



## **WRITTEN REPORT ON BRAILLE WITHOUT BORDERS FOUNDATION SWITZERLAND FORTH INSTALLMENT(DECEMBER 2013)**

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**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 N391,975 (\$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. Organize the graduation ceremony for the participants
2. Design and print certificates
3. Provide Micro credit for participants to start their small businesses
4. Pay 3 months salaries
5. Subscribe for the internet

### **GRADUATION CEREMONY**

The first batch of our participants happily graduated on Saturday 7 December, 2013. 45 guests including the participants were in attendance. And they were served with snacks and drinks. The invited guests were excited to hear about the impact Springboard has made in the lives of its participants during the training programme and some of them promised to support the project in the coming year.

### **DESIGN AND PRINT CERTIFICATES**

13 certificates were designed and printed which were given to each of the participant at the graduation ceremony.

### **MICRO CREDIT FOR PARTICIPANTS**

We will start giving the participants money (micro credit) in January 2014 so they can launch their businesses immediately. We could not give them immediately after graduation because of the upcoming yuletide season when most people were busy preparing for Christmas. Each participant will need to come to the office with a guarantor to sign some documents. This will happen from 1<sup>st</sup> week in January 2014.

### **SALARIES**

3 Months (October to December) Salaries were paid to the director (\$125 monthly) and administrative staff (\$100 monthly) from the last Instalment. Though, the salaries for October were paid before we received the 4<sup>th</sup> Installment. Money for other activities was used to pay this and was reimbursed in the bank account immediately we received the installment.

### **INTERNET SUBSCRIPTION**

1 month (December) internet service was paid for 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. Successful completion of the first batch training with 13 dynamic youth starting their small business in January 2014
- ii. More people became aware of the Springboard project during our graduation ceremony and promised to support us next year
- iii. Fundraising: some donors have pledged their support for the 2014 training
- iv. Received donation of a building close to our farm to be used for the production of Springboard plantain chips and training.
- v. Received donation of a camera

**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?**

Springboard's short-and long-term financial sustainability depends on the sales of its farm produce especially its Plantain Chips. We need financial assistance (could be in form of a loan) to register our Plantain Chips with the National Agency for Food and Drug Administration and Control (NAFDAC), buy a quality second-hand vehicle (this will aid effective distribution of the plantain chips and help us meet the huge demand within and outside our locality and also serve as a Weekend Mobile Market for our organic vegetables)

**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 3<sup>rd</sup> coordinates activities on the Springboard organic farm. We also have some dedicated volunteers and have recruited training facilitators. Also, I receive mentoring from Lis Kramer, a mentor provided by Kanthari.

**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 fourth 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 November and December 2013. Also, find in Excel sheets, the bank accounts. The Bank Statement (October to December 2013) is also attached.

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

<b>ITEM</b>	<b>N</b>
• Graduation ceremony	5,000
• Salaries	102,000
• Certificates	4,620
• Internet Subscription	3,400
<b>TOTAL</b>	<b>115,020</b>

**The balance of N276,955 from the fourth installment (N391,975-N115,020) will be given to participants in January 2014 as Micro credit for their businesses.**

*\*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.**

Springboard team has begun preparation for the 2014 Springboard training. The 4-months training will start in April and will majorly focus on Organic Farming/Agriculture. It will take place on the Springboard Farms with some visits to other farms within and outside Akure, project location. 20 unemployed youth who have interest in starting farm businesses will be selected to participate in the training. They will be equipped with various farming skills and at the end of the training Springboard will provide them with farmlands and materials to start their own farms. Also, Springboard will help to create market for their farm produce. In 2014, Springboard plans to start the 'Youth Farmers Association'. The 2014 Springboard participants will form the pioneer members of the association. To actualize this training, Springboard has received donation of \$4,000 to cover part of the budget for 2014. Please find attached our proposed budget and expected income for 2014

With the fifth instalment, I will achieve the following:

1. Design and print 1000 pieces of full colour training fliers by the 20<sup>th</sup> of January 2014. Each flier cost N25 totaling N25,000
2. By January 30<sup>th</sup> 2014, to have purchased farm equipments to be used by 20 participants
  - 10 durable cutlasses (we have 10 cutlasses remaining from the last training). Each cutlass costs N2,000 totaling N20,000
  - 20 pairs of farm boots. Each boot costs N2,500 totaling N50,000
  - 20 farm gloves. Each glove costs N400 totaling N8,000
  - 20 farm hats. Each hat costs N600 totaling N12,000
3. By April 30<sup>th</sup> 2014 to have purchase the following farm seeds:
  - 2,000 suckers of banana. Each sucker costs N50 totaling N100,000. Starting from 2015, Springboard plans to generate over N800,000 from the sales of 2000

banana fruits. A bunch of banana fruit costs N500. Please note, banana is different from plantain in Nigeria. Banana is smaller than plantain.

4. 1 month (January) Salary for 1 staff N30,000. We are increasing salaries of the director and administrative staff in 2014 because they work in the two organizations and also coordinate farm activities. Also, income taxes will be paid from January 2014

<b>ITEM</b>	<b>N</b>
• Training fliers	25,000
• Farm Equipments	90,000
• Farm seeds	100,000
• Salary	30,000
<b>TOTAL</b>	<b>245,000</b>
<b>TOTAL IN USD</b>	<b>USD1,503</b>

*\*As at today 27 December 2013, Dollar conversion rate is 163naira*

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

Dear Grantor,

Thank you for the release of the fourth 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 commencement of the 2<sup>nd</sup> batch training, I hereby wish to request for the release of Fifth installment (\$1,500) 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](mailto:info@diamondbank.com)

**Bank website:** [www.diamondbank.com](http://www.diamondbank.com)

Thank you so much for your support for Springboard.

I look forward to the release of the Fifth Installment.

Best Regards,  
Afere Alaba Lawrence

