

MEMORANDUM of UNDERSTANDING DORDRECHT FOUNDATION & STICHTING

*Dordrecht Foundation South Africa (to be called **Foundation**)
Stichting Dordrecht Zuid Holland – Dordrecht Emalahleni Zuid Afrika (to be called **Stichting**)*

MISSION and VISION

*The **mission** of the co-operation between both foundations involved is on the South-African side to better the life of the community of Dordrecht (SA); on the Dutch side to get over 50% of the inhabitants of Dordrecht (NL) informed on and where possible involved in the city twinning between both Dordrechts.*

*The **vision** of the co-operation between both foundations involved is to form a structure within the Dordrecht community that acts as a institute for those individuals and/or organisations (both non-governmental and governmental) that want participate in creating a better future for the town of Dordrecht SA. In future the Dordrecht Foundation has an office that is the place to go to with new ideas and developments within Dordrecht.*

COMMUNICATION

- The Foundation acts as a channel for (all) communication between partners in the city of Dordrecht (NL) and individuals and organisations in Dordrecht (SA)
- The Stichting builds a website that acts as source of information for both towns (content will be in both English and Dutch language). This site will also contain the Dordrecht News.
- There is a monthly update sent by both foundations informing each other on current status and developments.
- Both Foundation and Stichting create a '*smoelenboek*': a list of pictures, names and functions of people involved in the city twinning. The Stichting takes initiative.
- The Foundation uses the Dordrecht News to translate news about current projects and developments to a broad audience (in both towns).
- The Foundation invites the Emalahleni Municipality to participate with Ward Councillors 11 & 14

PROJECT MANAGEMENT & ACCOUNTABILITY

- Projects conducted under supervision of the Foundation:
- There is a monthly update on the project through the minutes of the Foundation
- Urgent matters (to be decided by the Foundation) are directly brought to the attention of the Stichting
- The Foundation provides both financial and practical information on the results of the project
- New project proposals are judged by the Foundation and only those that the Foundation finds useful and meet the criteria (see attachment I) are presented to the Stichting.

SHORT TERM GOALS 2-5 YEARS

- Bring current projects to a success. See attachment II

Attachment I

Dordrecht-Dordrecht Twinning Fundraising

As part of the Dordrecht-Dordrecht Twinning, projects that require funding are presented to the Dordrecht-Dordrecht Foundation. As the Foundation has no capital of its own it is necessary to seek funding in the Netherlands. This is no easy task; this document is to inform our partners in South Africa what steps are taken by the Foundation regarding projects that need funding.

Step 1. Project Description. First of all, we need a compact but complete project description in order to judge if the project can and will be picked up by the Foundation. This is a.o. measured by: Goal of the project, Counterpart in South-Africa, Scale of the Project (in terms of finance and beneficiaries), Sustainability and, very important, a solid Cost-Estimate. Based on this the Foundation will decide if this particular project can and will be picked up by the Foundation or not. If picked up, Step 2.

Step 2. Plan of Action Foundation. The Foundation then has to make a Plan of Action. Create a time-table, make an inventory of Funds in Netherlands where applications can be done to find funding, plan and organize fundraisers in Dordrecht (NL). As stated, finding funds in The Netherlands is no easy task. There are small and big Funds where applications can be made, but all of the funds will at best co-finance projects for no more than 30-60 percent of the project total. It is not possible to combine contributions from the Big Funds, since they work together. What remains is 25-50% of the project total that has to be funded by (small) fundraisers organized by the Dordrecht Foundation. It is the latter that take up a lot of time and effort so the Foundation will carefully weigh if it is up to this task, and what the chances of success are. If changes are good, Step 3 follows.

Step 3. Project Proposal. For the benefit of Fundraising, a proper project-proposal is needed. This will be a document with a complete project description including: background information, project goal(s), target group and beneficiaries, step-by-step realization (time and actions), Ownership and responsibilities, Sustainability, Project Partners, Cost-Estimation. The Dordrecht-Dordrecht Foundation can provide a project format in order to write this project proposal.

Step 4. Fundraising. The Foundation then starts the Fundraising in the Netherlands. This will take probably one, and at the most two (!) years.

Step 5. Realization. The Counterpart in South-Africa will be transferred the funds and carry out the project realization. This will be carefully monitored by the Dordrecht-Dordrecht Foundation.

Step 6. Evaluation. When finished, the whole process will be evaluated. Furthermore, a detailed description of Realization, including a well-documented budget justification is needed. This is the responsibility of the Counterpart in South-Africa.

Attachment II

- **Mayo:** Mayo owns a garage and dreams of building a strong business at his current place near the railway station. This project gets the support of the DOV under mentorship of the Foundation. Focus is on helping Mayo build this business.
- **Water project:** Project based on a grant given by the Wilhelminakerk Netherlands through Pleunie and Sybe during their visit October 2017. Focus is on creating hygienic sanitation with young school kids. A water tank might be placed including a sink and tap and some soap teaching young children the importance of washing their hands.
- **Multimedia Center:** Coaching and supporting Mr. Speelman into creating a successful business out of the current Multimedia Center owned by Mr. Speelman. Project includes the creation of the Dordrecht News.
- **Tyre guy:** This person (name?) is working at a good plot at Grey Street. He is doing good business and works hard but has no tools or electricity. To arrange for that with help of the DOV there needs to be a formal location. This is the first step. This project might fall under the scope of the Beehive Businesses.
- **Nerinahof:** The old aged home based in Dordrecht managed by the ACVV. It copes with lots of challenges. Scope of the project is finding structural or incidental aid to this project including partners and/or fundraising in both Dordrecht NL and Dordrecht SA.
- **Fish Project:** New Idea as result of visit to Netherlands. The Stichting needs to further gather intel on this project. It is a project that enables people to grow fish in a small (1000 liters) tank with low maintenance and the possibility of growing small crops.
- **Beehive:** New Idea brought forward by the Foundation. In cooperation with entrepreneurs (Mr. Bulelani?) and if possible the municipality of Emalahleni build a small building with a collection of small businesses that can start a formal business at low cost.
- **Field Band:** Project supported mainly by the Emalahleni Municipality where children get a chance to learn to play an instrument and or dance. Also they get sensitized on issues of drug use, unemployment, hygiene, etc.