

## WHY PROOF IS IMPORTANT

At charity: water, the power of proof is core to our model. We promise to prove each water point is complete and providing clean drinking water, using project data, GPS coordinates, and completed project photos.

We use completion information and photos to verify the projects from a programmatic standpoint, and we share the photos and coordinates 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.

### OVERVIEW OF REQUIREMENTS\*

1. charity: water requires partners who receive 2020 funding to complete the following requirements in line with the detailed guidance below:
  - a. Affix a plaque to each water point\*
  - b. Provide photos of each water point\*
  - c. Provide GPS coordinates of each water point\*
2. Partners will be required to budget, procure, and locally source physical plaques for each water point, as well as budget for taking the final photos and GPS coordinates.

### DETAILED REQUIREMENTS AND EXAMPLES IN THIS DOCUMENT

- PLAQUES
  - [PLAQUE REQUIREMENTS](#)
  - [PLAQUE EXAMPLES](#)
- PHOTOS
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*\*If the water point is a household-level water point, we have modified requirements to protect household privacy and ease administrative and financial burden. For all household water points, please follow our [PROOF GUIDANCE - HOUSEHOLD WATER POINTS](#), using this Standard Proof Guidance as a supplemental resource.*

## PLAQUE REQUIREMENTS

A plaque, or permanent physical marker, should be attached to each water point so that we can identify, confirm and track each water point’s identity.

### MATERIAL

- Plaques must be permanent. Use robust materials and print that will last as long as possible.
  - Recommended: engraved metal or marble plaques
  - Not recommended: paint, stickers, or signboards
    - *Note: Signboards are acceptable as secondary plaques, for example: community signs indicating or acknowledging partner activities.*
- The plaque must be large enough to clearly display the required information.

### REQUIRED CONTENT

- Plaques must include the following:
  - charity: water Plaque ID (3-digit Grant number + Project number, assigned on Water Points List, in the format 242-30)
  - charity: water name and/or logo
  - Partner name and/or logo
  - Community name (and water point name or water system name, if applicable)

#### IMPORTANT:

1. Required plaque content should be in English, unless otherwise approved by charity: water. Partners may include additional information, such as depth of well, date of installation, etc., in the local language.
2. Plaque information will be verified against the submitted Water Points List at completion. Please ensure the spellings and information match before submission.
3. Plaque IDs are assigned on the Water Points List, and are critical to linking plaques and photos to project data. Please see Water Points List Guidance for more information.

### TIMELINE & COMMUNICATION

- During the proposal review phase, stipulate what materials you’ll use to justify the costs provided in the budget.
- Before actual manufacturing of plaques, send charity: water a mock-up of the plaque for approval.

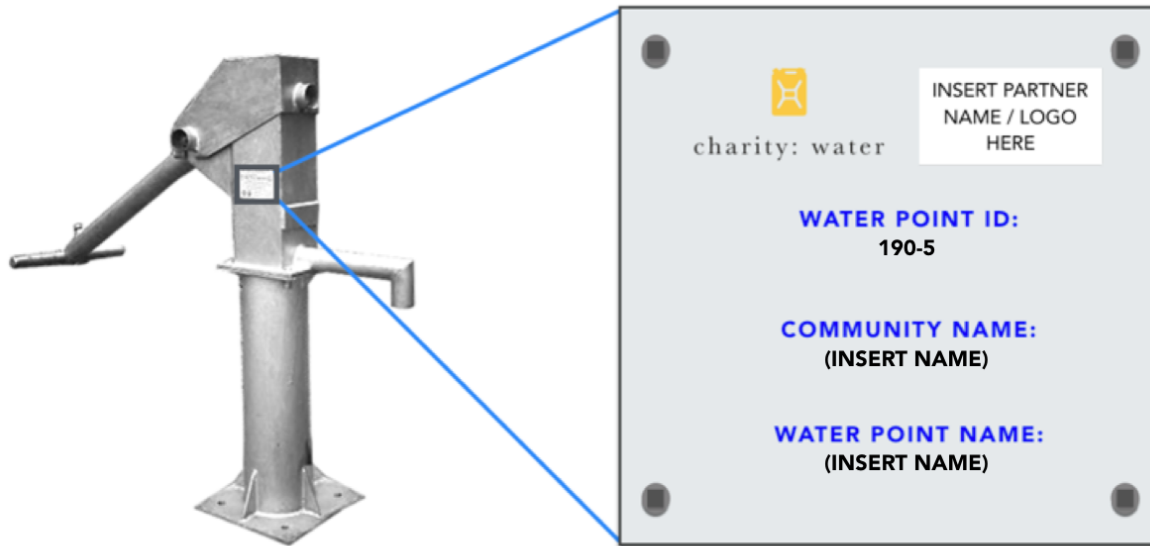
### PLACEMENT

- Plaque should be affixed to the water point as specified below:

INVENTORY TYPE	PRIMARY PLACEMENT
WELL WITH HAND PUMP	HAND PUMP HEAD (IF ROUNDED HAND PUMP, PLACE IN CEMENT)
PIPED SYSTEM (TAP STAND)	TAP STAND (UNLESS SPECIFIED BY C:W)
RAINWATER HARVESTING	TANK
SPRING PROTECTION	IN CEMENT
WATER FILTER	INSTITUTIONAL FILTER = ON TANK OR HANDWASHING STATIONS HH FILTERS = INDIVIDUALLY MARKED
WATER POINT & SANITATION	ON THE WATER POINT, ADHERING TO GUIDELINES ABOVE

## PLAQUE EXAMPLES

### MOCK-UP EXAMPLE AT A WELL



### MOCK-UP EXAMPLE AT A PIPED SYSTEM TAP STAND



## PHOTO REQUIREMENTS

Photos of each project are required to be submitted alongside the completion report. Please only submit the required photos, and be sure to follow these guiding principles and the detailed requirements below.

### GUIDING PRINCIPLES

- **Keep it respectful.** We'll be posting your photos on our website. When taking a photo of a person, consider personal privacy and always 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.

### REQUIRED PHOTOS\*

- A. If you constructed a water point **ONLY**, we require TWO photos:
  - 1 photo of daily water users collecting water into a clean container (showing clear water flowing)
  - 1 photo of the plaque (easily readable)
- B. If you constructed a water point **AND** sanitation hardware, we require THREE/FOUR photos:
  - 1 photo of daily water users collecting water into a clean container (showing clear water flowing)
  - 1 photo of the plaque (easily readable)
  - 1 photo of associated sanitation hardware (a single latrine or the full latrine block)\*\*
  - (if applicable) 1 photo of associated hand-washing stations being used with water flowing

*\* 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 should not exhibit broken parts or standing water.
- High-quality, in-focus, and unedited photos are important. Photos should be a minimum 12 megapixels (3200 x 2400), and they should not be compressed, edited, photoshopped, or marked in any way when submitted. Photos taken with mobile devices generally meet these quality standards.
- Photos should be in one of the following file formats: JPG, PNG, PDF
- Photos can be either landscape or portrait orientation; however, they're to be submitted in the correct rotation, not sideways or upside down.
- The plaque photo should be close enough to be legible, but should show the full plaque and enough surrounding context to make it clear that the plaque is located at that specific water point. Please make sure the plaque is clean and fully visible, and the photo is not blurry.
- Please ensure there is no date or time stamp on the photos (turn this setting off in camera settings if needed).
- Photos should be taken during the day to ensure sufficient lighting and clarity.

## 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 WATER POINT IDENTIFICATION**



**1 PHOTO OF THE SANITATION HARDWARE**



**1 PHOTO OF THE HANDWASHING STATIONS**

## PHOTO SUBMISSION PROCESS

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.

**Logging in to Box:** If the link takes you directly to the charity: water Box landing page, you will need to select “Not a part of charity: water” before proceeding with your organization email. You’ll need to create a new password if it’s your first time logging in.

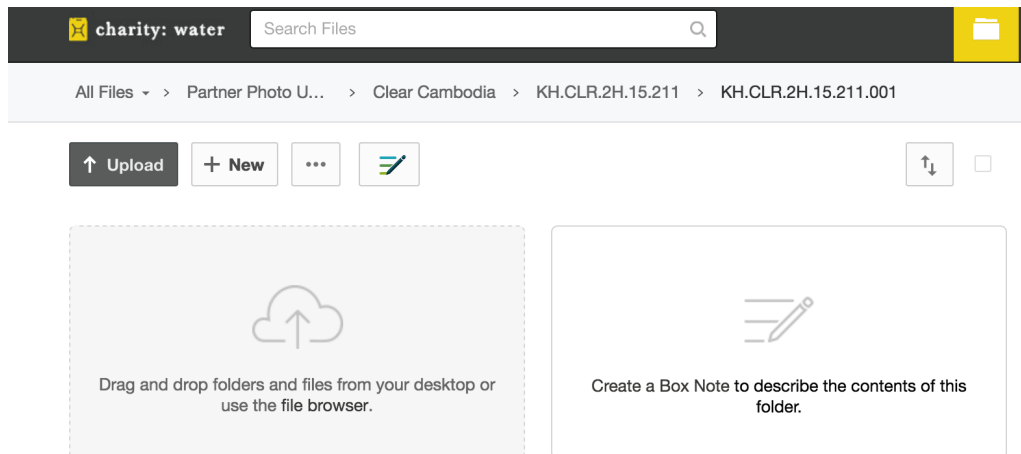
Each grant has its own folder within your organization’s folder, and each water point has its own folder based on the Plaque ID, inside of the Grant Folder. **The photos for each project should be uploaded into the correct project folder (double check the Grant number and Project number)** - the Water Point ID assigned to each project must match between the photos, site list, and Box folder. It is very important that photos of each water point are correctly submitted into their appropriate folders with the same Water Point ID number, so that the photos accurately sync to our systems for our review and approval. Please do not create sub-folders within the project folders.

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

Please see the two different options below for how to use Box.com to upload photos.

### OPTION 1 – Upload photos to Box.com using your Internet browser

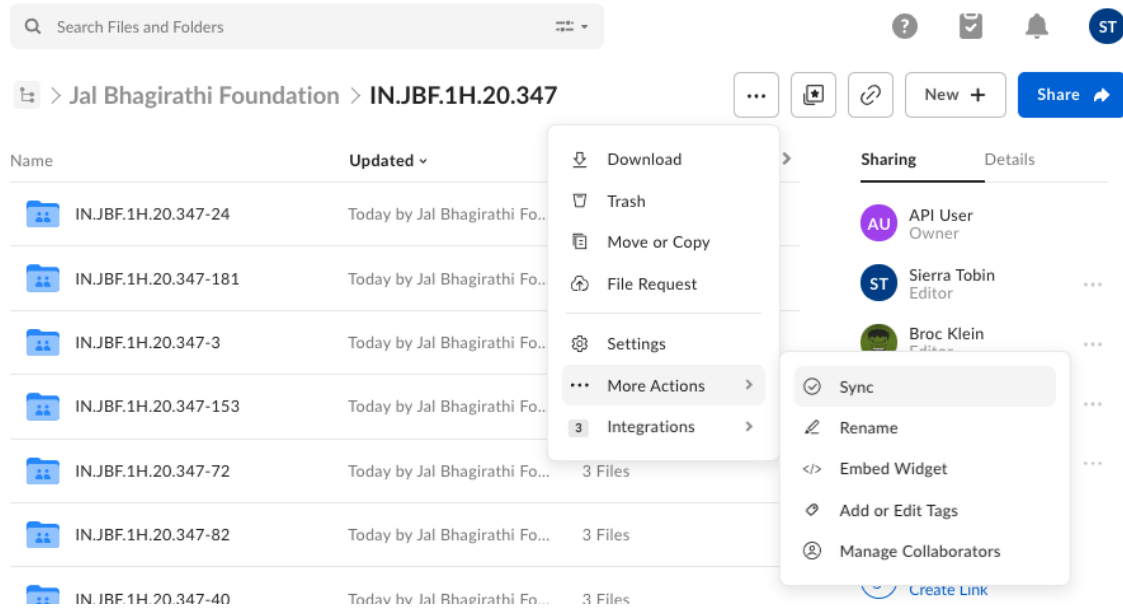
1. Log in to your Box.com account, and you will see the folder associated with the Grant ID.
2. In each project folder, use the “Upload” button OR drag and drop the photos for that project into the window.



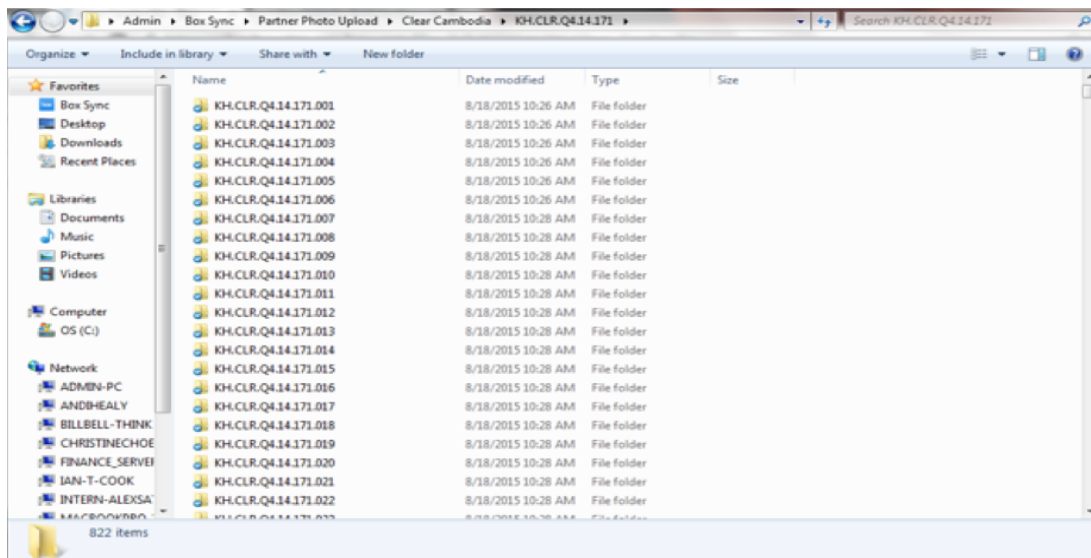
**TIP:** If you drag and drop files, make sure the dotted line around the space is highlighted

**OPTION 2 – Create & use a “Box Sync” folder on your computer**

1. [Install Box Sync](#) on your computer if it is not yet installed. Open the application and Log in.
2. Log in to your Box.com account from your browser, and find the folder associated with the grant ID.
3. Click the ellipses button next to the Share button, select “Properties” then “Sync Folder to Computer.” This folder will be added to the “Box sync” folder on your computer.



4. Add photos to the project folders using one of two methods:
  - a. **Method 1:** 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.



- b. **Method 2:** Add all photos to the Unsorted Photos folder within the grant, **only** if you’ve renamed all the photo files with the extended Water Point ID that corresponds to the water point in the photos.



## GPS REQUIREMENTS & COLLECTION

At completion in the Water Points List, charity: water requires that partners provide the GPS coordinates of every water point implemented in the grant.

charity: water utilizes this data alongside the Water Points List data to report back to supporters, as well as to verify the location of all water points should charity: water staff need to visit in the future.

### LOCATION


- GPS coordinates should be collected at the point where water is flowing.

### ACCURACY

- The GPS receiver should be accurate within 5-15m before capturing and saving each site's GPS coordinates. Please provide the coordinates at the level of precision that they were collected.
  - Ex. 49.38924 latitude is more precise than 49.389 latitude

### DECIMAL DEGREES FORMAT ONLY

- charity: water will only accept coordinates submitted in decimal-degrees. Before collecting coordinates, confirm that your device is collecting locations in this format.

decimal-degrees	dd.ddddd°, dd.ddddd° 38.959390°, -95.265483°	
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### WGS 84 DATUM ONLY

- charity: water will only accept coordinates submitted in WGS 84. Before collecting coordinates, confirm that your device is collecting locations in this map datum.

map-datum	WGS 84 WGS 1984	
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### NO CONVERSIONS

- All GPS coordinates should be captured and communicated in decimal degrees WGS 84, without conversions. Most phones and GPS devices provide location in decimal degrees WGS 84 by default. Confirm that your device is using these settings before collecting data. On most devices, these will be under "units" in "setup".

**IMPORTANT:** If you are providing GPS coordinates from government or existing records that are not in one of these formats, please contact charity: water for advice.