



WRITTEN REPORT ON BRAILLE WITHOUT BORDERS FOUNDATION SWITZERLAND THIRD INSTALLMENT(NOVEMBER 2013)

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Website: www.springboardnig.com

a. What was the amount received in the (prior) installment? In addition to notified transfer fees were any additional costs deducted? If so, please detail.

The amount received was N388,753.64 (\$2500)

There were no additional costs deducted on this amount.

b. What were the detailed objectives for the last period, and what progress was made towards them?

The following were the objectives for the last period:

1. Pay for training Lunch
2. Pay Staff Salaries
3. Pay Facilitators' fee
4. Provide Participants' Apprenticeship Allowance fee
5. Internet Subscription
6. Administrative Expenses

TRAINING LUNCH

We were able to pay for training Lunch served to 13 participants 2 staffs and 3 facilitators 4 days in a week. Cost per person per day is \$ 0.38. 2^{1/2} months (July 15 – September) was paid from this installment. Total cost for lunch for 40 days is \$ 289. Lunch was not served in October and November as participants are at apprenticeship.

STAFF SALARIES

We paid Salaries for 1 director (\$125 monthly) and 1 administrative staff (\$100 monthly). 3 months (June, July and August) was paid from this installment.

FACILITATORS' FEE

3 facilitators were paid for 3 months from this installment (July to September). Each facilitator received \$85 each

PARTICIPANTS' APPRENTICESHIP FEE

The participants began their apprenticeship on October 1 and will end November 30th. 13 Participants received \$50 each as living allowance for the 2 months of Apprenticeship.

INTERNET SUBSCRIPTION

1 month September internet service was paid for from this installment.

ADMINISTRATIVE EXPENSES

No administrative cost was incurred from this installment.

c. What were the major successes?

With the support of BWB Foundation Switzerland, our objectives for this period were successful. Our major successes in the last 3 months are as follows:

- i. Completion of Stage 2 of the training
- ii. Participants began their apprenticeship in October and will be completed in November
- iii. Fundraising: raised \$1450 via GlobalGiving in September and N50,000 (\$296) from a local organization
- iv. Commencement of production of Springboard plantain chips
- v. Hosting of a new website: www.springboardnig.com

d. What were main barriers to success? What assistance may be required for the project to continue? What is the strategy for addressing the barriers?

No major barriers to success except for the barrier we currently face with the production of our plantain chips. Shortly after we began to produce Springboard plantain chips, we were approached by the National Agency for Food and Drug Administration and Control (NAFDAC). They appreciated our product. However, they informed us that we have not met the requirements for commencing such production. According to them, the main requirement is the construction of a four-room factory to house production room, raw material room, finished goods room and cloak room on the farm. Unfortunately, they asked us to stop production until we meet this requirement. This is so painful for us especially losing about \$150 we are generating weekly ever since we began production. We are hoping to get a loan to meet this requirement by building a low cost four-room factory on our farm

e. Is the grantee working alone, or has he/she got support? Is the grantee receiving coaching or mentoring? Does the grantee require any assistance/advice?

Springboard has 3 paid staff. 2 staff work on the training programme and the 3rd coordinates activities on the Springboard organic farm. We also have some dedicated volunteers and have recruited training facilitators.

f. Is the grantee able to continue to commit full time to the project? If not, an explanation is required.

Yes, I am committed to the work and vision of Springboard

g. Detailed bookkeeping overview of how the first installment was used including bank statements and day to day bookkeeping details

Please find attached, in Excel sheets, Springboard Cash Income and Cash Expenses accounts for the months of February to November 2013. Also, find in Excel sheets, the bank accounts. The Bank Statement (August to November 2013) is also attached.

We have used the third installment from BWB Foundation Switzerland on the following:

ITEM	NAIRA
• Lunch	45,000
• Salaries	108,000 (June, July and August)
• Facilitators' Fee	117,000 (July, August and September)
• Participants' Apprenticeship Allowance	104,000 (13 participants X N8,000)
• Internet Subscription	<u>5,000</u>
TOTAL	379,000

Amount received for 3rd Instalment: 388,753.64

Balance remaining 9,753.64

**Find in attachment all the relevant receipts and tellers*

h. Detailed action plan for the next installment period with a time line, costs and description, both qualitatively and quantitatively of each task and milestone.

- 1. Graduation Ceremony:** Participants will graduate from the training on Saturday 7 December, 2013. 50 people, including participants, are expected to attend the ceremony. Cost to feed (snacks and soft drinks) each person is \$0.60 (N100). Total is \$30.30 (N5,000)
- 2. Certificates:** 13 certificates will be printed and issued to the participants. Design will cost \$20 and printing of all the certificates will cost \$8
- 3. Micro Credit:** Each of participants will be given \$135 to start their small/micro businesses. This will be repaid to Springboard within 12 months with 6months grace period. The repayment (money) is then loaned to participants in subsequent trainings. It will form a continuous cycle in the training.
- 4. Salaries:** Salaries for 1 director (\$125 monthly) and 1 administrative staff (\$100 monthly). 3 months (October, November and December) will be paid from this installment.
- 5. Internet Subscription:** 1 month (December) internet service will be paid for from this installment. \$30.30 is paid monthly.

ITEM	\$	N
• Graduation ceremony	30	4,950
• Salaries	675	111,375
• Certificates	28	4,620
• Micro Credit	1,755	289,575
• Internet Subscription	30.30	5,000
TOTAL	2,518	415,520

**As at today 7 November 2013, Dollar conversion rate is 165naira*

Short application with budget, detailing how the funds for the third installment will be used.

Dear Grantor,

Thank you for the release of the third installments of the Braille Without Borders Foundation Switzerland grant for the work of Springboard. The funds were used for the purpose it was meant for. The entire staff of Springboard is highly grateful for your support.

As Springboard prepares for the graduation of its first batch of students, I hereby wish to request for the release of Forth installment (\$2,500) of the Braille without Borders foundation Switzerland Grant which will be used for items explained above. Please find below, Springboard bank account details:

Account Name: Springboard Entrepreneurship Development Initiative

Address: Suites 8&9, Akure Shopping Complex, Akure, Ondo state.

Phone number: +2348067551755.

Bank Name: Diamond Bank

Account Number: 0032148410

Account type: Current Account (Naira)

Sort Code: 063180462

Diamond Swift code: DBLNGLA

Bank Branch: Akure

Headquaters: Diamond Bank plc, plot 730 Adeola Hopewell Street, lagos, Nigeria

INTERMEDIARY BANK IN EUROPE:

Citibank NA

Address: Main operation centre, Lewisham House, 25, Molesworth street, Lewisham, London SE1 37EX

Sort Code: 18 50 08

Swift Code: CITIGB2L

Diamond Bank Account: (USD) Diamond Bank, AC Number 5530636, IBAN:

GB18CITI18500805530636

Or (EURO) Diamond Bank plc, Ac Number 8761124, IBAN: GB18CITI18500808761124

Bank email: info@diamondbank.com

Bank website: www.diamondbank.com

Thank you so much for your support for Springboard.

I look forward to the release of the Third Installment.

Best Regards,

Afere Alaba Lawrence