



Guidance for book / learning materials donation proposals

1 Recipient / beneficiaries

- When and where are the books supposed to go? → Address, name of caretaker, telephone / email contact and date of last correspondence (if possible copy of the last communication) must be supplied.
- Who would be primary beneficiaries of the books / learning materials?
- What facilities exist to accommodate the books / learning materials?

2 Amount, kind and value of books / learning materials

- What kind of books / learning materials are proposed to be donated? → They should be
 - Up to date in case of learning materials
 - Fit in the relevant Ghana curriculum
 - In good shape
 - Either sets of books for use by several pupils or individual reference materials for consultation
 - Include quality literature of appropriate standard and level for the intended beneficiaries
- Could they be purchased / obtained in Ghana?, If YES, what special reason would make the transport from the UK necessary / desirable? → Generally GSA would try to obtain materials locally. Could a donation to the relevant value be obtained from those wishing to donate the materials?
- What is the total value of the substantive donation? → Will there be a need to insure it?

3 Transport

- How many books, what space / weight / volume will need to be shipped?
- How will the donation be transported to destination in Ghana?
- What costs will be associated with a) shipping and b) in country? → Would the donation come with a contribution to these costs?

4 Sustainability

- Are there plans for future donations to the same destination / beneficiaries? If YES, are there thoughts about a longer term connection / link?