

## **International Container Project Responsibilities**

### **1. Emmanuel Foundation Responsibilities**

- Confirm Sponsor's and Host's commitment and project viability
- Secure, transport and store goods and related project materials
- Prepare and organize goods for shipment
- Make available EF's inventory for the project's success
- Meet and communicate with sponsor to establish project goals & inventory requests
- Gather quotes and prepare budget for the sponsor regarding shipping costs
- Book container and make necessary arrangements for loading and shipment
- Liaise with host and sponsor
- Coordinate project as it relates to the goods and materials included in container and shipping logistics
- Coordinate the loading of container
- Coordinate the delivery of container to rail terminal
- To develop and have signed the 'Project Agreement' for the partnership between EF, the Sponsor and the Host for the project to be in compliance with CRA requirements

### **2. Sponsor responsibilities**

- To establish and maintain ongoing communication with Host to ensure project success
- To establish project objectives and goals in collaboration with Host
- Submit 'Application Form' and 'Humanitarian Request Form' to EF
- Raise the funds to cover the costs of the project & Ensure EF receives the funds for shipping at least one week prior to shipping
- To secure volunteers needed for a successful project (for example: collection and delivery of goods, loading container)
- Assist EF with securing appropriate items for shipment

### **3. Host responsibilities**

- Should be, or should secure, a legitimate consignee who is a registered charity in their country and thus able to receive goods with tax exemption
- Should be, or should secure an agent with experience in receiving charitable shipments
- Fill out 'Humanitarian Request Form' in collaboration with Sponsor
- Arrange for importation of the container and transportation of the container to site and ensure all related costs are covered
- Organize unloading of container in accordance with shipping timeline
- Be responsible for the distribution of goods in accordance with the 'Project Agreement'



- Prepare and submit to EF the 'Distribution Report' (Separate form provided by EF) accompanied by photographs and/or video

**Sponsor's Budget Considerations:**

- Shipping of container: Typically \$7-10,000 depending on destination (Note: shipments through Eastern Africa can cost \$12-14,000)
- Suggested donation to EF: Approximately \$1,000-2,500 donation to help cover costs of collecting and transporting to storage; loading container; administration of project from finding items, shipping to distribution
- Ensure customs expense at destination port and transportation of container to project site is covered