



OUR
FOOTPRINTS
FOUNDATION

Policy Plan

1. INTRODUCTION

Our Footprints Foundation was founded in September 2020 in Leersum, The Netherlands. It is one of several community organizations providing services to those in need in Central and Southern Africa. The Foundation aims to provide health care and education projects. The focus is on meeting holistically the needs of children, youth and women within the context of their families and the communities of which they are a part of.

Our Footprints has started its operations in Zambia with projects focused on eyecare and education.

This is the policy plan for Our Footprints Foundation.

This plan provides insight into:

- The mission, vision and values of the foundation
- The statutory framework with a view of the articles of association; articles on objectives and assets
- The activities (programs) of the foundation
- The Finances
- The functioning of the board

2. GENERAL DATA AND MANAGEMENT

Registered name	: Our Footprints Foundation
Organization type	: Non-Profit Organization
Established	: September 2020, in Utrechtse Heuvelrug , the Netherlands
CCI number	: 80240798
RSIN number	: 861600988
Bank Account number:	NL43 RABO 0364 1073 08
Address	: Prinses Maximahof 21, 3956 SB, Leersum
Phone number	: 0031642492064
Website	: www.ourfootprintsfoundation.org
Email	: info@ourfootprintsfoundation.org
Working area	: The Netherlands and Zambia
Target group(s)	: Children, Young people and Women

Board

Name : Umutoni Midiburo

Date of birth/Place of birth : April 27, 1986, Goma, Congo-Kinshasa

Title : Chairman

Authorization : Jointly authorized (with other director(s), see articles of association)

Name : Margriet W Dundas

Date of birth/Place of birth : December 7, 1965, Paramaribo, Suriname

Title : Treasurer

Authorization : Jointly authorized (with other director(s), see articles of association)

Name : Lovis Shimo

Date of birth/Place of birth : March 22, 1995, Goma, Congo-Kinshasa

Title : Secretary

Authorization : Jointly authorized (with other director(s), see articles of association)

Name : Kunda Musungaila

Date of birth/Place of birth : April 5, 1989, Lusaka, Zambia

Title : Board Member

Authorization : Jointly authorized (with other director(s), see articles of association)

3. VISION & MISSION

Vision – Our vision is to see empowered women and youth and a continuous improvement in the lives of vulnerable people in the communities we serve. We believe that when we join hands and work together, we can seek the changes we want to see in the world today.

Mission – With the belief that development begins with good health and empowerment of a people, Our Footprints Foundation has put this at the core of our organisation. It is our mission to enhance the welfare and livelihood of vulnerable people through social and economic empowerment, focusing mainly on children, youth and women.

Values

- Integrity
- Collaboration
- Diversity
- Transparency
- Sustainability

4. STATUTORY FRAMEWORK

Our footprints foundation was incorporated on 7th September 2020 with the articles of association of which are attached hereto (**ANNEX I**). Here we give a view on the Articles of Association as far as ANBI rules and regulations are concerned, articles included are those concerning objectives and assets.

I. Article 2: Objectives

1. The purpose of the foundation is: Contribute to the well-being of disadvantaged communities in Central and South Africa.
2. The foundation also aims to perform all further actions that are related to the aforementioned purpose in the broadest sense or that may be conducive to it.
3. The foundation tries to achieve its goal through development projects in education and healthcare with a focus on children, youth and women.
4. The foundation has no profit motive.

II. Article 3: Assets

The foundation's assets can be formed by:

1. Contributions from those who sympathize with the purpose of the foundation;
2. Contributions from those in whose interest the foundation works;
3. Subsidies;

4. Inheritance acquisitions and gifts;
5. Proceeds from activities of the foundation;
6. All other benefits.

III. Article 4: Board: Composition, method of appointment

1. The board of the foundation consists of a number of directors to be determined by the board, with a minimum of three director (s).
 2. The directors are appointed and suspended by the board. Vacancies must be placed within three months are provided. The board elects a chairman, a secretary and a treasurer from among its members.
 3. The directors are appointed for a period of four years. They resign according to a schedule to be drawn up by the board. A director who has resigned according to the roster is immediately eligible for reappointment, but a maximum of five times.
 4. In the event of one or more vacancies on the board, the board retains its powers.
 5. The board members do not receive any remuneration for their work, except for a not excessive attendance fee.
- They are entitled to reimbursement of the costs incurred by them in the performance of their duties.

5. ACTIVITIES OF OUR FOOTPRINTS FOUNDATION

Our Footprints Foundation is a foundation whose purpose is to reach underserved communities with the goal of improving community welfare and wellbeing.

Healthcare is one of the sectors that remains underserved in the African continent. We believe that everyone must have access to quality and affordable healthcare.

Our Footprints foundation's current focus is on the provision of better eyecare primarily focusing on Zambia.

We provide eyecare under three programs;

I. Eyecare

Our Footprints Foundation's core belief is that we can only achieve the change we desire when we work together. That is why we put a lot of effort in creating partnerships with different institutions that can work together with us in achieving our mission.

Rural areas are the most underserved communities in the eyecare sector. There are not many eyecare providers in rural areas and those present are often very far from some communities.

Our Footprints Foundation joins our partner hospital in outreach programs.

A lot of eyecare providers that also serve people with less resources have very often to do their job manually making it difficult for them to serve a lot of people.

We want to be able to be of service to these hospitals and clinics and help them in procuring materials and equipment that will in turn help them serve communities.

II. Education:

The importance of eyecare is often undermined in underserved communities. We find it important to educate these communities on the benefits of good eyesight. We also find it important to train and coach the professionals we work with not only on the use of equipment but also on the trends in the sector.

When equipment is donated to benefiting organisations, we find it important to train the users on the use of these equipment. Knowledge sharing on the use of donated equipment is vital to the sustainability of our programs.

Additional to this we also want to educate the people in the communities we serve on the benefits of having good eyecare.

We do that through the outreach programs, media outlets and our social media platforms.

Our assistance to our benefiting institutions goes beyond providing of equipment of eye care and training the users. We also provide technical support to the teams. Furthermore, we provide knowledge on the trends in the eyecare sector. This is especially done to ensure that our partner clinics and hospitals stay up to date on latest trends in the sector.

III. Empowerment

There are a number of community organisations that cater to the needs of the visually impaired in their communities. They are often in need of help in many forms. We find materials that they can use for their operations through our donors or funding that we get. Our objective is to help these institutions run their operations in the most impactful way.

Some of the most visually impaired people in eyecare are the blind. We find it important to work with this group of people to enable them to be functioning members of society. We achieve this through our empowerment programs.

We are always looking for items that can be donated to people that need them. We collect clothes, shoes, school bags and books and many other school items.

6. FINANCES OF OUR FOOTPRINTS FOUNDATION

The foundation has an account with Rabobank. The account is managed by the treasurer and the chairperson of the foundation. The secretary and the board member have viewing rights. This is to promote transparency and a four eye check principle for all transactions done on the bank.

At the end of every year, the foundation closes its books and starts preparing its financial records in order to prepare its financial statements. Hereafter, the annual report is prepared within 6 months of the adjacent year and published on the foundation website.

The financial statements and annual reports are prepared by an independent accountant. The first financial year of Our Footprints Foundation is 31/12/2021, thus the first annual report will be published on the foundation website before June 2022.

IV. Fundraising

The foundation aims to get its funding through donations. Some of the donations are items that are in turn donated to the end users. The donations are gathered through campaigns in the following ways;

Institutional funding proposals

Our Footprints presents project proposals to potential donors for projects. We approach different company foundations and institutions. At the beginning of every project, the foundation selects a couple of potential donors whose mandate fits with the project.

Social media fundraisers.

Through social media platforms such as Instagram, Facebook and LinkedIn we promote our projects and ask for donations.

Collections of materials

The collection of materials for donations is done depending on the demand of the communities we work in and what projects we are working on.

Fundraising events

We want to hold fundraising events that will help us with our campaigns. These events will help raise funds for different projects including operational costs. The events may include benefit concerts, sports events, cookouts or yard sales.

V. Management and use of assets

Our Footprints Foundation will keep a record of all of its assets and expenditures. These records will be detailed and show the amounts of funding received and materials donated. All donations received will go towards specific projects or operation costs. Any residual amounts will be carried over to the next year to primarily fund operational costs and also planned projects in that year.

The annual financial reports and the annual report will be published every year on the website. In these reports, donors can follow the different activities of the foundation, the amounts donated, materials donated and how they were used.

VI. Communication

The foundation will keep its donors informed through the following ways;

Annual Financial reports

Annual reports

Updates on projects on website and social media platforms

Newsletters