



Application form for projects

I. Project data

1.1 Address data of the project

Name of the project	
Name of the contact person	
Address of the project	
Postal code/mailbox	
City	
District	
Telephone	
E-mail address	
Country	

1.2 Give a short description of the project:

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1.3.1 How many persons, of which ages, are benefiting from your project?

0-4 years, inclusively	
5-12 years, inclusively	
12-17 years, inclusively	
Older than 17 years	

1.3.2 How many staff work at your project?

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1.4 How many books of which categories does your project need? Please explain your answer.

A (age 0-4)	
B (age 5-10)	
C (11-17)	
D (adults)	
E (educational books, please specify ages)	
F (informative books, please specify ages)	

II. The cooperation with Read to Grow.

Once your application is approved the dispatch will be prepared. You will receive a message when your book boxes are ready.

2.1 The costs

- The transportation of the books to the project will be paid by your organisation.
- For the protection and transportation we need book boxes. We need to charge you €10 for the first 5 boxes and €2 per box for all additional boxes.
- The (small) compensation per book will be determined in consultation with your organisation.

Payment

- **0 – 75 boxes:** please take care of this when you come to collect the books;
- **more than 75 boxes:** please pay into the Read to Grow account, **NL87 ABNA 0624 3537 53**, one week prior to collection.

2.2 The agreement

The books, which you will receive for your project are a gift from the heart of many children and adults. Read to Grow, its donors and all people involved would like to see these books handled properly and with care. That is why Read to Grow asks you to sign this agreement upon receipt of the books for your project. With your signature, you declare that your organization will meet all the criteria stated below.

Agreement:

- Within 6 months after the collection of the books:
 - Your organization will send a letter confirming the receipt of books, signed by the local management of the project (for instance: a signature of the director of the school which has received the books).
 - Your organization will send a minimum of 5 pictures, still or live, showing the books and the receivers. Read to Grow is authorized to use this material to illustrate to those concerned, what actually happens with the books.
- At most 3 years after the collection of the books your organisation will send an evaluation of the usage of the books.
- Your organization will see to it
 - that, under no circumstance, the books fall into the hands of a commercial party.
 - that the books are handled properly and are placed in a separate area in bookcases.
 - that the books are accessible to the target group as much as possible in a reading area with tables and chairs.
 - that the books will not be loaned in case there is a risk that they will not be returned.

- Your organization takes care of the transport of the books from the Netherlands to your project. If you cannot organize this, please contact a Dutch NGO to organize this for you.

Read to Grow will only continue its cooperation with your organization when you are able to show that your organization has met all of the above-mentioned criteria after arrival of the books.

2.3 Did you read the above text at point 2.2 and do you agree to the conditions?

Yes/no*

III. Your questions and comments.

3. If you have any questions or comments about this form and/or the cooperation with Read to Grow, please add them below.

IV. Signature

Herewith you state that you have filled in this form truthfully.

Date

.....

Place

.....

Signature,

Name of the representative in block letters: