

Thika Foundation Policy



Index

1 Thika Foundation	
1.1 General	3
1.2 Mission	3
1.3 Vision	3
1.4 Goals	3
1.5 ANBI status	4
1.6 Resources	4
1.7 Directors	4
1.8 Fundraising	5
1.9 Transparency	6
1:10 Financial policy	6
2 Allocations Thika Foundation	
2.1 Requests	7
2.2 Types and criteria donations	8
2.3 awards	8
2.4 Implementation and accountability	8

1 Thika Foundation

1.1 General

Thika Foundation is founded by clients of Thika Travel in a desire to financially support projects selected by the Foundation's management in the destination countries of Thika Travel in Africa, Asia and Latin America. This creates a vehicle to guide the involvement of clients of Thika Travel in the often fragile and threatened nature and the neighbouring local population in destinations that are already visited by the clients or will be so in the future. The THIKA Foundation aims at and publicly commits itself to maximum transparency. In this policy plan direction is given to the income and expenditure of the THIKA Foundation on the various subjects.

1.2 Mission

The Thika Foundation is an organization of and by Thika Travel customers clients who want to contribute to nature conservation by supporting projects in destination-countries of Thika Travel.

1.3 Vision

Due to increasing population growth, climate change, certain types of land use (f.e. intensive agriculture, mining and forestry) and poaching, our nature is seriously threatened worldwide. By supporting existing nature conservation projects, the Thika Foundation wants to contribute to the protection and conservation of our nature in Africa, Asia and Latin America. These projects are performed as much as possible within the country, along with the local communities. Therefore, projects that focus on improving the living conditions of local people in and around those areas are also supported, for example by providing education, improving basic facilities or developing alternative sources of income (for example tourism).

The Thika Foundation primarily supports specific and clearly defined small-scale and additional activities and initiatives that are part of existing projects aimed at nature conservation. These activities must have a clear beginning and ending, and accountability must take place in a transparent manner.

1.4 Goals

According to the statutes, the foundation aims to:

- a. promoting nature conservation as well as supporting projects focused on nature conservation, development and education of the local population around the nature to be protected;
- b. performing all further actions, that are in the broadest sense in connection with or conducive to the aforementioned.



The foundation seeks to achieve its objectives by:

- a. selecting projects that meet the criteria of the foundation;
- b. the raising of funds for this support;
- c. advising and mediating between the projects and those who support these projects;
- d. and all that relates to and can be supportive to the aforementioned.

The foundation has no profit motive.

1.5 ANBI status

The foundation has ANBI status. The government has formulated conditions that an institution must meet to have the ANBI status. The foundation wishes to comply with these terms always and will therefore take these into account when formulating policies and taking decisions.

1.6 Means

The capital of the foundation, according to its statutes, formed by:

- a. Contributions from clients of Thika Travel;
- b. Grants and donations;
- c. Gifts, bequests and inheritances;
- d. All that is acquired in some other way.

Acceptance of an estate will always have to be under beneficium inventarii (without liability to debts beyond the assets descended).

1.7 Board

The board will have to make the core values of the foundation reality! To achieve this goal, the board will, for every position, seek a suitable candidate to achieve this goal. It is always preferable to have a vacancy for a board member's position filled by a client of Thika Travel.

The board consists of an odd number of at least three members. One of the board members will always be the director of Thika Travel. Up to a third of the board members may be employed by Thika Travel. Board members are appointed, suspended and dismissed by the members of the Board. The maximum age for a board member is 72 years.

Board members are appointed for a period of up to six years. They resign in accordance with a schedule made up by the board. A board member resigning in accordance with the schedule is immediately reappointable.

The board meets at least twice a year. The board has the objective of meeting functionally. This includes using social media, video conferencing, email and other modern forms of communication. Meetings will be conducted on a pre-determined agenda. Minutes are drawn up from each meeting.

The Foundation's starting point is to always achieve unanimity regarding the decisions to be taken. If this is not achieved, a majority of half of the votes plus one will suffice. The articles of association of

the Foundation state a number of decisions which should always be decided on the basis of unanimity.

The members of the board do not receive remuneration for their work. They are entitled to reimbursement of the costs incurred by them in the performance of their duties.
A board member may not receive compensation for visiting one of the supported or potential projects.

Projects are actively monitored by the board. A periodic evaluation of each project the board will assess whether the funds are spend appropriately and as agreed.



1.8 Fundraising

Raising funds to be spent on financing projects as described in section 1.4 is one of the key objectives of the Thika Foundation.

Fundraising will be done through various methods, such as (non-limiting):

- Informative flyers with general information on the Thika Foundation and the projects supported by the Thika Foundation, attached to tenders and accounting records of (potential) clients of Thika Travel;
- Specific information by the Thika private travel designers for Thika clients who book a trip to/near by the Thika Foundation supported projects (if applicable with an offer to organize a visit to the project);
- Information on Thika Travel Client-evenings and -events;
- website and social media of Thika Travel and the website and social media of the Thika Foundation;

- the distribution of media like books, DVDs and other items specifically made available for the Thika Foundation, for which the receiver can make a donation as a token of gratitude and appreciation;
- PR, external blogs and other applicable promotion;
- Fundraising meetings and actions for the benefit of the Thika Foundation, supporting the character of the Thika Foundation.

1.9 Transparency

Transparency is the basis of the Thika Foundation policy. In other words: the Thika Foundation is an open foundation, which does account for its policies to anyone who wants to know. In addition, the Thika Foundation will actively inform its donors (at least every six months) to keep them informed of the progress of the projects supported by them and the spending of the donations to these projects.

Partners who work together are also within their possibilities and within reason requested to be transparent. Lack of transparency in a partner that cooperates with the Thika Foundation leads to a termination of the relationship.

The partners must be open about their organization and their goals and regularly give an account of the progress of the projects to enable the Thika Foundation reporting to its donors.

Of partners whose projects are supported through Thika Foundation financial accounts are requested on the money received from the Thika Foundation.

1.10 Financial policy

The financial policy of the Thika Foundation is devised based on the following principles:

1. Commitments may take place as follows:
 - in general, to the Thika Foundation;
 - to a specific project selected by the Thika Foundation
2. In principle, all donations received will be spent on a project;
3. The Thika Foundation will not build up assets. Exception to this is if the Thika Foundation receives a gift of which only the usufruct/yields may be used for the purpose of Thika Foundation;
4. If, due to such donations assets will be build up in the Thika Foundation, this will only be invested in sustainable investments;
5. A project will only be undertaken if all the resources that are needed to implement the project are received by the Thika Foundation;
6. An annual report is published annually. The annual report shows the received donations per project and the amounts spent on this project;
7. The board is informed by the treasurer in each meeting about the financial situation;
8. Money may not be invested in risky products. The purpose of the Thika Foundation is to make a return on equity.
9. Investments in buildings or other movable or immovable properties for the benefit of the Thika Foundation shall be excluded.

2. Allocations Thika Foundation

2.1 Applications

Applications can only be submitted in writing (or by email) using the applicable application form. The criteria to be met by an application (see 2.2.) are also mentioned on the website.

Only applications for small projects (in principle in the order of € 5.000 to € 10.000) will be considered.

The board of Thika Foundation will put clients of Thika Travel who wish to finance larger projects, in contact with to other organizations (NGOs, foundations, etc.) which, like the Thika Foundation, are committed to conservation and/or development and education of local people around the nature to be protected.

2.2 Types and Criteria Donations

2.2.1. Criteria

The following criteria apply for granting an application:

1. Projects must demonstrably contribute to *existing activities* aimed at conservation and/or development and education of local people around the nature to be protected. Thika Foundation always works with organizations who have specific knowledge of the subject;
2. Projects should be additional. Donations are not intended to finance existing activities but to finance specific and clearly defined additional activities that contribute to existing activities. We choose projects that contribute directly and with concrete results to the objectives of the organization and which results are clearly presentable to donors and other clients of Thika Travel;



3. Projects should have a clear beginning and ending. That is, there is a fixed start- and enddate, a certain lead time and concrete results. A project may take several years, but a clear ending is required;
4. Thika Foundation grants support only to projects in Africa, Asia and Latin-America. The projects must also be organized and implemented in countries in those continents and applications must be submitted by an organization based in those countries;
5. The Foundation supports only projects of private legal entities, such as foundations and associations. We do not support projects of individuals;
6. Only applications for small projects (in principle in the order of € 5.000 to € 10.000) will be considered.

2.2.2. Types of donations

A distinction has been made in:

1. One-time donation of a project. The contribution is determined on the basis of a project proposal submitted by the organization in question;
2. Project support of a long-term nature (maximum 5 years). This category implies donations for a longer-term project. The contribution is determined on the basis of a project proposal submitted by the organization in question.

2.2.3 Financing

Project financing is confirmed in writing under the following conditions:

- a. The purpose and duration of the project;
- b. The granted contribution (annual);
- c. The (annual) accountability. This includes a financial account of the funds invested, as well as a budget for the current year;
- d. The funds must actually be spent and may not be used for the creation of facilities or the like;
- e. A new annual term is paid when it has been established that financial accountability has been made and it has been determined that the funds have been spent within the agreements;
- f. For multi-annual projects, the gift is given annually on the basis of the budget. In the second and third years, the gift will be given based on the accountability of the previous year. Unspent funds are offset. The board may decide to terminate funding after the first or second year. Organizations are informed in writing of the reasons for termination of funding;
- g. The board may deviate from the arrangement as formulated provided that this is well-founded within the board.

2.3 Grants

The grants can differ in nature and amount of support. The maximum duration of projects is five years. The application, as long as it requests amounts up until a maximum of € 10,000, will be completed in bilateral consultation between board members as soon as possible.

Each award requires the consent of at least four of the five board members.

The board may:

1. Decide to reject the application. A motivated written response is sent to the petitioners by means of a response to the application;
2. Decide to honour the application immediately. Applicants will be notified in writing stating the possible conditions;
3. Decide to invite the candidates to provide further justification, after which a decision will be taken.

The Thika Foundation will always confirm grants in writing (e-mail). No agreements are entered with executive organizations. Organizations that make commitments complex and want to legalize them will be dropped. Requests from private individuals are not honoured. When it comes to projects, preference is given to full funding and not to co-financing.

2.4 Performance and accountability

The implementation of a project is always the responsibility of the organization. Thika Foundation wants to be well informed about the implementation of the project and will receive a written justification after project completion.

