

Sekolo Projects Namibia

Small Grants Programme
Monitoring Information Sheet

For RACE Co-ordinators requesting and distributing WOH refill kits

RACE Co-ordinators are responsible for monitoring the use of each WOH refill kits provided by Sekolo Projects.

In order to effectively monitor the receipt and use of each WOH refill kit, Sekolo Projects Namibia requests that **each** WOH club send one of the following to us:

- 1) a hand-drawn poster from the Club, with school name and date indicated
or
- 2) a photo of the Club, with school name and date indicated
or
- 3) a hand-written letter from a Club member describing the items received, with school name and date

These items should be collected and posted to Sekolo Projects Namibia in the **same term** as the refill kits were distributed.

For AIDS Club or WOH Club contact teachers

AIDS Club or WHO Club contact teachers are responsible for monitoring the project for which funding was requested. This is to ensure that funds are spent appropriately and that learners benefit.

In order to effectively monitor the project, Sekolo Projects Namibia requests the following:

- 1) Photographic evidence of your project (if your school does not have a camera, you may request a disposable camera in your application)
- 2) Submit receipts from any purchases

This monitoring should be returned to Sekolo Projects Namibia in the **same term** as the funds were received.

All monitoring should be sent to:

Sekolo Projects Namibia
PO Box 97059
Windhoek