

***Project Approval Criteria / Application Form***

**Introduction**

This form is intended as a checklist and assurance for HE Space Children’s Foundation (HESCF) so that involvement of any kind will be in line with the Foundations mission, vision and values and that good governance of this involvement can be followed through.

Any request will have to comply with the policies and ‘rules of engagement’ of HE Space Children’s Foundation. This is especially important for the financial handling of the project.

Please fill in this form as fully as possible to ensure that a proper assessment of your project and request can be made. If you have other documentation that covers (parts of) the requested information, you can use that instead to provide us with the necessary information. If issues are not applicable to your request please indicate with N/A and indicate your reason.

After receiving your application, HE Space Children’s Foundation will process it, assess it and provide feedback (Please consider in your project planning that this can take some time (up to 1 month) and that there can be a more extended timeline between this point and any actual transactions from HESCF to your project).

1. **Project meets mission, vision and values of our foundation**
	1. How does this project comply?

*Involves HESCF’s vision to give children access to education and empower with the tools needed to shape their learning.*

* 1. Are there any possible areas of conflict?

*Unknown*

* 1. If partnering to complete the project, what role do you expect HE Space Children’s Foundation to play?

*Yes, HESCF will be partnering to give the school tools for the improvement, and enhancement of the children’s educational experience.*

*Many, if not all of the children and teachers, have been not had the*

*affordability to purchase such tools HESCF will be able to provide.*

1. **Information of requesting organization**
	1. Mission, purpose, date established, history, size

*Personally, I have been directly involved working with HESCF for 2 years,*

*and continued my assistance to Mr. Scott Millican from about 2011 to current.*

*The school was established about 2012/13, and was on the market for sale,*

*as the previous management members pulled out due to a lack of commitment. The school currently has about 200 students and 8 teachers.*

* 1. Management (who and how is it organized)

*The current management is myself as Chairman who will take it over in*

*April 2017. A managing partner, Praveen Mahanthi, currently is administrating*

*the takeover and is involved in the day to day operations.*

* 1. Contact information of board members

*Currently in Holland until March 30, 2017, and will be moving to India on April 6, 2017. Address of myself and Praveen will be as follows:*

*Kadapa Rd, Kurabalokota Mandal, Chirttor Dt, Angallu, Andhra Pradesh 517325, India.*

*My email is* *hitrecmgr@gmail.com* *and Praveee’s is* *dcm.praveen@gmail.com*

*I will be happy to share my phone number once I settle down in India.*

* 1. Location, website, contact info, references

*Location of school is on the outskirts of the town of Angallu, Andhra*

 *Pradesh, India*

 *No website has yet been established*

 *Please contact us at the reference above @2-C*

* 1. Certification, Foundation status, Relevant affiliated organizations

*The school falls under the Rapha Trust / Rapha Foundation which is a*

*non-profit organization, but the school is a separate entity.*

* 1. Banking info, local currency

*Bank details to be provided soon. As we have taken over the school, the*

*old management has not finished the academic year, New banking info is to be*

*established soon estimated in April 2017 when the academic year has finished.*

*We have filed for the relevant tax documents with the government and are waiting for the approval of the change in new management. Once we do this, we*

 *can establish a new bank account.*

* 1. Records, Management and Verification process

*All purchases will be honored with receipts, and we will attempt to send follow up reports od progress indicators to show how your gifts have helped the school and its beneficiaries.*

* 1. How feedback is provided to donor

*We will be glad to provide pictures, videos, and of course the receipts*

*for products purchased. In the case of scholarships, we can provide a bio data of*

*the child and their picture and perhaps they can write a thank you letter to*

*HESCF.*

* 1. Regional security, accessibility, language and communication channels, transportation, safety, politics, corruption

*The school has a school bus and school van which transports the children home. The school is surrounded by a fence and the new playground will also be fenced. Teachers of course will watch the children. We are in the process of making all staff, teachers fluent in English so that the flow of communication can be more in sync with the purpose and mission of the school. The local language is Telugu and with many of the parents from low income jobs the need to communicate locally will still be required. I personally hope to promote a code of ethics so that we are not drawn into issues of corruption and as such.*

* 1. Other information you wish to provide

1. **Problem definition**
	1. Current situation (causes, time, size)

*The old management consisted of five members with four pulling out leaving one person the burden of running the school. This is why the school was*

*put up for sale.*

* 1. What will be improved or eradicated by this project

*Teaching enhancements, student interaction, and eradication of the school begin shut down.*

*Improvements – new play items on the playground, new objects for the teachers to teach from and students to interact, a new dimension in visual learning through the TV screen, and library books for children to enjoy, and learn*

We are personally making improvements outside the scope of the HESCF budget to revitalize the classrooms, get them desks to sit on, and upgrades in the water system/toilets.

1. **Project goals, objectives, outcomes *[please define as SMART: specific, measurable, attainable, realistic and timely]***
	1. Goals / objectives
		1. *Better learning skills for students*
		2. *Teachers have more availability to resources unavailable before.*
	2. Expected outcomes
		1. *Better grades, parent satisfaction, better English speaking sills*
		2. *Setting standards of excellence to state board of education*
	3. A vision for success in broad terms and its practical application (*Why is this going to be successful?)*

*Success comes from the realization of a dream. That dream was mine to be able to provide a basis for children to have better chances*

*In a nation that provides so little for the youth.*

* 1. Identify the Risk factors and approach towards these using the table below.

The table below gives an overview of the recognized threats up till now. It also gives proposed countermeasures, in case the threat happens. Every threat is given a probability and impact by a score on the scale of 1 to 5 where 1 = minimum and 5 = maximum. The final column is the result of Probability times Impact. This way, a well-founded decision can be made, to what thread the most attention and resources will be allocated. During the Project this list continuously needs to be updated in a Risk Log, with a broader description of the risks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Threat** | **Countermeasure** | **Probability** | **Impact** | **Risk** |
| Communication / Organization implementation plan / Organizational Backup | Careful and clear communication, timely, no underestimation of effects, Monthly status reports | 4 | 5 | 20 |
| Delays/problems in other earlier projects, related to this project |  | 4 | 5 | 20 |
| Availability of resources |  | 3 | 3 | 9 |
| Political instability |  | 1 | 4 | 4 |
| Other… |  |  |  |  |

1. **Methodology (who will do what and how)**
	1. Responsible local person (name and credentials/references)
		1. *Myself and Praveen Mahanthi. Praveen is a pastor as well.*
	2. Other Responsible people
		1. *Persons to be hired as funds become available*
		2.
	3. How are services and goods acquired?

*Praveen already is doing the ground work of research for the implementation and goals of the school board, I will be on ground to see that happens. Goods are ordered after doing more research, with preference given to local vendors if possible.*

* 1. How will the project be implemented (steps + timing)?

*Specified in plan.*

1. **Budget**
	1. Project costs (total, including man hours)

*Man hours are all volunteer. We are including only the retail costs*

*of the items we are seeking.*

* 1. Sources of income

*School fees.*

* 1. Cost of management, control and reporting

*Praveen, myself, and two administrative staff have committed to working as volunteers for a couple of years. We hope to increase the enrollment with*

*announcing our standards and improvements we have made.*

* 1. Overhead percentage costs or administration

*none anticipated*

* 1. Will we be billed for project purchases? Can secure proof of purchase be provided?

*No HESCF will not be billed. We will provide receipts for all purchases.*

1. **Evaluation**
	1. How will goals, objectives, and outcomes be measured?

*Reflection of grades, teacher evualtions/conferences, parent surveys,*

*and reports of state inspections.*

* 1. How will the evaluation take place? When?

*It will take place throughout the next academic year as we will be in a*

*Better position to “manage” after the old management has left.*

1. **Future and additional funding**
	1. If all funding requests by our foundation are not provided, how will the remaining funds be acquired?

*We are partnering with another Dutch organization, The Wilde Ganzen*

 *(Wild Geese) Foundation for structural and capital improvements.*

* 1. How will project costs that occur in the future be covered?

*We anticipate and hope for increased enrollment which may help*

*with increased tools we need to purchase. We also hope to increase the*

*teacher quality and number. I am also making a personal investment to*

*automize record keeping and begin to use “cloud” services for administration.*

* 1. Other sponsors (+ references)

*We will be approaching the Wild Geese Foundation and may begin to look for Indian partnerships in the near future. I attach my CV as well to give*

*Some indication of my background.*

* 1. Will this project be followed up, will there be projects coming forth from this project?

*Npt known at this time but we hope to increase our services to the students as the enrollment and publicity increases in the near future. I anticipate*

 future projects as we develop standards.

*HE Space Children’s Foundation – Donation requirements*

Purpose: Transparency to Foundation & Donors

* Any donation made will go through official bank channels;
* The Foundation is in control of the timing, sizing and currency of transactions and transaction amounts;
* If the Foundation desires, it can choose to channel the transaction through a third party of choice;
* Proof of receipt will be provided to HESCF;
* Projects have budgets in place which can be validated by a third party (if necessary);
* Up to date project administration along with receipts and other proofs of spending will be presented to the Foundation (periodical project reporting), and can be presented at any given moment (taking reasonable administration time in consideration).

*HE Space Children’s Foundation – Reporting requirements*

Purpose: Keeping up to date with developments, provide news for HESCF website, newsletter, end reporting for important stakeholders & donors

* During the project every three weeks there will be contact between the HESCF project manager and the (local) representative of the project;
* For events, an Project Event report will be written by the local organization/project representative, in the format provided by HESCF;
* Reporting will be accompanied by pictures (‘before situation’, during project/event, ‘‘after situation’, pictures of key persons involved (with names)).