

Part I. Identification of Applicant**Part I, line 10:**

annual gross receipts expected to be less than \$25,000

Part IV. Narrative Description of Your Activities**Fundraising**

Fundraising will be conducted year-round by our Board of Directors and our volunteers. See answers to Part VIII line 4 for details on types and locations of fundraising activities. Funds received will pay for all the other activities listed below.

Approximately 17% of our time will be devoted to fundraising.

Distribute & Deployment of Advanced Technology

Our organization will distribute laptops to children in the Ketane area, Mophale Hoek District, Lesotho, Africa. We will purchase and distribute individual solar chargers to the children along with the laptops. Training the children and their teachers in laptop use and problem-solving skills will be part of the distribution program. We will set up a charging system with backup power and a network server with internet access hardware at area primary schools.

This activity directly achieves our purpose to increase educational opportunities to children in rural Lesotho through access to advanced technologies.

Laptop distribution will be done by one or two of our directors and our Education Lead volunteer in June-August each year. The power infrastructure and network/internet deployment will be done in June-July at a primary school every 3-4 years, as needed, by our Technical Lead volunteer.

Approximately 70% of our time is allocated to this activity.

Training

We will provide funds for training of those director(s) and volunteers involved in the distribution and deployment. Training will cover computer operating system and software, computer maintenance and repair, and internet, network, and power infrastructure deployment and maintenance. Training will be in Kigali, Rwanda, and in Ketane, Lesotho, usually in June each year, as needed.

This activity helps achieve our purpose by ensuring our volunteers have the skills in the advanced technologies they will be deploying and training the children to use.

Approximately 8% of our time will be allocated for training.

Logistical Support

We will provide funds for logistical support, such as transportation, to our volunteers for activities necessary to perform the distribution and deployment and to attend training. We will provide a stipend for room & board to volunteers while they attend training. We will also provide a stipend for those volunteers who do not have a permanent residence at the distribution site while they perform their duties related to distribution and deployment.

This activity is necessary to getting our volunteers on-site and enabling them to live there while achieving our purpose.

Mentoring and Community Organization

Our directors and volunteers will mentor teachers and community members in Ketane, Lesotho, in developing a community-based organization that can provide local support and funding once our organization leaves the community. We will also train the local project leaders in fundraising skills.

This activity achieves our purpose by preparing the local community to take over our work and achieve our purpose on their own without our support.

Approximately 5% of our time will be devoted to this activity.

Alternate Names

Laptops to Lesotho Inc. is also known as Laptops to Lesotho.

Part V. Compensation ...

Part V, line 2a:

Family Relationships — Janissa Balcomb (President/Treasurer) is the aunt of Sarah Balcomb (Secretary).

Part V, line 3a:

Name	Duties	Qualifications	Avg. Hours Worked
Janissa Balcomb	Supervise and control all of the assets, business, and affairs of the corporation. Preside over board meetings. Direct and manage daily affairs of the corporation. Public spokesperson for the corporation. Work with Board to develop projects and funding. Supervise and conduct fundraising. Keep custody of and responsibility for all funds. ¹	Returned Peace Corps Volunteer worked 3½ years in Lesotho. Advanced computer skills.	40/month
Sarah Balcomb	Keep and maintain record of minutes of board meetings. Keep and maintain corporate records. Prepare and submit annual reports. Design and maintain corporate website. Conduct fundraising.	Senior in college studying primary education.	5/month
Andrew Dernovsek	Manage affairs of the corporation. Conduct fundraising.	Returned Peace Corps Volunteer worked 2½ years in Lesotho.	5/month

¹ We are currently trying to recruit a fourth Director (volunteer/no compensation) to take over the Treasurer duties, 5-10 hours/month.

Part V, lines 5b & 5c:

Conflict of interest policy — not applicable because none of our directors or volunteers have or will receive compensation or benefits from the corporation, and the corporation prohibits loans to officers (By-Laws page 4, Articles 3.10 & 5.2). Though unlikely, if, at some point in the future, we consider offering compensation, we will institute a conflict of interest policy prior to determining the compensation.

Part VI. Your Members and Other Individuals and Organizations That Receive Benefits From You**Part VI, line 1:**

line 1a to individuals : projected \$9,541 in 2010; \$8,600 for 2011 & 2012

- i. Training — We will provide funding to the local teacher in charge of the school's computer project and a Technical Lead volunteer from Lesotho to attend an approximately 10-day training program in Linux computer systems, computer maintenance & repair, and internet, network, and power infrastructure deployment and maintenance. (\$1,000 for 2 people in 2010; \$500 for 1 person each year thereafter)
- ii. Transportation — We will provide funds for transportation from Lesotho for the local teacher and Tech Lead listed above to attend training. We will also pay for all our volunteers' transportation between Ketane and Lesotho's capital, Maseru, as needed. (\$1,241 in 2010; \$800 in 2011 & 2012)

In 2010, if we have sufficient funds and if it is deemed necessary, we will provide funds for a second director to travel from the U.S. to Lesotho to assist in establishing our project there. (\$0 budgeted)

One of our directors and a volunteer will spend approximately 2 months in Lesotho deploying the computers and training the students and teachers in Ketane. We plan to have the director and volunteer find their own funding for transportation to and from Ketane. If they are unable to do this, we will try to supplement their transportation costs, as necessary. (\$0 budgeted)

- iii. Room & Board — A small stipend will be provided to the Technical Lead volunteer each year for basic room and board for 2-4 weeks. (\$300 per year)

Our director(s) and volunteer(s) will find their own funding for their room and board in Lesotho. (\$0)

- iv. Translation — We will provide funds to an individual to translate software and support materials from English into Sesotho. (\$1000 in 2010 only)
- v. IT Hardware & Software — We will provide individual laptops & software to children in Ketane, Lesotho. (\$4,000 in 2010; \$5,000 in 2011 & 2012)

We are facilitating arrangements for donation of 100 laptops per year to the children in Ketane directly from a donor, One Laptop Per Child (OLPC). Because of the OLPCorps Africa grant requirements, this donation cannot go through our organization, but must be made directly to individual college students, who may or may not also be serving as volunteers for our organization. (value \$20,500)

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- vi. Power — We will provide individual laptop solar chargers to children in Ketane, Lesotho. (\$2,000 per year)

line 1b to school(s): projected \$2,000 in 2010; \$1,100 in 2011 & 2012

- i. IT Hardware — We will provide network and internet hardware to primary school(s) in Ketane, Lesotho. (\$1,000 in 2010; \$400 for expansion, maintenance, repair in 2011 & 2012)
- ii. Internet Access — We will pay for internet access fees for the school(s). (\$500 per year)
- iii. Power — We will provide a gas generator at the school(s) for backup charging when sunlight is unavailable. (\$500 in 2010, \$200 for fuel and maintenance in 2011 & 2012)

We are working on arrangements for donation of solar panels and batteries directly from a donor, One Laptop Per Child (OLPC), to the school(s) without going through our organization, as per the OLPCorps Africa grant requirements.

Part VI, line 2:

- i. See the answer to Part VIII, line 13d (below) for more information on why the Ketane area and Ha Nohana Primary School were chosen as our starting point.

The decision on which school(s) we work with after Ha Nohana Primary will be done in person at the school and in the community by our director(s) and/or our volunteers with advise from staff at schools we've already worked with and from community members we know.

- ii. Tech Lead volunteer — Selection will be based on availability and qualifications, with preference given to Basotho college students studying in Lesotho, and especially to those majoring in computer and/or solar energy technology. Selection will be made by the board.
- iii. Training & Transportation — First priority for training each year will be given to the teacher in charge of the computer project at the school where we are deploying computers. Second priority will be given to the Tech Lead volunteer.
- iv. Room & Board — Priority will be given to Basotho volunteer(s) who don't have a permanent residence in the Ketane area, most likely the Tech Lead volunteer.
- v. Translation — The translator(s) will be selected by availability and qualifications. Preference will be given to Basotho residents of the Ketane area, then to Basotho residents in the Mhales Hoek or Maseru areas. Selection will be made by the board.
- vi. IT Hardware & Software — Priority will be given to Basotho children in Ketane, Lesotho, starting with students at Ha Nohana Primary School. Students in the upper grades will receive preference over younger children, until all students at the school have received computers. Disenfranchised children who live near the school(s) but are unable to attend school will also be given laptops, based on availability, proximity, accessibility, and family support.
- vii. Power — Individual laptop solar chargers will be given to children who receive laptops. Other power infrastructure will be given to the school(s) where we are deploying laptops.

Part VIII. Your Specific Activities**Part VIII, line 4:**

line 4a We have just started fundraising, so the following are all projected plans —

- email solicitations: directors write periodic emails to fans, acquaintances, and other interested parties referring them to our online donation links
- personal solicitations: directors and volunteers give free presentations to local groups and the public where cash donations to the organization are accepted; they will also make personal solicitations of acquaintances.
- foundation grant solicitations: president writes grant applications for funding and supplies from U.S. and international foundations
- accept donations on our website: see answer to line 4b below
- receive donations from another organization's website: see answer to line 4b below
- government grant solicitations: there are no plans to do so, but the president may apply for grants from U.S. government agencies

line 4b We do not currently have any such contracts, but we expect to enter into agreements with internet Donor Advised Funds such as Causes on Facebook, NetworkForGood.org, and JustGive.org. As we have just started fundraising, we have no idea how much revenue this will generate. Expenses will be a fixed percentage of donations received, e.g. JustGive.org charges 3%.

line 4d Fundraising in person will be done by our directors and volunteers for our own organization in southeastern Idaho; Evansville, Indiana; southern Ohio; and Pueblo, Colorado. Email and online fundraising will be done nationwide by us for our organization. Online fundraising will also be done nationwide by other organizations (Donor Advised Funds) for us.

line 4d Some foundation grants may specify that their contributions go to particular portions of the project, so we will keep the records for such funds in separate accounts. Advice on how these funds are distributed will be stipulated in a written grant agreement with each donor prior to our receiving the funds.

All individual cash and online donations will be placed into the general fund without advise or specification on manner of distribution.

Part VIII, line 11:

We will solicit and may receive contributions of minor works of music, art, or literature strictly for use in our fundraising materials (presentations/emails/websites) and educational materials. The artists will maintain copyrights to any donated material.

Part VIII, line 12:

line 12b. We will operate in Lesotho, primarily in the Ketane area of the Mochales Hoek District.

line 12c. See answer to Part IV. Narrative Description of Activities above and our Articles of Incorporation — page 1-2, Article 3, paragraphs 3-4.

line 12d. Our exempt purpose is to benefit the children of Lesotho, so our operations in Lesotho fully meet that purpose.

Form 1023 Attachment

Part VIII, line 13:

- line 13b. The laptops we provide will be given to individual children in rural Lesotho, but the power infrastructure needed to run the computers will be set up at primary schools, starting with Ha Nohana Primary School in Ketane, Lesotho. The school and community will take on responsibility for running the program and maintaining the hardware, initially with support from our organization, but ultimately our goal is for them to become self-sustaining. There will be no loans made.
- line 13c. There is no written contract with the school or the community at this time, but we will develop one as we progress.
- line 13d. Janissa Balcomb, our president, and her father sent two laptops to Lesotho, via Peace Corps/Lesotho (PC/L) staff, to be donated to a primary school there. The PC/L staff selected Ha Nohana Primary to be the recipient because a Peace Corps Volunteer named Andrew Dernovsek had already set up a very small computer school for adults at Ha Nohana Primary School. Subsequently, the staff at Ha Nohana Primary asked if someone could find a way to get more laptops for the children. PC/L forwarded Andrew's emails with that request to Janissa. That's when she founded Laptops to Lesotho, and she asked Andrew to serve on the initial board. Andrew is no longer living in Lesotho but is still serving as a director of our organization.
- line 13e. We will keep detailed inventories and account records of all transactions and distributions.
- line 13f. Primary schools will be the only organizations we distribute funds and supplies to. We are starting with Ha Nohana because we know the staff there. We will expand to nearby schools based primarily on geographic proximity and accessibility, but also on staff, parent, and student receptivity and support.
- line 13g. One or more of our directors and/or volunteers will be in Lesotho for extended periods each year and will oversee the distribution of materials. They will write a report at the completion of each annual distribution period.

Part VIII, line 14:

- line 14b. See answers to lines 12 & 13 above.
- line 14c. Ha Nohana Primary School (via the school's "Our Treasure Highland Computer Project"), Ketane, Lesotho, and eventually other primary schools in the area
- line 14d. It is and will be clearly stated on our website, on our grant applications, and in all fundraising solicitations.
- line 14e. We have direct access to this information because one of our directors worked for the school and was involved in the establishment of the school computer project. We are in frequent email contact with the teacher in charge of the school computer project. We are also in frequent contact with a Peace Corps Volunteer who currently lives in Ketane and works with the school. He also knows and worked directly with one of our directors (see answer to line 13d above). Evaluation of schools we work with after Ha Nohana Primary will be done in person at the school and in the community by one of our directors and/or volunteers.
- line 14f. We will have directors and/or volunteers visiting for extended periods every year. We will also be working with Peace Corps/Lesotho staff who make periodic visits to the area.

Part VIII, line 15:

See answer to line 13d above.

Part IX. Financial Data**Part IX, line 15:**

<u>2009</u>	\$183	
school supplies		47.07
internet fees		63.73
postage to send supplies		72.66

<u>2010 projected</u>	\$10,541	
transportation		1,241
room & board		300
training		1,000
IT hardware & software		5,000
power infrastructure		2,500
internet fees		500

<u>2011 projected</u>	\$9,700	
transportation		800
room & board		300
training		500
IT hardware & software		5,400
power infrastructure		2,200
internet fees		500

Part IX, line 22:

professional services (translation)	\$1,000	
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Part IX, line 23:

<u>2009</u>		
incorporation filing fee	\$ 30	

<u>2010 projected</u>		
tax-exempt filing fee	\$400	