated on packing lists, the Bill of Lading and the boxes.

Name

Address

Email address

Phone number

## 7. Evaluation

If your request will be granted, how will the project be monitored and evaluated? Please explain in concrete what kind of activities you will undertake to monitor and evaluate the project.