

BUDGET and FUNDING

You can get money for your project from the following:

Oranje Fonds:

Provides up to AWG 1.100, if the application meets the conditions and the budget has not yet been exhausted.

Financial support for an activity/project.

Small projects/activities

Volunteers 5 to 9

AWG 300, - to 800, -

The amount includes a max. of **AWG 150** for food and beverages.

Big projects/activities

Volunteers 10+

AWG 1.100, -

The amount includes a max. of **AWG 250** for food and beverages.

Administration & Accountability

About 2–4 weeks before Aruba DOET, awarded contributions will be paid under reference "Aruba DOET 2026". All organizations will receive their funds by April 30th.

Companies, sponsors and donors:

Social organizations can reach out to companies for materials or support during Aruba DOET. You'll receive a list of Aruba DOET discount partners, but you're also welcome to find your own sponsors.

Own funding:

Your own contribution may be necessary to realize the project.

Financial Document Explanation

Financial overview is essential for every Aruba DOET project. It provides clarity for project leaders, coordinators, the Aruba DOET Team, and the Oranje Fonds.

How to Fill in the Financial Overview

- You can complete it in Excel or fill it in by hand and/or print it or e-mail.
- The completed overview must be submitted after the Aruba DOET weekend and no later than mid-July.

| ARUBA DOET 2026 | | PROJECT FINANCIAL RESULTS | |
|-----------------|---------------------------------|---------------------------|--|
| 1 | Foundation/School/Club/CdB etc | | |
| 2 | Contact person and phone number | | |
| 3 | Project name | | |
| 4 | Project number | # | |
| 5 | Project/Event date | DD/MM | |
| 6 | End amount of Volunteers | # | |

1. Full name of organization
2. Contact person & phone number - for questions about the financial report
3. Name of the project - in case your organization has multiple projects
4. Project number - assigned by Aruba DOET
5. Official event date - Friday and/or Saturday
6. Number of volunteers present on the event day

| RECEIPTS AND INVOICES | | | | | |
|-----------------------|------|----------|----------------------|----------|--------|
| Receipt number | Date | Business | Material or services | Category | Amount |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

Categories
 F&B - Activity supplies - Rentals
 Entertainment - Transport - Repair
 Sponsored - Other

7. **Receipt Number** – Each receipt must be numbered.
See the example receipt registration **page 14** in this Info pack.
8. **Date of Purchase** – The date as shown on the receipt.
9. **Business/Company Name** – Example: Kooyman, Superfood, etc.
10. **Materials or Services** – Example: pressure washing, lumber, paint.
11. **Category** – Choose a category that makes sense, for example:
Food & Beverages (F&B), Rentals, Repair/Service/Tools, Materials (paint, lumber, etc.)
Sponsored items (make a note if something was donated or sponsored).
12. **Amount** – The total amount on the receipt that was spent on the Aruba DOET project. *At the bottom of the Excel sheet, the total will automatically be calculated so you can see the full amount spent on your project.*

By staying organized and following these steps,
you will save time and ensure your report is complete and accurate.

| | | | | | | |
|----|--------------------------------------------------------------|--|--|--|--|------------|
| 27 | 12 | | | | | |
| 28 | 13 | | | | | |
| 29 | 14 | | | | | |
| 30 | 15 | | | | | |
| 54 | Total costs of this project (automatically generated) in AWG | | | | | - |
| 55 | Received from Oranje Fonds / CEDE Aruba in AWG | | | | | 1,100.00 |
| 56 | Budget difference and color indication in AWG | | | | | (1,100.00) |

13. Add or delete more rows if needed.
14. The **total costs** are automatically calculated at the bottom of the sheet.
15. The **amount received from Oranje Fonds / CEDE ARUBA**
16. **Budget Difference** – This box shows whether funds remain:

Green = there is still money left to spend. If it remains unspent, Aruba DOET will later decide what must be returned to CEDE ARUBA.

Red = the full budget has been spent, and the project is ready for final inspection by the Aruba DOET team.

BUDGET

What We Reimburse – Aruba DOET

Each project can receive up to AWG 1,100 to cover necessary expenses. Below are guidelines on what can and cannot be purchased, plus tips for specific items. All costs must be to the project or activity. If you are in doubt, contact the Aruba DOET Team for clarification.

Acceptable Costs



Basic construction materials - Paint, painting supplies, wood, mesh and posts for fencing, trees and shrubs, small hardware, cement, screws, nails, etc.

Personal protective equipment - Safety glasses, sunblock, ear protection, gloves, dust masks for your team, etc.

Small non-electric (garden) tools - Trash pickers, rakes, hammer, brooms, hose, shovels, pruning shears, etc.

Gardening - Real plants, fertilizers, garden vitamins etc.

Food & drinks for volunteers - Up to **AWG 150** for small projects and **AWG 250** for big projects. (e.g., groceries from Superfood, Ling & Sons, Price Smart, or catering by a volunteer or restaurant).

Entertainment (clowns, musicians, artists, singers), or for hairdressers/beauticians during a "pampering day": up to **AWG 600**.

Cleaning supplies - garbage bags, gloves, etc.

BUDGET

Social activities (special projects)

Specifically for organizations supporting people with disabilities

- For a high tea or a festive meal with **socially isolated people** in the community, **the full amount can be used** (including food/ and non-alcoholic - drinks for volunteers).
- Costs for outings (transport, bus rental, entrance fees), provided these outings are not part of the organization's core activities.

Subject-to-Approval Items



Rental of tools/equipment – Large tools such as ladders, pressure washers, digging machines or other practical equipment can be rented.

Furniture and décor – Examples: cabinets, curtains and rails, carpeting, lamps and fixtures, picnic tables, curtains, cannot be bought but it can be made.

First-Aid kit's – you can buy the contents that you need for your project such as Band-Aids, gauze, tape, etc.

Project Rental Tip: Consider renting essentials like a portable toilet, a bobcat for heavy lifting, or a waste bucket (we partner with Baki Sushi) to keep your site clean and efficient. These small additions can make your project run much smoother.

Non- Acceptable Costs -What We Do Not Reimburse



Ready-made goods - Examples: cabinets, curtains and rails, carpeting, decorative lamps and fixtures, tents, etc.

Decorations (balloons, banners, party items).

Prizes for bingo, raffles, or games. (look for donations!)

Printing certificates, photos, or promotional material such as posters, banners, backdrops, etc.

Gifts- thank-you items, workshops, games or training for Costs that are not directly related to the project or activity. Try to get sponsoring for these items.

Budget Tip: Shop smart—Kooyman for materials, Superfood, Ling & Sons, or Price Smart for food. Seek sponsors or donations to boost your AWG 1,100 budget and make your project happen.

F&B – Food & Beverage tips

Keeping your volunteers energized and hydrated is key to a successful DOET day. With a little planning and creativity, you can offer thoughtful refreshments without overspending—while keeping everyone safe, satisfied, and smiling.

Hydration First

- **Skip the plastic bottles:** Borrow a water jug from neighbors or rent one and encourage people to bring their own drink thermos.
- **Buy ice** and store it in a cooler (ask around—someone likely has one!).
- **Set up a water station** with cups and maybe a few light snacks or some fruit.

Feeding Your Volunteers

- **Outsource a volunteer cook:** Ask someone to prepare sandwiches or a simple meal.
- **Catering discounts:** Reach out to local restaurants for sponsorship or reduced rates.
- **DIY breakfast station:** Offer tea, coffee, and juice - just like on a flight, keep it simple!
- **Snack ideas:** Granola bars, fruit, crackers, or mini sandwiches for energy boosts.

Budget Smart

- You **don't need to spend the full AWG 150/250** on food.
- Combine purchases with donations or sponsorship.
- **Plan ahead:** compare prices, ask for community support, and keep receipts.

Dietary Awareness

- **Ask volunteers about allergies or preferences:** Vegetarian, peanut allergy etc.
- Label food clearly to avoid confusion.

Good Vibes & Comfort

- **Bring a speaker** for music—check who has one!
- **Extension cords** help keep devices charged.
- **Shade and seating:** Set up a tent or picnic area if possible or ask volunteers to bring foldable chairs or a canopy from home. Many already have these from carnival or beach days.

Extra Suggestions

- **Reusable cups and utensils:** Eco-friendly and cost-saving.
- **Trash & recycling bins:** Keep the area clean and sorted.
- **Thank you treats:** A small sweet or drink to end the day on a high note.

Example receipt registration- end financials

Important and helpful points for the registration of your project receipts:



1. Tape receipts at the top and bottom (not over the ink).
2. Ensure the store name is clearly visible.
3. Include company details (on receipt or with a stamp).
4. Add a note for unclear item descriptions.
5. Write "Aruba DOET 2026" (and project number if needed).
6. **Do not** tape over receipt information; this may disappear.
7. Make sure the total amount is visible and matches the financial sheet.
8. Tape receipts at the top and bottom (not over the ink).

BUDGET

Keep all receipts and invoices safely stored.

Oranje Fonds request:
Proof of purchases (receipts/invoices)

Personal Receipt Guidelines for Services or Rentals

When creating a personal receipt for services or items (e.g., renting equipment from a neighbor or paying for cooking for volunteers), include:

- ✓ **Date of Event**
- ✓ **Description of Service/Item**
- ✓ **Amount Paid**
- ✓ **Full Name & signature of Provider**
Person delivering the service
- ✓ **Persoons Number (ID number)**
- ✓ **If possible, for amount over AWG 100**
- ✓ Do them via **bank transfer** and include **proof of transfer + provider's ID**.



Example – hard copy / physical copy



Use a blank A4 sheet to attach each receipt.

At the top of the page, write:

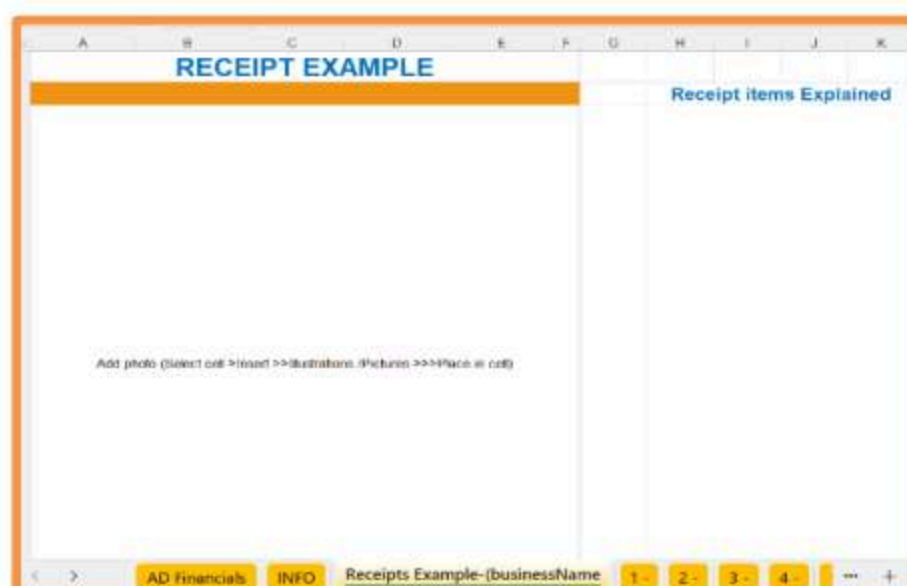
- Aruba DOET or AD26
- Organization Name
- Project Number

If the item on the receipt is not clearly described, add a short note explaining what was purchased. Finally, make sure you keep all the original receipts together.

PIN slips alone are not accepted.

You must submit the full receipt that includes the store name, items purchased, and prices.

Example – Digital copy / Excel sheet



In the Excel sheet, receipts are registered the same way as with physical copies. Instead of pages, use the numbered tabs at the bottom

—one receipt per tab with your

HANDY TECH-TIP



Need to scan receipts or turn notes into PDFs?

Try **Google Lens**—it's free, fast, and works right from your phone. Snap a photo, extract text, and save or share instantly. Perfect for keeping your project docs organized on the go!