



BECAUSE
EVERY
CHILD
NEEDS

*someone
like you!*

Harapan
ABILITY MATTERS

www.projectharapan.com



**Thank you for
believing that
every child
deserves a
chance and
welcome to our
sponsorship**



This guideline tells you how the sponsorship works and gives you all instructions you need. If you have any enquires, don't hesitate to contact us on:

info@projectharapan.com

1.

How to transfer money?

By now, you should have a profile with basic information about your child and we set up a monthly amount which you will donate. If you haven't received this information yet, please contact us!

Usually, sponsors send monthly donations, but if you wish to send money quarterly or annually it is absolutely fine, just let us know.

We ask you to make a payment by 20th of each month. We'll resend money to Indonesia, which takes some time and then we will buy all commodities for a child. Unless it is necessary, we are not providing money to families, instead we pay for what they need (school fees, books, food parcels).

There are our two bank accounts below - one for euros and one for Czech Crowns. Just set up a monthly order to one of them, depending on your local currency and **WRITE A NAME OF YOUR CHILD AS A REFERENCE**. If your country of residence uses a different currency, please let us know and we give you a specific instruction for payment in your

currency on our TrasferWise account. If you have any questions about money transfer or you need help to set up payments, contact us!

HARAPAN Z.S. (IČO: 08618526)

Address: Velká Strana č.ev. 682, Solopisky, 252 28 Třebotov, Czech Republic

DONATION IN CZK:

ACCOUNT NUMBER:
2501729448/2010

DONATION IN EURO:

ACCOUNT NUMBER: 2801729466
IBAN:CZ7020100000002801729466
BIC/SWIFT: FIOBCZPPXXX

You can also use our PayPal if you wish, just remember we need to pay additional fees for using PayPal and the child will receive less money.

2.

Sending letters...

We ask sponsors to send a letter with a first donation. You can tell your child something about you - your name, something about your home, what do you like or send a wishes. You can also include some pictures or make a video instead. We will leave it completely up to you and your creativity. It is always nice for a child to get to know the sponsor a little bit and create a long distance friendship. However, this step is voluntary and if you wish to stay anonymous, we will respect this.

We ask you to use English or Czech language. But don't worry about a grammar too much, we understand that for some of you it is a second language! When your first message for a child is written, send it to our email and we will translate it to Bahasa Indonesia and send to your child. You can repeat this process every three month.

When the child receives your letter (pictures or video) they will reply to you. You will be receiving pictures, letters or videos from your child every three months. We translate it for you and send it to your email. We will also encourage children who are able to write or even learn English to write it by themselves for you. Children whose ability to write is limited by disability will be supported by their parents or a member of our team.

Please be aware that your letters will be read by the member of team Harapan who will make the translation. We respect your privacy and all information you are sharing with your child will stay safe with us. If you have any questions or requirements regarding privacy policy, drop us a message and we will find a solution together.

3. Updates and news...

Once we receive money from sponsors, we send them to our Indonesian twin organisation **Harapan Disabilitas Bukit Lawang Foundation**. Our local team is in touch with all families on regular basis and they will respond to current needs of the family with your sponsorship. There is information about how your donation will be used in your child profile. You will receive a letter from your child every three months. Furthermore, we will be sending you updates about the child and our activities regularly by email, unless otherwise agreed. You will also received a link for a gallery on google drive, where you can find the pictures and videos of your child. Those pictures are only for your use and can not be used anywhere else without our consent. Finally, you can follow us on [facebook](#) or [instagram](#), or see our [website](#).

4. What if I want to send extra money or a gift?

We understand, that there are situations like a child birthday or when a family ask you directly for further help while they experience some struggles. It is possible to send extra donation, nevertheless, we ask you to ALWAYS discuss this intention with our team. It is important to prevent making differences, or conflicts between the families. **Never send money to a different account than our official one.** We can make a plan how to use extra donation individually (we can save if for emergency situation, birthday or use for group activities with other children).

5. Confirmation of your sponsorship.

Every end of the year we will send you a confirmation of an amount which you have send to our organisation. Most of the countries accept this confirmation to reduce your taxes. If you need a confirmation of your sponsorship earlier, just let us know.

6. I want to stop sponsoring a child.

Even though we don't officially require sponsors to sign up for a fixed period, we are asking to make a moral commitment for at least one school year to maintain efficiency

and continuity of our work (the Indonesian school year starts in July and finishes in June.). However, we understand that a sponsor may encounter difficulties or they change their mind about sponsoring. If this happen, we are asking you to let us know at least one month in advance so we have enough time to find a new sponsor and keep a child in the normal routine.

HARAPAN Z.S. – CZECH REPUBLIC

IČO: 08618526

Address: Velká Strana č.ev. 682, Solopisky, 252 28 Třebotov, Czech Republic

and

YAYASAN HARAPAN DISABILITAS BUKIT LAWANG

AHU-0003438.AH.01.04.Tahun 2020

nomor akta: 16

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