

Using a BLACK pen and printing in BLOCK letters, fill in the contact information and answer the following questions. If additional room is required, use a separate sheet of paper and clearly indicate which question it relates too. Completed forms can be returned to the FTH office to any of the contact details listed below. Please note this form is used to notify FTH of the request for aid and is not a indication that FTH will undertake your project. All requests for aid are assessed.

TODAY'S DATE _____

REQUEST MADE BY			
GIVEN NAMES		SURNAME	
RELATIONSHIP TO ORPHANAGE			
PHONE	Country Code	Area Code	Number
FAX	Country Code	Area Code	Number
MOBILE	Country Code	Number	
EMAIL ADDRESS			
WEBSITE			
POSTAL ADDRESS			
CITY/SUBURB		STATE/REGION	
POST/ZIP CODE		COUNTRY	
CONTACT DETAILS OF CHRISTIAN ORPHANAGE			
NAME OF ORPHANAGE			
CONTACT NAME & POSITION <i>(If different from above)</i>			
PHONE	Country Code	Area Code	Number
FAX	Country Code	Area Code	Number
EMAIL ADDRESS			
WEBSITE			
ORPHANAGE PHYSICAL ADDRESS			
STREET ADDRESS			
CITY/SUBURB		STATE/REGION	
POST/ZIP CODE		COUNTRY	
ORPHANAGE POSTAL ADDRESS			
STREET ADDRESS			
CITY/SUBURB		STATE/REGION	
POST/ZIP CODE		COUNTRY	

2. SECTION TWO – ORPHANAGE BACKGROUND

2.1. Is this request for an existing Orphanage?

YES / NO

2.2. How many years has the Orphanage existed?

_____ Years

2.3. Does this orphanage run as an extension of a Church outreach/oversite?

YES / NO

2.3.1. If **YES**, please state the name of the covering Church organisation

Church Name

Contact Name at Church

Best Contact Details (ie. Phone / Fax / Email / Postal Address)

2.3.2. If **NO**, please describe the nature of the legal status of the orphanage (ie. privately operated)

2.4. Is the orphanage recognised by the government as official institution?

YES / NO

2.4.1. Please provide details

2.5. Does the orphanage meet local government health & safety regulations?

YES / NO

2.5.1. Please provide details

2.6. Does the orphanage staff have any government recognised qualifications relating to working with children?

YES / NO

2.6.1. If Yes, please provide details

2.7. Does the orphanage receive any funding for it's activities?

YES / NO

2.7.1. If Yes, please name donors and purpose of funding (Government funding for clothing, general fundraising for equipment, USA partner ministry for general/unspecified use etc)

3. SECTION THREE – ORPHANAGE DESCRIPTION

3.1. Please estimate the size of the orphanage and describe facilities available

3.2. How many children are cared for by the orphanage

3.2.1. Permanently housed at Orphanage _____

3.2.2. Schooling or Day-Care students _____

3.2.3. External ministry ie. street children _____

3.2.4. Other (describe) _____

3.3. How many staff care for the children

3.3.1. Permanent / Paid Staff _____

3.3.2. Casual / Temporary Paid Staff _____

3.3.3. All Volunteers _____

3.4. Please describe briefly the activities undertaken by your orphanage?

3.5. For children living at the orphanage please briefly describe daily routine include meals and sleeping arrangements, education.

3.6. Would you describe yourselves as running a Christian orphanage?

Yes / No

3.6.1. If Yes, please describe the Christian activities / ministry undertaken at the orphanage

3.6.2. If No, please describe

5.2.1. Please explain.

5.3. Do you have experience with loading and unloading large shipping containers (ie. 20 & 40 foot shipping containers)?

5.3.1. Please explain.

5.4. If shipped by containers, what is the nearest seaport? (Name & Distance to your location)

5.5. Does the orphanage have official NGO (non government organisation) status?

YES / NO

5.6. Is the main consignee able to get the VAT (value assessment tax) waived if we ship containers in?

YES / NO

6. SECTION SIX - OTHER

6.1. Other Comments relevant to this request for Aid