



2020 - 2021 Work plan

Address: Plot 7, Wilson Avenue, Jinja.
P. O. Box 6333, Kampala, Uganda
Website: www.nissirephidimcare.org
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Raising Hope. Enabling Torchbearers into the Future.

Mission:

- To support Children at Risk, discover their abilities in communities through arts.

Goals/Objective/ purpose:

- To enable children appreciate the talents within them through self discovery.
- To increase awareness of children's arts through documentaries and exhibitions.
- To provide continued atmosphere of learning and exposure to arts through art program.
- Enhancing acceptance and self esteem among the Children at Risk and the community.
- To bring child protection to the front in protecting children against all forms of abuse.
- To boast NRC sustainability/ development projects through marketing strategies and publicity.

Board of Directors TASK:

To Work closely together towards the mission and goals herein in accordance to the strategic plan as well for accountability and with consultations and advisory from the Executive Committee.

Issues:

- Need to realize and encourage children passion for their abilities.
- Need to provide counseling and bonding with the Children at Risk and cause awareness of the community on services and children’s rights.
- Urgency to put up structures that increase organization sustainability and financial strength in bid for independence.
- Urgency to cause awareness of the impact of children's arts in society.

| No | Activities | Month(s) | Week(s) | Date(s) and Months |
|----|-------------------------------------|--------------------------|-----------------------------------|--|
| 1 | Staff Welfare | Mar, Apr, Aug, Oct, Nov | 2 nd & 4 th | 14 th Mar, 18 th April, 15 th Aug, 17 th Oct, Nov 7 th & 28 th |
| 2 | Games & Sports | Feb, May, Jul, Sept | 2 nd | 15 th Feb, 16 th May, 18 th Jul, 12 th Sept, |
| 3 | Personal Hygiene & First Aid Box | Feb, May, Jul, Sept, Dec | 2 nd | 15 th Feb, 16 th May, 18 th Jul, 12 th Sept, Dec 12 th |
| 4 | Community Awareness | May | 2 nd | 16 th May, |
| 5 | Bible Encounter | Feb, May, Jul, Sept, Dec | 2 nd | 15 th Feb, 16 th May, 18 th Jul, 12 th Sept, Dec 12 th |
| 6 | Christmas Party | Sept – Dec | 2 nd | Dec 12 th – 13 th |
| 7 | Counseling and Psychosocial support | Feb, May, Jul, Sept, | 2 nd | 15 th Feb, 16 th May, 18 th Jul, 12 th Sept, |
| 8 | Education | Feb, May, Sept | 1 st & 2 nd | 15 th Feb, 16 th May, 12 th Sept, |

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| | | | | |
|----|---|-------------------------------|------------------------------------|--|
| 9 | Accounting Records | Apr, Aug, Dec | 1 st | 4 th Apr, Aug 1 st , Dec 5 th |
| 10 | Auditing | June, Dec | 2 nd | 13 th June, Dec 9 th – 10 th |
| 11 | Kids Art Program | Feb, May, Jul, Sept, Dec | 2 nd | 15 th Feb, 16 th May, 18 th Jul, 12 th Sept, Dec 12 th |
| 12 | VCAM temporary structure repairs | Jan - Mar | 2 nd -12 th | 5 th Jan - 31 st March |
| 13 | Museum Organization | Feb, May, Aug, Nov | 3 rd | Feb 18 th , May 22 nd May, Aug 19 th , Nov 20 th |
| 14 | Desktop Computer Purchase | Mar – June | 1 st – 16 th | 1 st Mar – 27 th Jun |
| 15 | Printer Purchase | Mar – June | 1 st – 16 th | 1 st Mar – 27 th Jun |
| 16 | Internet | Jan – Dec | 1 st | 4 th Jan, 3 rd Feb, 2 nd Mar, 6 th Apr, 4 th May, 1 st Jun, 6 th Jul, 3 rd Aug, 3 rd Sept, 5 th Oct, 2 nd Nov, 4 th Dec. |
| 17 | Office Meeting Facilitations | Jan, Mar, May, Jul, Sept, Nov | 3 rd | 16 th Jan, 19 th Mar, 20 th May, 22 nd Jul, 16 th Sept, 18 th Nov |
| 18 | Office Requirements | Jan – Dec | 1 st | 4 th Jan, 3 rd Feb, 2 nd Mar, 6 th Apr, 4 th May, 1 st Jun, 6 th Jul, 3 rd Aug, 3 rd Sept, 5 th Oct, 2 nd Nov, 4 th Dec. |
| 19 | Field Photo Printing and Album | Feb, May, Jul, Sept, Dec | 2 nd | 15 th Feb, 16 th May, 18 th Jul, 12 th Sept, Dec 12 th |
| 20 | Camera Purchase | July | 3 rd | 24 th July |
| 21 | Printing Marketing tools | Feb – March | 4 th | 24 th Feb – Mar 27 th |
| 22 | Thanksgiving | October | 1 st | 3 rd October |
| 23 | Branding | Apr, July | 3 rd | 22 nd Apr, 29 th July |
| 24 | Fundraising & Exhibition | July, Sept | 1 st | 4 th Jul, 5 th Sept |
| 25 | Projects Progression | Jan – Dec | 3 rd | 25 th Jan, 22 nd Feb, 21 st Mar, 18 th Apr, 23 rd May, 20 th Jun, 18 th Jul, 22 nd Aug, 19 th Sept, 17 th Oct, 21 st Nov, 19 th Dec. |
| 26 | Website, Social media platforms maintenance | Jan – Dec | 2 nd | Jan – Dec |
| 27 | NGO Permit renewal | July - Aug | 1 st – 6 th | 1 st July – 22 nd Aug |
| 28 | Constitution Review | April - May | 1 st – 7 th | 1 st Apr – 30 th May |
| 29 | Children's Legal support | Feb, May, Jul, Sept, Dec | 2 nd | 15 th Feb, 16 th May, 18 th Jul, 12 th Sept, Dec 12 th |
| 30 | Others | Jan – Dec | Any wk given | 1 st Jan – 21 st Dec |

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TASKS (ACTIVITIES), DURATION AND ACHIEVEMENTS AT CLOSE OF YEAR

| HUMAN RESOURCE DEPARTMENT | | |
|--|--------------------------------|--|
| Planned Activities | Months | Achievements |
| Staff welfare | Mar, Apr, Aug, Oct, Nov | To be in position to bring together staff through retreats and shared Ideas in the strategic plan review sessions but as well through information sharing on the codes of conduct. |
| CHILDREN'S WELFARE DEPARTMENT | | |
| Planned Activities | Months | Achievements |
| Games and Sports | Feb, May, Jul, Sept, | To enable children blend with each other and staff through play To build talents through play |
| Personal Hygiene & First Aid Kit | Feb, May, Jul, Sept, Dec | To encourage personal hygiene among the children and also take care of the minor injuries with the presence of the first aid kit |
| Community Awareness | May | To take off time and visit homes of the children we are serving but as well to share an experience of home values and responsibilities as growing children |
| Bible Encounter | Feb, May, Jul, Sept, Dec | To spend time learning about the word of God and getting bible truths to the children; helping children know their God through testimonies and praise. |
| Christmas Party | Sept - Dec | To see that children grow in the knowledge of the meaning of Christmas but as well know Christ more and more and also be able to learn to share things around them |
| Counseling and Psychosocial Support | Feb, May, Jul, Sept, | To support children through counseling and hearing from them things that trouble them coming up with working solutions |
| Education | Feb, May, Sept | To have a learned children but as well good performance achieved at the end of the year, reviewed on a term basis |
| FINANCE DEPARTMENT | | |
| Planned Activities | Months | Achievements |
| Accounting | Apr, Aug, Dec | To have a stable accounting system and records at hand for our income and expenditures as we enhance good service delivery. |
| Auditing | June, Dec | To be in position to scrutinize our accounting records and examine carefully for accuracy with the intent of verification. |
| KIDS ART PROGRAM DEPARTMENT | | |
| Planned Activities | Months | Achievements |
| Kids Art Creations Program and Welfare | Feb, May, Jul, Sept, Dec | To have learning take place as children interact with different forms of art both visual and performing arts while we enhance cultural creativity and diversity but as well preserve a heritage of these works and performances. Support children in discovering their abilities through continuous practice and follow ups. |

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| VIPAWA CHILDREN'S ART MUSEUM PROJECT DEPARTMENT/ MUSEUM MANAGEMENT COMMITTEE | | |
|---|-------------------------------|---|
| Planned Activities | Months | Achievements |
| Temporary Structure repairs budget | Jan – March | Having an art space set by end of April and also share of its visibility and access to the audiences. Realizing the home of children's creativity and innovations through the visuals and performing arts as we harness talents at the early years of child growth and development. |
| Museum Organization | Feb, May, Aug, Sept | Having a stable committee that conducts services and plans for the Vipawa Children's Art Museum and also on programs to scheme through the year and event. |
| SECRETARIAL AND RECORDS DEPARTMENT | | |
| Planned Activities | Months | Achievements |
| Desktop Purchase | Mar - Jun | Procure a desktop computer for use in the services at the office of documenting and storage of information. |
| Printer Purchase | Mar - Jun | Procure a printer to enable dissemination of information and access of print materials for use and visibility. |
| Internet Services | Jan – Dec | To enable spread the needs for the organization to the global scenes and also enable communicate with our networks. |
| Meeting facilitation | Jan, Mar, May, Jul, Sept, Nov | To increase togetherness and oneness as we plan for the needs of the organization in due course. To call to accountability team members and their departments. |
| Office Requirements | Jan – Dec | These are to facilitate office services and organization and ensure a better service is rendered to its clients and beneficiaries. |
| VIDEO MAKING AND PHOTOGRAPHY DEPARTMENT | | |
| Planned Activities | Months | Achievements |
| Field photo prints & Album | Feb, May, Jul, Sept, Dec | To have a hard copy print of the field activities for display in our album at the offices to share with our clients and persons that visit the offices. To align a history in pictures of the hope bearing ministry. |
| Purchase of Camera | July | Have a camera in place for our photography and video makings for the organization activities. |
| Printing Marketing tools | Feb – Mar | Have the marketing tools and publicity printed and ready for dissemination the public on the energies put to the making of a children's heritage and talents discovery. Tools for publicity/ visibility. |
| PUBLIC RELATIONS AND MEDIA MARKETING | | |
| Planned Activities | Months | Achievements |
| Thanksgiving | October | To give thanks to God for the years of service as we mark a year in service in the very month, whilst contribute to the activities that are done at NRC |

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| Branding | Apr, Jul | Adding to our visibility branding is a way to reach public with our items like the T. Shirts and stickers. |
| PROGRAMME FUNDING DEPARTMENT | | |
| Planned Activities | Months | Achievements |
| Fundraiser & Exhibition | Jul, Sept | To raise funds into our programs and project alongside displaying our works and performances. More to this increasing awareness of the activities done at the organization |
| Projects progression | Jan – Dec | Be in position to show for the projects as we work at realizing and meeting targets for having a permanent home for the programs and projects of the organization, but as well raise an income from the crops planted at the rented out space. |
| IT DEPARTMENT | | |
| Planned Activities | Months | Achievements |
| Website, Social media platforms | Jan – Dec | Have a vibrant, dynamic website with links to the social media platforms and with possibilities to donate to the activities of the children's arts. |
| LEGAL DEPARTMENT | | |
| Planned Activities | Months | Achievements |
| NGO Permit Renewal | Jul – Aug | Have our legal documents renewed and current for use by the end of September. |
| Constitution Review | Apr – May | Ensure that our constitution that was drafted in 2005 is reviewed and set to the tune of the new changes that have taken course since then. |
| Children's Legal Support | Feb, May, Jul, Sept, Dec | Provide and protect the children from abuse through supporting their rights and with the help and support of the legal team and child protection coordinator |
| OTHERS | | |
| Planned Activities | Months | Achievements |
| Art Events | | Be able to participate in art events that will see us link and network with more artists and raise awareness of children's abilities. |
| Art Workshops | | Attend to workshops that support and focus on arts and museum practices and conservation of heritage but as well table our pioneer VCAM project. |
| Children's Trip | | Be in position to share a trip with the kids as a way of exposure and helping them appreciate the arts around their country. |
| Children's Camp | | Have a time set apart for children to learn new things that support their social wellbeing; increase on their opportunities through arts, discipline. |
| Aliya Ali Visitation in June | June | Have discussion with Aliya on way to market and network with arts centers in Spain but as well raise support into our pioneer Vipawa Children's Art Museum project and their arts displays through exhibitions. |

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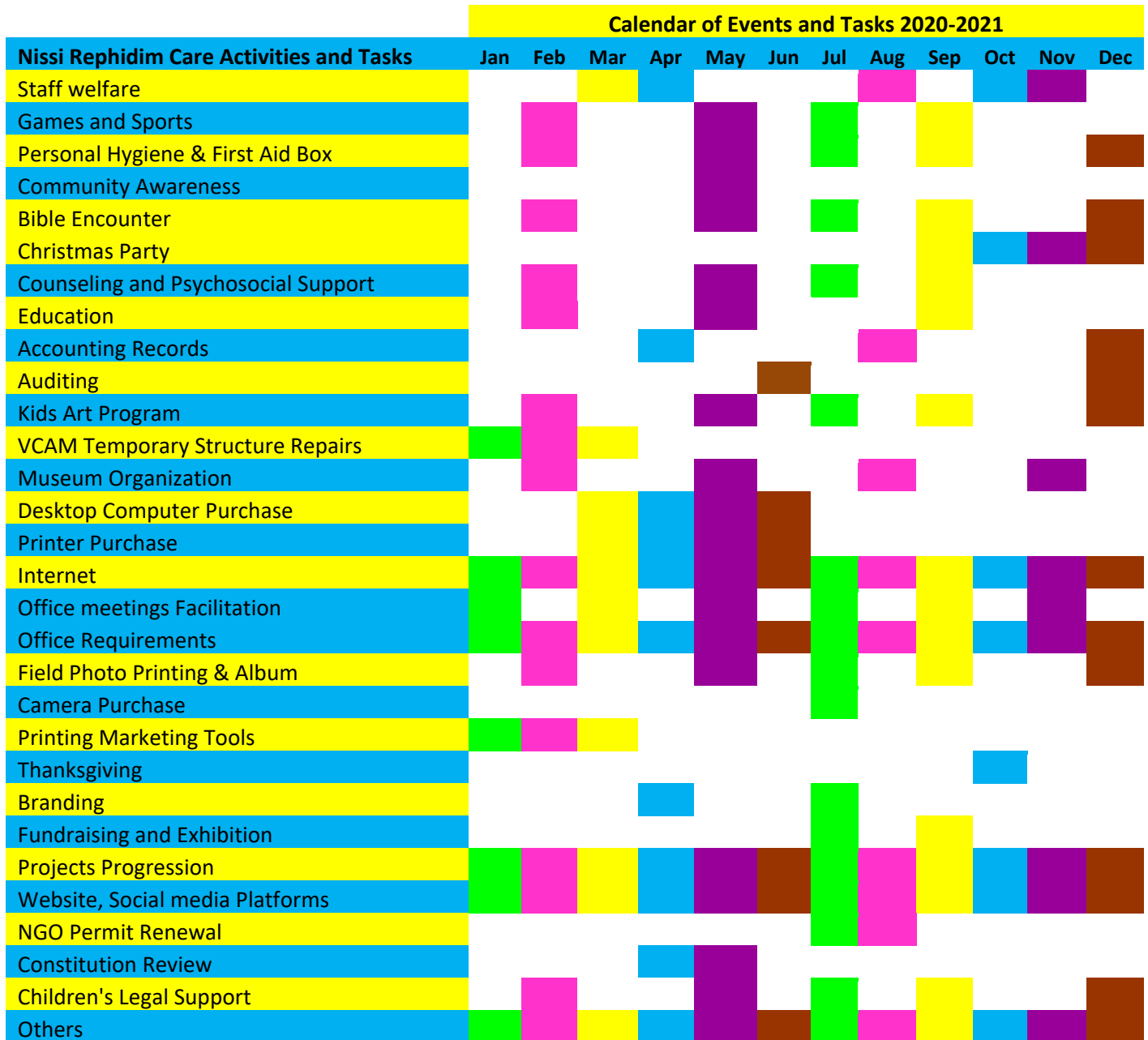
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AN ILLUSTRATION OF THE 2020- 2021 YEAR CALENDAR AS PROGRAMS RUN THROUGH THE YEAR

In this graph you will see a timeline of the activities through the years.



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