WHY TAKE COMPLETION PHOTOS?

At charity: water, the power of proof is core to our model. We use 100% of public donations to directly fund water points and water points with sanitation. We promise to prove each one was completed and is providing clean drinking water with project data and, most importantly, completed project photos.

Our promise means sharing the photos you take on the ground with our tens of thousands of supporters. This could be a major corporation who gave us a large gift or a nine year old who gave up presents on her birthday.

It's the most inspiring piece of our work and the biggest way for us to highlight the important work you do as our implementing partner. Our supporters show *your* photos to family and friends, post them on social networks, and even print them out to hang on their walls. We couldn't inspire them without your help and we want to support you to make this process as seamless as possible.

PHOTO REQUIREMENTS

QUANTITY*

    A. If you constructed a water point ONLY, we require <u>TWO</u> photos:
- 1 photo of daily users collecting water into a container (showing water flowing)
- 1 photo of the Water Point Identification (easily readable)

    B. If you constructed a water point and sanitation hardware, we require <u>FOUR</u> photos:
- 1 photo of daily users collecting water into a container (showing water flowing)
- 1 photo of the Water Point Identification (easily readable)
- 1 photo of associated sanitation hardware**
- 1 photo of associated hand-washing stations being used with water flowing (if applicable)

* Please note that depending on the individual program, charity: water may request additional photos as needed.
** If you constructed multiple latrine blocks, you are only required to submit 1 photo of 1 of them, but please vary the photos you submit by gender - submit a photo of the boys latrine block for some projects and the girls latrine block for others.

SPECIFICATIONS

- Photos of community members using the water point with water flowing are required. These should include clearly visible, clean flowing water with proper water collection practices.
- Photos of the water point alone will not be accepted.
- Photos of the water point should not exhibit broken parts or standing water.
- Photos can be either landscape or portrait orientation; however, they're to be submitted in the correct rotation, not sideways or upside down.
- High-quality, in-focus, and unedited photos are important. They should not be compressed, edited, photoshopped, or marked in any way when submitted.
- The Water Point Identification photo is to be legible and not blurry. It should be clean of dirt and mud. Please make sure nothing is obstructing the information on the plaque.
- The Water Point Identification photo should include surrounding context for the water point. It must be clear that the Water Point Identification is located at that specific water point.

KEEP IN MIND

- All required photos are to be submitted on time alongside the Completion Report, per the Grant Agreement.
- **Keep it respectful.** We'll be posting your photos on our website. When taking a photo, consider personal privacy and ask for permission beforehand.
- **Pay attention to detail.** This speeds up the review process and reduces the number of revisions on Completion Reports.
- **Have fun!** These photos tell a story about giving people access to clean water! Take a lot of candid shots! You can choose the best photos to submit to charity: water later.

charity: water
PARTNER ACCESS

PHOTO EXAMPLES

EXAMPLE A. - WATER POINT ONLY

1 PHOTO OF DAILY WATER USERS COLLECTING WATER INTO A CONTAINER
NOTE: Water Point Identification is visible & readable

1 PHOTO OF THE WATER POINT IDENTIFICATION
NOTE: Background context is included and Water Point Identification text is easily readable.

EXAMPLE B. – WATER POINT + SANITATION

**1 PHOTO OF DAILY WATER USERS
COLLECTING WATER INTO A CONTAINER**

**1 PHOTO OF THE
SANITATION HARDWARE**

**1 PHOTO OF THE WATER POINT
IDENTIFICATION**

**1 PHOTO OF THE
HANDWASHING STATIONS**

PHOTO SUBMISSION

charity: water will set up a folder structure in our file storage system, Box.com, for you to upload and submit completion photos: http://charitywater.box.com/partner-photo-upload. You will be invited to "collaborate" within this folder, which will allow you to submit photo files in our system.

There are two different ways to use Box.com for uploading photos:

**OPTION 1 – Upload photos to Box.com using your Internet browser**
Log in to your Box.com account, and you will see the folder associated with the grant ID. In each project folder, use the "Upload" button OR drag and drop your photos into the window.
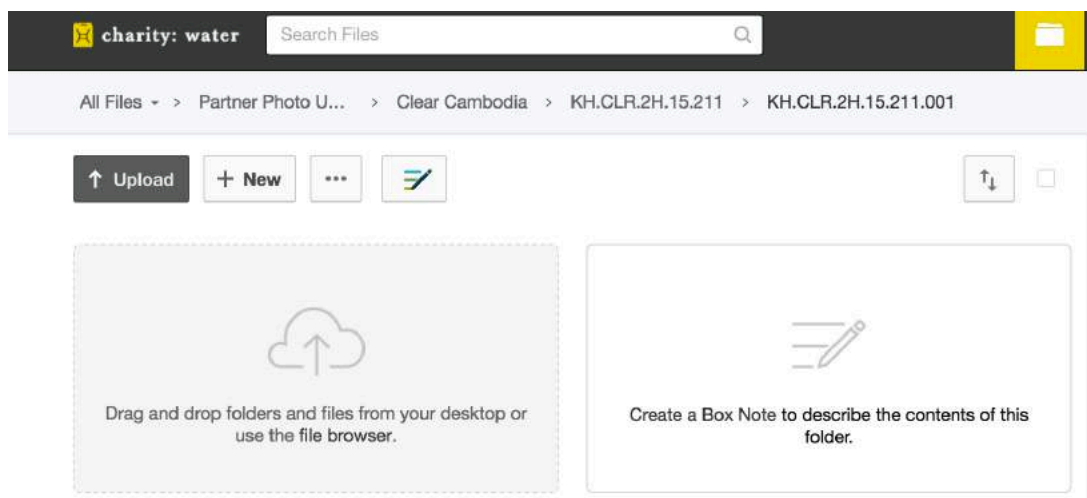
TIP: If you drag and drop files, make sure the dotted line around the space is highlighted:

OPTION 2 – Create & use a "Box Sync" folder on your computer
Log in to your Box.com account, and you will see the folder associated with the grant ID. Click the ellipses button next to the Share button and select "Properties" then "Sync Folder to Computer." This folder will be added to the "Box sync" folder on your computer:
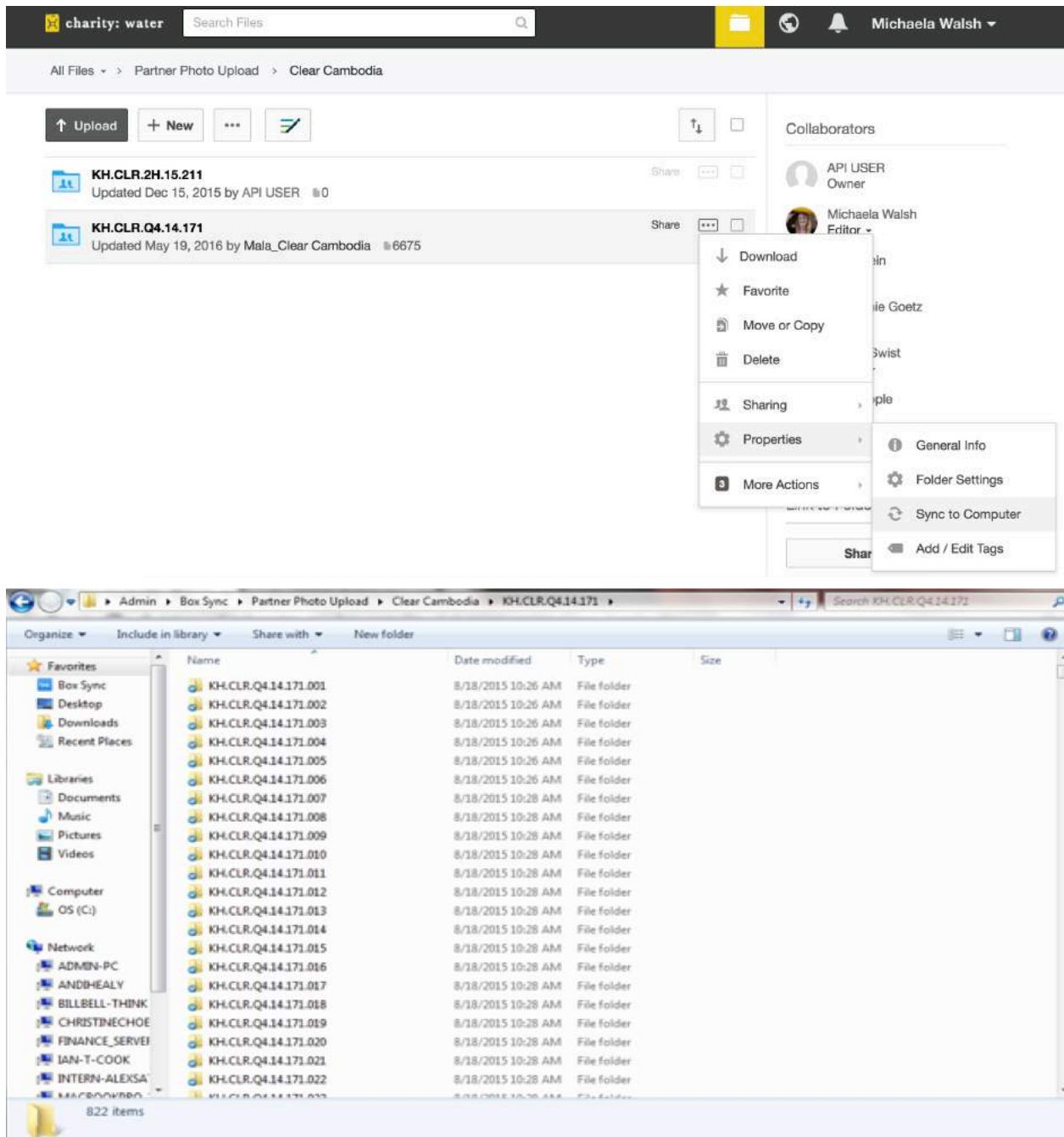
Additionally, there are two different submission methods:

OPTION 1 – ADD PHOTOS TO INDIVIDUAL PROJECT FOLDERS
- There will be folders for each water point labeled by an extended Water Point ID.
- Drag and drop (or upload) the water point photos into the correct folder based on the Water Point ID. Make sure that you do not accidentally put photos into the wrong folder or put the same photos into multiple folders.
  - *REMINDER:* When submitting your completion photos, the Water Point ID assigned to each project must match between the photos and site list, and should correspond to the ID number in each Box folder.

OPTION 2 – ADD PHOTOS TO AN UNSORTED FOLDER

- There will also be a folder within the grant folder labeled "Unsorted Photos."
- You can drag all of the photos associated with the grant into this folder.
  - *IMPORTANT:* The photos will sync properly <u>only</u> if you rename all photo files you submit to include the extended Water Point ID that corresponds to the water point in the photos.

QUESTIONS?

If you come across any technical issues while submitting photos, be sure to contact your Water Programs Manager or Water Programs Associate for assistance.