

# springboard



## **WRITTEN REPORT ON BRAILLE WITHOUT BORDERS FOUNDATION SWITZERLAND FIRST INSTALLMENT (APRIL 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 \$977.88 (N152,549.28)

There were no additional costs deducted on this amount. All debit charges on the account were deducted from the initial deposits used to open the account.

**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. Register/incorporate Springboard
2. Training and Office preparation
3. Farm Preparation
4. Apply for more funding and partnership

**Springboard Incorporation**

We have successfully incorporated/registered Springboard Entrepreneurship Development Initiative at the Corporate Affairs Commission (CAC) Nigeria. Please find attached, Certificate of Incorporation in this regards.

**Training/Office Preparation**

The following progress were made in the last 3 months:

- i.) Completion of curriculum for the Springboard training (Please find attached, Stage 1 syllabus)
- ii.) 1000 copies of training fliers/brochures were printed and distributed at different locations in Ondo State
- iii.) 25 potential participants have applied for the training and presently going through the different stages of the application process
- iv.) Purchased 3in1 Printer and Internet Modem for the use of the project. Funds for these items were donated by Flamelight company, a local organization
- v.) Had meetings with and recruited 3 training facilitators
- vi.) Updated Springboard websites with several pictures taken from the Springboard farm and information about the training

**Farm Preparation**

In preparation for the training, which starts on 13<sup>th</sup> May 2013, the Springboard farm has been weeded. A hut, which will also serve as a training class, will be constructed once the 2<sup>nd</sup> installment is gotten. Also, presently we are harvesting and selling bunches of plantain on the farm. We have also just concluded planting corn seeds.

**Funding**

Funding and partnership proposals have been submitted to some organizations, institutions and individuals. We could not apply for the Global Giving April Challenge funding because we did not meet all the requirements especially Project registration and Project Bank Account. Now that the project is legally registered and has its own bank

account, we plan to apply for the September Open Challenge. In addition, some individuals have promised to support us as soon as we have these requirements and a potential donor promised to donate to the project via Global Giving. Also, we have applied for funding to a local Agriculture company for the purchase of a 2-wheeler/motorcycle which will facilitate movement of produce from Springboard farm to the market. We anticipate receiving more funding soon as we put more effort on our funding strategies.

**c. What were the major successes?**

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

- i. Incorporation/registration of Springboard
- ii. 25 young people have applied for the upcoming training till date. Interview has also begun
- iii. Partnership with the Zonal office of the Small And Medium Enterprises Development Agency of Nigeria (SMEDAN), Akure, Ondo State. SMEDAN has provided Springboard with training space and chairs for the six (6) months training programme. Springboard will be responsible for maintenance of the facility which will cost about \$30 monthly. For this first training batch, we do not need to purchase chairs for participants as they are provided by SMEDAN.
- iv. Opening of project bank account in the name 'Springboard'. Find attached, Springboard bank statement
- v. Sales of Springboard organic farm produce (plantain) and planting corn seeds during the present planting season
- vi. Successful implementation of several Sensitization workshops to create awareness for the Springboard training starting in May. Over 400 youth participated in these workshops

**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?**

So far, we are implementing our goals/objectives as planned. In the last 3 months, our staff and volunteers have worked with drive and motivation to achieve the set objectives of the project. We are all looking forward to the take-off of the training on the 13<sup>th</sup> May, 2013

**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.

**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 2 Excel sheets, Springboard Income and Expenses accounts for the months of February, March and April.

*Please Note 1:*

We have submitted the general accounts of Springboard beginning from February to April. Donations from BWB Foundation Switzerland, Flamelights Company and sales of Springboard organic farm produce are reflected in the books.

However, we have used the first installment from BWB Foundation Switzerland on the following:

• Project registration	USD642
• Design and printing of training fliers	USD90
• Salaries for March (2 staff)	USD218
• Administrative	USD28
<b>TOTAL</b>	<b>USD978</b>

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

*Note 2*

Since the account I received the first installment (\$977.88) is a Dollar Account, on 8<sup>th</sup> March, I withdrew \$1000 (I opened the account with \$102 which I earned during my training at Kanthari) and exchanged it for Naira at the rate of N156 totaling N156, 000. That same day (8<sup>th</sup> March) I paid for the incorporation of Springboard and printing of fliers. The balance was safely kept in the office since I could not deposit Naira in Dollar account. However, now that we have opened Springboard naira account, all monies received will be deposited into the account before spending and shall be withdrawn only when necessary. Please find in attachment, Springboard bank statement.

**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.**

**ONE TIME COST**

1. Carpentry fee (\$182): this is for the construction of the hut on the Springboard farm where part of the training in Stage 1 will take place. Construction materials, such as bamboo, palm frond and wood are freely available on the Springboard farm.
2. 1 quality used Desktop computer with flat screen monitor (80G Hard Disk, 1G Memory): participants will use this for their assignments/projects and in the process also learn basic computer skills. Cost is \$223.
3. 2 White boards (a big (\$45) and small one (\$20)): the big one will be used at the training centre in town while the small one on the farm. Total cost: 6\$5

4. 20 (4G) Flash/pen drives: to be provided freely for our participants. This will aid their submission of their assignments/project and also learning how to use the computer. Each costs \$12 totaling \$240
5. 3 Packs of writing Marker to be used during training sessions. Each pack costs \$6 totaling \$18
6. 20 durable Cutlasses to be used by the participants on the farm during Stage 1 of the training. Each cutlass costs \$16 totaling \$320
7. 2in1 Computer Antivirus: to be used to protect Springboard Laptop and Desktop computer from virus attack. Once we start the training in May, these two computers will be put to serious use by staff and students. Cost is \$50

### **RECURRENT COST**

1. Lunch: Lunch will be served to 20 participants, 2 staff and 3 facilitators 4 days in a week. Cost per person per day is \$0.38. 2 months will be paid from this installment. Total cost for lunch for 2 months (i.e.32 days) is \$304
2. Training centre maintenance fee: to be paid to SMEDAN (an organization that provided us with training centre. \$32 to be paid monthly. 2 months will be paid from this installment. Total cost for 2 months beginning from May, is \$64
3. Facilitators' fee: we have recruited 3 facilitators for the training. Each will be remunerated \$85 monthly. 2 months will be paid from this installment. Total cost for 2 months is \$510
4. Salaries: Salaries for 1 director (\$125 monthly) and 1 administrative staff (\$100 monthly). 2 months (April and May) salaries will be paid from this installment.
5. Services: internet subscription for the month of May is \$22, Renting of projector (to be used for PowerPoint Presentations, videos etc) for May & June is \$25 totaling \$47
6. Administrative cost (such as Ink, Paper, proposals to fundraise, transport, etc) for 2 May & June is \$43.

**\*Training starts on Monday 13 May, thereby one-time cost items including services will be purchased by 2week in May**

<b>ITEM</b>	<b>\$</b>	<b>Naira</b>
• Carpentry fee	182	28,500
• Desktop computer	223	35,000
• 2 White boards	65	10,200
• 3 packs of Marker	18	2,800
• 20 (4G) Flash/Pen Drives	240	37,680
• Farm equipments	320	50,240
• Training centre maintenance fee	64	10,000
• Salaries	434	68,000
• Facilitators' fee	510	80,000
• Lunch	304	47,700
• Computer Antivirus	50	7,850

• Services	47	7,380
• Administrative	43	6,750
<b>TOTAL</b>	<b>USD2,500</b>	<b>392,100</b>

*\*approximated to the nearest figure*

*\*As at today 24 April 2013, Dollar conversion rate is 157naira*

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

Dear Grantor,

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

As Springboard starts its maiden training on the 13<sup>th</sup> May 2013, I hereby wish to request for the release of Second installment (\$2,500) of the Braille without Borders foundation Switzerland Grant which will be used to cover onetime costs such as farm equipments, computer, construction of a hut on the farm etc and recurrent costs such as training materials, salaries, facilitators fee, administrative etc. Please find in this report, necessary requirements for the release of the grant.

Thank you so much for your support for Springboard.

I look forward to the release of the Second Installment.

Best Regards,  
Afere Alaba Lawrence

**K. If available, samples of (e.g. text for press release, flyers, posters, promotional emails or letters, address lists, radio advertisements, etc)**

Please find attached, labeled Springboard training Fliers. This was used to create awareness for the upcoming Springboard Training.