

Policy plan Kolewa Foundation

2015 -2016

Alphen aan den Rijn

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Kolewa Foundation

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1) Objective- vision and procedure

Objective:

Kolewa Foundation has the objective to free every year as many children and adults from their isolated situation in the Indonesian society, caused by congenital disorders, trauma, and disfunction of the senses hearing and sight. We offer medical examination, operations and provide resources as a primal solution, and special education. We combine it with acceptable living conditions and aif sequel.

Vision:

Child rights as well as human rights are meant as western values and standards. What is normal in the western world on the field of health care, and special education is in Indonesia mostly an exception. By working together with Indonesian field partners as much as possible, launching ideas and support a correct implementation, with the use of volunteers from within the country and abroad, Kolewa Foundation tries to set an example.

To enthuse and motivate the reasonably educated people, local foundations and governments will eventually lead to improvement in care, medical facilities and make the Indonesian people aware of their rights in these fields.

Procedure:

Kolewa Foundation scouts, with help of Indonesian field partners children and adults with an indication for help in the regions Bali, Timor, Flores, Rote, Sumba and Sumbawa. Focus here lies on cleft lip and palate, craniosacral disorders, orthopedic abnormalities, hearing disorders, lack of sight, congenital cataract, microtia and deformity as a result of burns.

The volunteers of the foundation accompany patients to the hospitals on Bali for examination and operations. The foundation takes care of the costs of transport and shelter during this period.

For people with hearing disorders there is a cooperation with Lumina test centre in Denpasar where all ages can be tested under responsibility of an ENT doctor.

After a child has received the first aid on Bali, by operation, hearing aids or glasses the right way of recovery is looked after. Sometimes children go to the Lumina pre-school, or special education. For others this can be a children's home in the neighbourhood of a school for special education. Consider also speech therapy in addition to normal education, for example in Karangasem where children receive speech therapy on a two weekly basis from our mobile team.

Parents are made more aware of how to stimulate their child as much as possible and we support them by organising parent- meetings and seminars. We also give daily briefing in our shelter at Jalan Sebatik and in the Smile House of our field partner Yayasan Senyum. We invite the brothers and sisters of our patients once a year to our family- gatherings on Bali Timor and Flores, which have an educational character.

On the same time Kolewa Foundations is actively committed to more and better medical care on the islands so that in time the operations can take place there in the form of marathon- operation

sessions performed by Indonesian doctors and with mobile operation equipment, partly financed by the foundation.

Organisation:

Board: Every board member and volunteer has as an primary task and goal to do everything to promote the vision of Kolewa Foundation, and make the objectives and projects who come out as a result a success. All of this without any form of self-interest of financial compensation. The board exists of five members, namely chair person, treasurer, secretary, and two common board members PR and communication.

Syta Plantinga- chairperson and founder, is engaged in:

- Leading the organisation, meetings, board members and volunteers
- Representing the foundation either in the Netherlands or Indonesia
- Delegate and perform procedures
- Take care of a balance between the foundation and the Indonesian field partners, and coordination an building an network in Indonesia
- Writing of project proposals for fundraising
- Taking care of social media
- Preparing and set an agenda for board meetings
- To report on all of the above in board meetings

Clara Waardenburg, secretary, is engaged in:

- Taking care of incoming and outgoing phone calls
- Taking care of incoming and outgoing mail and e-mail
- Represent the foundation in the Netherlands
- Maintaining contact with sponsors and donors
- Maintaining contact with the BIS (bureau of international cooperation)
- Maintaining contact with Hanze Hogeschool Groningen
- Report on all of the above in board meetings
- To make the minutes of board meetings

Andre Hemmelder, treasurers is engaged in:

- Monitoring income and expenses versus the budget
- Financial administration of the foundation in general
- Financial administration of the projects
- Making a financial report every year
- Report on all of the above in board meetings

General board member Manon Brugman supports her fellow board members in their activities and tasks where necessary and reports in the board meetings.

She takes care of a solid basis for Public Relations and communication (website, social media and PR-campaigns)

General board member Angela de Witte engages with Public Relations and communication in the form of contacts with several schools in the Netherlands, for fundraising, and reporting in the board meetings.

Volunteers in the Netherlands:

Kolewa Foundation can count on volunteers the Netherlands as well as in Indonesia. In the Netherlands we have a permanent team of loyal volunteers who are in close contact with the board. They don't attend the board meetings.

Rinnie and Bram de Groot from Franeker, performing under 'Project Namaste':

With their project named 'Project Namaste' this couple spends every free moment on activities for Kolewa Foundation on the island Rote. Their fundraising is mainly focussed on cleft lip and palate-projects. They stand on several markets and fairs. With all of their activities they help to determine the success of our care. They also collect goods and deliver them once a year in person in Indonesia.

Laura and Maurice Varkevisser:

Experienced teachers from the Netherlands, enthusiastic young people who have been very active ambassadors in 2014 for Kolewa foundation. They came to Bali in January 2015 for 12 months to support several projects. They are, among other things, the founders of a solid speech therapy programme and they have transmitted this to our Indonesian team member and new volunteers on Bali.

Harold and Ria van de Beeten:

They come for their annual holiday to Bali. They go on outreach and in Holland they report on their experiences and engage in fundraising. With these funds they adopt financial children with cleft lip from the NTT islands so that they can be operated and stay in Smile House. Now, also their friends Piet and Ellie Hutzezon do the same, just as the Kumpulan-group, Stichting Help dit kind ('Help this child' foundation) and Jan and Yvonne Soplanit and many others.

Dutch volunteers in Indonesia:

In Indonesia we have three categories of volunteers:

1. Students and people on their holiday who support a project for a period of one month at a minimum. They combine their stay in Indonesia with helping our field partners and the projects who are supported by Kolewa Foundation
2. Dutch expats, mostly residents of Bali and willing to do whatever is needed
3. Indonesians with a social heart, and caring for their less fortunate compatriots

Internships:

Kolewa foundations offers students from an education that matches with one of the projects or activities the possibility of an internship of three to six months. Because of the variety of projects there are internships for students (speech therapy, dietetics, teaching, marketing and communication). Students can contact us directly or through www.internshipbali.com. This company offers a package for guiding the student, extending their visa etc.

Kolewa Foundation gives the opportunity to experience what it's like at our field partners and guides

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them daily. Our daily board makes selections of the applications who reach us through our website or email kolewaceo@gmail.com.

Projects:

Bali:

On the Indonesian island of Bali only a few of the inhabitants, in the south, profit from the tourist industry. Most of the desa's are poor and lack medical care and knowledge.

Our field partners on Bali are: Yayasan Lumina Yayasan Senyum, Yayasan Sedasa Sunar, Sole Men Foundation, Stepping Stone Foundation, Yayasan Puspadi and the John Fawcett Foundation.

Speech- therapy for children with speech problems (hearing disorders and cleft lip):

Rumah Bicara (Talking House) is established in a quiet area of Denpasar. The rent is already paid up to February 2017, the building is completely managed by Kolewa Foundation. There is a team of three Indonesian attendants (Ana, Dessy and Uttari) accompanied by volunteers from Dutch schools, and interns from the speech therapy education of the Hanze Hogeschool in Groningen. The academic and medical support of the ENT doctor dr. Eka (Sanglah Hospital) is of great value. Hearing tests etc. are performed in the hearing centre of field partner Lumina. In the talking house parent calls are performed and newcomers are observed in the intake- room. As a result of this we conduct a matching programme for each child, and where possible we buy hearing aids. Fieldpartner Lumina has a primary school for children with hearing problems, we can send the children we scouted there for their daily education.

A maximum of five children with a parent can stay in our shelter during their period of treatment on Bali. Children with burns, spina bifida, ENT- problems etc. etc. who come from the NTT islands. These families are completely been taken care of and accompanied at the expense of Kolewa. Our staff takes care of healthy food, medication, teaching hygiene etc. The average duration of stay is 6 weeks.

Kolewa Foundations takes care of the complete organisation and expenses of the Ruma Bicara project in Denpasar, completed by activities in Smile House (children with cleft lip). We here support the team with materials and knowledge during speech therapy which we organise. Especially for this project a self-help book was made. Every patients gets a book in their so called speech therapy package (bag, book, practicing materials and cap with the Kolewa logo).

Speech therapy on location:

Every two weeks our team travels to Rendang in Karangasem for speech lessons, supported by sign language. We profit from the hospitality of the midwife practice of Ibu Putu. A growing group of about 16 children follow classical and individual lessons via a programme which is set up by Laura and Maurice Varkevisser in 2015 and now performed by our staff members Ana Uttari and Dessy. All children are tested regularly , or their hearing devices are checked. Beside that they come for special occasions to Denpasar, for check-up, group activities or a family gathering. Kolewa provides for the batteries for the hearing aids.

Sedasa Sunar Outreach Bakti Sosial in school buildings:

Four times a year we perform with the Kolewa team in a large-scale health-project in the poor areas of Bali such as Klungkung, bangle, Nusa Penida, Gyanyar, Karangasem, Negara and Singaraja. This one-day project is conducted by several doctors from Sanglah Hospital.

Location of this outreach is a primary school where every classroom is arranged as a consulting room for each specialism (dentist, oculist, gynaecologist, surgeon, ENT-doctor etc). The inhabitants of 6-10 villages are informed by their local authorities and can visit the office hours for free, get free medication and are redirected to the hospital in Denpasar. Kolewa foundation takes part of the ENT-consults, provides hearing tests and hearing aids. Assistant-doctors take away persistent ear wax from the ears of school children. Besides that Kolewa supports the project with a donation of 5.000.000 idr.

Educational programme Puskesmas(local medical post):

A smaller Kolewa team travels, supported by midwife Putu and sometimes completed by with a delegate of the Rotary- club Nusa Dua, to a child consultation clinic in the poor areas of Bali. The population is informed by posters that they can let their children operated for free. During our monthly gatherings of the midwives connected to Puskumas, we tell about our other activities. They are after all the first ones to take notice that something is the matter and they full fill a very important role in the community. In the information we give to the organisation we focus on cleft lip, hearing disorders, orthopaedic disorders and burns. In 2016 our team will professionalise this programme with a Powerpoint presentation, a hand- out and banners to involve as much child consultation clinics as possible as a field partner in our programme.

Medicar: Scouting, transportation and escort of patients on Bali as an addition to Puskumas consults:

After a successful fundraising in both the Hetherlands and Bali the foundation managed to buy a Ford Ranger 4x4 drive and adapted completely to a productive 'medi-car'for the scouting and transportation of patients in difficult passable areas on Bali. The Kolewa team now travels every week to get children with hearing – or orthopaedic problems, and children with cleft lip. Simple medical supplies are on board such as bandages, baby food, comforters, clothes and vitamins.

Beside our own Medicar we hired two freelance drivers, Wayan and Emi, who transport patients with their own cars. On the medicar are stickers from funds and companies who contributed to the medicar as well as part of the costs for insurance, maintenance and taxes 2015- 2016.

Lumina Centre:

In the area of Renon in Denpasar, not far from Rumah Bicara (the Kolewa location) our field partner Lumina is established. With excellent facilities for testing young and old with two fully sound proof testing cabins, this is the perfect address for the children we scout with hearing problems.

Every year our aim is a budget for about 75 free hearing tests, 50 hearing devices and accessories. The children who come from the inland of Bali, are picked up, accompanied and brought home by Kolewa foundation. The transportation costs are also for Kolewa.

Family gathering:

Once a year our volunteers and interns, together with Yayasan Lumina, Yayasan Senyum, midwife PUTu from Karangasem, organise a family gathering. The programme, for parents of children with a

hearing disorder, is composed by a team of specialist within our team of field partners, together with dr. Eka, volunteers and interns. Especially transfer of knowledge, sharing experiences and new developments in the medical world are important during the day. The evening hours are informal but are fully used by parents to talk to each other about raising a child with special needs.

The children are employed by our activity team. With a focus on sports and games, in combination with speech therapy. Meals are used by parents and children. There is great interest in the family gatherings. Every year we can count on about 100 participants. Kolewa foundation takes care of financing these meetings.

On Rote, Flores and Sumba similar meetings take place with focus on speech therapy for children with cleft lip, in cooperation with Yayasan Senyum.

Children's home Negara:

There are about 25 children living in this house, conducted by a Balines woman and her team of four. During day time the children visit a so called SLB school for special education, they all have a handicap. Kolewa foundation is engaged since 2013 in the renovation and reorganisation of this house. The inducement was a fire in the dorm. Soon it appeared that the situation in the house was very poor: leakage, dirt, unorganised and a very poor budget.

The renovation was performed one step at a time with the help of local constructors from Negara. Periodically a group of volunteers leaves towards the children's home to help the staff with cleaning, and reorganizing the house for the longer time. To help the development of the children Kolewa will supply for materials and supplies for sports, music, games, music and arts. We do this together with the SLB school. In 2015 we bought sports shoes and badminton rackets. The orphanage got a roof so that the children can also play outside during the rain season. In 2016 we will support the children's home in whatever they need at the time.

Flores & Timor, Sumba, Sumbawa, Rote, Kupang, Manuk and Landu:

Bibir Sumbing, the Indonesian word for cleft lip.

The archipelago knows a lot of very isolated and poor islands. Timor and Flores are clear examples. Medical care is poor and surgery is not possible. Kolewa foundation, together with Yayasan Senyum, focuses on children with craniofacial disorders or cleft lip. Children with burns, hydrocephalus or spina bifida are brought to Rumah Bicara. The children are scouted by Indonesian workers together with our volunteers, and then in a group accompanied to Bali for an operation and further treatment. Kolewa foundation takes care of the trip, expenses for their stay. Our field partners take care of medical treatment of operation, or the Indonesian health care insurance for poor people is used.

2015-2016:

Operating- marathons & educational programme on Rote, Flores, Sumba, Sumbawa and Timor:

The following years the focus of Kolewa Foundation on these five islands lies on health care, food, education/information about genetical disorders and operating-marathons. In cooperating with the field partners and some local foundations we work on an easy understandable educational campaign which consists of Puskumas visits, self- help books and 'family- gatherings'.

Focal points will be: to prevent is better than to cure (recognize symptoms, wound treatment, visit the clinic earlier, healthier food- you are what you eat!- get more vitamins from your own garden,

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drink clean water, do not only use the meat of your cattle but also the milk)- education (less children means less costs and a better future, nephew-niece relationships enlarges the chance on congenital disorders, variable sexual contacts and the risks (AIDS), take care of the environment (garbage, hygiene)

Once a year we organise an operating marathon in the hospital of Ba'a on Rote and Ruteng, together with a team of Indonesian doctors. We can perform lots of little operations on the local people such as taking away lipoma, tumours, operating on cataract, clubfoot etc. Because of the state the hospitals are in the foundation will (partly) take care of mobile equipment and medication. Because of the extent of this project and the substantial fundraising we planned a year and a half to realise this project. We trust that in 2016 we can perform our first mission.

Education:

Kolewa Foundation uses her network, if possible, to combine information and fundraising. Examples are the activities on schools as 'de Krullebaar' in Nieuwegein. Social media and the website are important instruments to make the first contact with possible sponsors and/or volunteers. Personal contact is a logical follow-up. Our annual report, flyers and project proposals give interested persons a better view on the situation in Indonesia.

Prior to the activities in the schools teachers compose a programme, together with the foundation. Aim is to let the children get acquainted with medical care and life in Indonesia. The project for children with cleft lip and palate is what we focus on.

For example: a Skype question hour with Syta Plantinga is organized. A theme week can be concluded with a sponsor run. The children, as well as the teachers and the parents are mostly very enthusiastic. Together with a growing brand awareness Kolewa receives at the end a nice donation.

The money is spent on operations for children. And a few months later the results are visible and we send a poster with photo's to the school, so the project is still lively in the school.

For 2016 Kolewa searches for new cooperation. A first step is taken towards primary school 'de Krullebaar' for a second action and for the annual fundraising on the Ichtus school in Baambrugge.

Festivals, theme markets and private initiatives:

Volunteers are found regularly on theme-markets, music-events etc. The attention of the passant is sought on a pleasant way. This is done through selling souvenirs from Indonesia within the activities of project Namaste, or ludic actions like Ella van der Zon's during the celebration of her crown year. Elisa De Jong collected packing-vouchers and Emma de Jong collected money through crowdfunding. Laura van Elteren en Maurice Varkevisser gave interviews and took action on the soccer field.

Of course media is also an important instrument to Kolewa. With a link to planned actions, visits of projects or special happenings, the attention of local and national press is sought, and a message is regularly published in newspapers, on websites or on local television.

Lastly, because our volunteers and interns keep the blog up, it has a good impact as well. Through family, friends and work the Kolewa Foundation is noticed by a lot of Dutch people. They talk about it, visit the website www.kolewa.com, start actions or decide to go to Indonesia.

Besides fundraising actions the Kolewa Foundation reaches the Dutch population in another way as well. Through for example a call to hand in rollators, used hearing devices and glasses or dolls for the speech therapy, a lot of people find their way to our local collection-points.

Finances:

Necessary budget 2016:

Reserve:

Fundraising i.c.w. BIS 2016:

Donations individuals and companies 2016:

Project costs:

Rumah Bicara

Rent on yearly base

Food, gas & electricity

Personnel, cleaning

Total

Speech therapy & education i.c.w. field partners:

- Therapist/coordination 2x:

- 1000 self- help books:

-500 speech therapy materials

- development methodic package and

transfer:

Total:

Sedasa Sunar Outreach

- contribution general organisation

4x a year 5.000.000

-Kolewa team, transportation, materials

- goods

Total

Puskesmas educational programme:

- journey and subsistence:

-publicity and posters

-one-off presentation materials flip over, projector etc.

- handouts

Total:

2016 Medicar: scout, accompany , patient- transportation on Bali:

- exploitation Medicar (insurance, taxes, examination, fuel, maintenance)

-Patient care as a result of the visits to poor areas on Bali (doctor's visits, transportation, goods)

Total:

Lumina hearing centre Denpasar:

-75 hearing tests

- 50 new hearing devices

Total:

Family Gathering:

Bali

Rote, Flores, Sumba

Total:

Children's Home Negara i.c.w. SLB school: provisional sum
Reserve:

Project medical care: operations children NTT islands
-85 sponsored operations on Bali

Operation marathon 2016 Ba'a Rote: minimum of 75 operations
- journey and subsistence team of 10 persons flying tickets, ferry, hotel , taxi, catering
-medication, blood, instruments, bandages
-medical registrations, licenses:
Total

Orthopaedic mission Flores: 25 children and knowledge transfer
- journey and subsistence team of 6 persons two sessions
- screening and treatment
- small instruments and
- orthopaedic shoes & physiotherapy
- medical registration and licenses
Total

General costs of Kolewa Foundation
website, meeting costs, postage and prints:

Office costs Bali (internet, phone)
Bank costs
Printing and (re)presentation costs
Expenses on Bali

Subtotal

Fundraising for projects BIS

Financial plan by means of reserve
<NOG AANVULLEN UIT SCHEMA DEKKINGSPLAN>

Remuneration policy

Management:

The board of the Kolewa Foundation is completely voluntarily, without any kind of compensation. There are no salaries, standard expenses or declarations on behalf of the executed tasks concerning hours or travelling costs. Postal costs and printing(matter)-costs are recovered by the foundation.

Volunteers:

There are no volunteers who get any compensation for example for travelling- and hotel costs by the Kolewa Foundation. Anyone who helps the foundation, in The Netherlands, knows the fact that volunteer work is unsalaried and travelling-costs are also paid by the person themselves. One can

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process the work as an IB-return with a maximum of 1500 a year, depending on the income. More information can be found by the tax authorities.

Every board member/volunteer can take their estimated hours which they spent on Kolewa report to the tax authorities as a deduction of €4,50 per hour. By making no claim of a compensation this is counted as a donation to the foundation.

Fundraising

The Kolewa Foundation works together with BIS (Centre of International Co-operation), on a few projects. There are no recruitment costs connected to this, which are established beforehand in a contract and are only met if the target fund proceed to a donation to the Kolewa Foundation. The donating fund knows this.

Financial policy regarding the field partners

The biggest part of the year the responsible Kolewa-team members are present in Indonesia. This has the big advantage that no big sums need to be paid to the field partners, without any interim controls possible. In most cases, however, is worked through cash payments, withdrawn from the Bank in Indonesian Roepia.

Rumah Bicara:

Costs for maintenance, teaching materials, devices as well as salary costs are declared through making appointments en/or factures of third-parties. The local party of the Indonesian Roepia gets paid in cash. A lot of times the purchases are paid together and the Kolewa Foundation pays the bill on the spot.

Costs that come from projects such as outreach, hearing tests and measuring hearing devices are declared in Indonesian Roepia and paid in cash, based on the number of patients.

Costs that involve renovation and such are paid to the suppliers and contractors, without the interference of the school, the children's home or other agencies, after consultation of the facture or a signed statement before reception.

Yayasan Senyum:

De field partners on Bali who take care of housing kids with cleft lips, coming from the project of Rote, Flores, Sumba and Bali, declares on ground of special costs on behalf of the patient. In such cases the asked sum is paid in cash on their office after discussing the budgeting, facture and reception costs. Besides that there is a "patients-budget" for the subsistence of the parents of the patients, who is refilled once a quarter and meant for the personal care and food in the hospital

John Fawcett Foundation

This field partner has no opportunities for patients to stay for a longer time. No costs are calculated for treatment, the Kolewa Foundation however takes care of the total trip and subsistent of the patient, like transport, a place to stay and food.

Yayasan Sedassa Sunar: this organisation receives 5,000,000 idr per "outreach"-location as a overall contribution, this is handed over in an envelope during the medical event on behalf of the present parties.

Project Rote, Sumba, Timor, Sumbawa & Flores

The transportation of cleft lip children and their supervisors is paid in cash from a beforehand made global budget, given to the supervising volunteer. Budgeting happens on ground of experience and the currency-rate. After the volunteer is financially dealt with, using their administration.

The shortage is filled in or the spare money goes back into the foundation's bank.

Personal costs Indonesia: Before 2016 three assistants e.g. patients-supervisors are appointed on Bali with a monthly expenses (phone, scooter etc.) and salary of around 225 euro a person.

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N.B. There is no regular overbooking place to accounts of the field partners in Indonesia.

