



SHAPE ATTITUDE GHANA

STAY CLEAN, STAY HEALTHY

ANNUAL REPORT 2020



SANITATION, HEALTH, ATTITUDE & PRACTICES FOR CLEAN ENVIRONMENT(SHAPE)



Avoid littering



A clean environment, A healthy life



SHAPE ATTITUDE GHANA

2020

ANNUAL REPORT

DECEMBER, 2020

TABLE OF CONTENTS

	Pages
Acronyms	i
Acknowledgements	ii
Executive summary	iii
1. Introduction	1
2. Implementation activities	1
3. Audited accounts and renewal of licences	2
4. Reporting	3
5. Acquisition of materials	4
6. Funding	4
7. Donations received and expenditure	6
8. Challenges	7
9. Conclusions	8
 Charts 	
1. Educational items acquired in 2015 - 2020	4
2. 2015 to 2020 donations	4
3. External verses domestic donations 2015 to 2020	5
4. Donations from organisations and individuals	5
5. Distribution of funds for specified and unspecified activities	6
6. Receipts and expenditure 2015 to 2020	6
7. Breakdown of expenditure	7
 Annexes 	
1. Receipts and expenditure statement	9
2. List of resource persons	10
3. List of 2020 donors	11
4. Pictures of 2020 activities	12

Acronyms

CBOs	-	Community Based Organisations
GAFICS	-	Ghana Association of Former International Civil Servants
GES	-	Ghana Education Service
NGOs	-	Non-Governmental Organisations
SACOST	-	Centre for School and Community Science and Technology Studies
SHAPE	-	Sanitation, Health, Attitude and Practices for Clean Environment
UCC	-	University of Cape Coast
UEW	-	University of Education, Winneba
UNIPRA	-	University Practice School
WHO	-	World Health Organisation



ACKNOWLEDGEMENTS

Mr. Andrew K. Asamoah a former Director at the World Health Organisation (WHO), and now the Executive Chairman of A&C Development Co. Ltd, Accra and Chairman of the Ghana Labour Commission, has continued to be a strong supporter of the Organisation. Our appreciation goes to him for his support.

In spite of COVID-19 which limited our operations for most part of 2020, Ms Angela Karmand and Mr Kofi Baisie Ghartey continued with their financial support to the Organisation.

The support and collaboration of the Ghana Education Service of the Effutu Municipality, the University of Education, Winneba (UEW) and the National Service Scheme cannot go unmentioned. Our thanks go to all of them. The conference of heads of basic school facilitated in reaching out to the school children. We thank them for their support.

Radio Peace and Radio Windy Bay of UEW have not relented in providing airtime free of charge to spread the messages and programmes of SHAPE Attitude Ghana in promoting clean environment. We thank them for their support.

We acknowledge the contribution of Individuals and organisations who contributed in keeping the Organisation afloat during the year when activities were at their lowest ebb due to COVID-19. In this regard we would like to mention. The Chief and Chairman of the Effutu Traditional Council, Neenyi Ghartey VII, the Vice Chancellor of the University of Education, Winneba (UEW), Rev. Fr. Prof. Anthony Afful-Broni, the Head of SACOST/UEW, Prof Kolawole Raheem, and Mr Robert Maison of Utmost Konsult.

To Utmost Konsult, it is a big thank you for their traditional support of preparing the accounts and arranging for auditing of our accounts at no cost and facilitating submission of returns to the Registrar General's Department.

Our acknowledgement will not be complete without mentioning those who have shown the true spirit of voluntarism in working with SHAPE Attitude Project in the planning and implementation of activities. They are Mr. Lord Nelson Addo Ofori, Mr. Eric Sekyere Appiah, Mr. Amos Amamoo all of the University of Education, Winneba; Mr Albert Buabeng of Trauma Hospital, Winneba; Mr J.B.K. Ntsiful of Ghana Education Service, Winneba, Mrs. Victoria Amissah Ghartey, Ms Esther Ama Nyarkoa of Radio Peace, Winneba and Mr Jones Appiah Kubi and Bright Fugar of Radio Windy Bay of UEW.

Finally, SHAPE Attitude Ghana would like to thank all its well-wishers, individuals and organisations, who have contributed to the success of the Organisation.



EXECUTIVE SUMMARY

Shape Attitude Ghana started off the year well with promising results but for COVID-19 which brought virtually all activities to a halt. Plans were far advanced on the activities that would have ensured the schools kept their compounds and surroundings clean. Programmes were also identified that would have encouraged the school kids to carry the message of cleanliness and avoiding littering to communities.

In fact, arrangements were made to get the schools plant trees but that was aborted. The University of Education, Winneba and SHAPE Attitude Ghana were at the final stages of signing a memorandum of understanding which would have formalised the collaboration between the two institutions and get greater involvement of the student body when it had to be suspended due to COVID-19 and subsequent closure of the University.

Notwithstanding, the melting down of activities, SHAPE Attitude Ghana held very key activity to mark its sixth anniversary in June by streaming a life discussion on the achievements and the way forward for the Organisation.

In anticipation of resumption of activities, the Ghana Education Service of Effutu Municipality granted SHAPE Attitude Ghana the opportunity to sensitise heads of basic schools and the new approach for carrying out its activities without exposing anyone to the risk of contracting COVID-19. The Organisation resorted more to the use of social media platforms and radios.

For the first time since 2018, SHAPE Attitude Ghana succeeded in getting two personnel from the National Service Scheme who accepted to work with the Organisation. As usual, the Organisation joined the Scheme on its orientation trail of Service Personnel in accredited tertiary institutions until it came to an abrupt end in March 2020 due to COVID-19.

Radio Peace in Winneba and Radio Windy Bay of the University of Education, Winneba continued to be advocates of educational and sensitisation messages on sanitation to the public.

Within the first quarter of 2020 the Organisation's 2019 accounts were audited and annual returns submitted to the Registrar General's Department. Similarly, the NGO certificate issued by the Department of Social Welfare was also renewed with the same period.

Shape Attitude Ghana a not-for-profit organisation was established in June 2014. It is committed to enabling communities develop a culture of keeping their surroundings clean all the time. The Organisation has been working mainly in schools to address negative attitude in the hope that children aged four to fifteen years in schools will grow up with positive attitude towards sanitation and the environment in general.



SHAPE ATTITUDE GHANA

2020 ANNUAL REPORT

1. Introduction

June 2020 was the sixth year that SHAPE Attitude Ghana started operations in the Effutu Municipality. An event, involving the schools, is usually organised to mark the occasion in conjunction with the World Environment Day which also falls in June each year. However, owing to COVID-19 and the restriction on social events that were put in place, a very low-key activity of panel discussion was undertaken and streamed live on facebook. The report presents progress and achievements on project implementation. It also presents the status of application of funds.

2. Implementation of activities

2.1. Exercise with Theatre Arts Final Year Students

Since 2016, SHAPE Attitude Ghana has supported final year students of Theatre Arts from the University of Education, Winneba, on their project work relating to sanitation. The 2020 project was at Awombrew, a village on the Winneba -Swedru road. SHAPE Attitude Ghana provided posters, trash bins for the community and food items to support the students' stay in the village. A team from SHAPE Attitude Ghana attended the durbar marking the end of their project in the village.



2.2. Orientation of National Service personnel

SHAPE Attitude Ghana joined the National Service Scheme for the orientation of final year students in tertiary institutions in the Central Region. The service personnel were

tasked to become agents of change on sanitation and promote good sanitary practices when they go out to their stations or work places. The orientation took place at University of Education, Winneba – Ajumako Campus; Ola College of Education,



Cape Coast; KAAF University College Kasoa; Komenda College of Education; Cambridge International University, Swedru; St Peters Regional Seminary, Cape Coast and Nursing and Midwifery Training College, Cape Coast.

2.3. Collaboration with University of Education, Winneba

SHAPE Attitude Ghana has been working together with the University of Education, Winneba for quite a long time and benefitting from support provided by UEW over the period. The two parties decided to formalise the collaboration between them in order that all the stakeholders in the University can be brought on board to the sanitation crusade. Several consultations were held between the University and SHAPE Attitude Ghana which led to an agreement on a draft MOU that was to be signed in March 2020. Unfortunately, the signing of the MoU was suspended due to COVID-19 that led to the closure of the University.

2.4. Observance of 6th Anniversary of SHAPE Attitude Ghana

Owing to the emergence of COVID-19 and the subsequent closure of educational institutions in the first quarter of 2020, no elaborate activities were undertaken to mark the occasion. Nonetheless, a live discussion took place on the day of the anniversary and streamed live on face book.



Basisie Ghartey. Facilitators and technicians were from the University of Education, Winneba.

The panellist were drawn from UEW, Head of SACOST, Prof, Raheem Kolawole; the Ghana Education Service in the person of Mr J.B.K. Ntsiful; the Municipal Hospital, Mr Albert Buabeng and Chief Executive Officer of SHAPE Attitude Ghana, Wonderful

2.5. Media activities

All the three radio stations in Winneba, Radio Peace, Radio Windy Bay of UEW and NYCE FM of Challenging Heights, accorded SHAPE Attitude Ghana free airtime to disseminate information on good sanitary practices. The dissemination took the form of panel discussions, daily messages on stopping littering on Radio Peace and coverage of events organised by the Organisation.

3. Audited accounts and renewal of licences

3.1. Audited accounts

During the first quarter of 2020, the audited accounts of 2019 were completed by B Omane-Antwi Consult, Chartered Accountants and the annual returns submitted to the Registrar General's Department in the same quarter.

3.2. Renewal of licenses/certificates

3. 2.1. Registrar General's Department

Returns to the Registrar General's Department were submitted before the deadline of end April 2020.

3. 2.2. NGO certificate

The Organisation renewed it's NGO certificate with the Department of Social Welfare
in the first quarter of 2020.

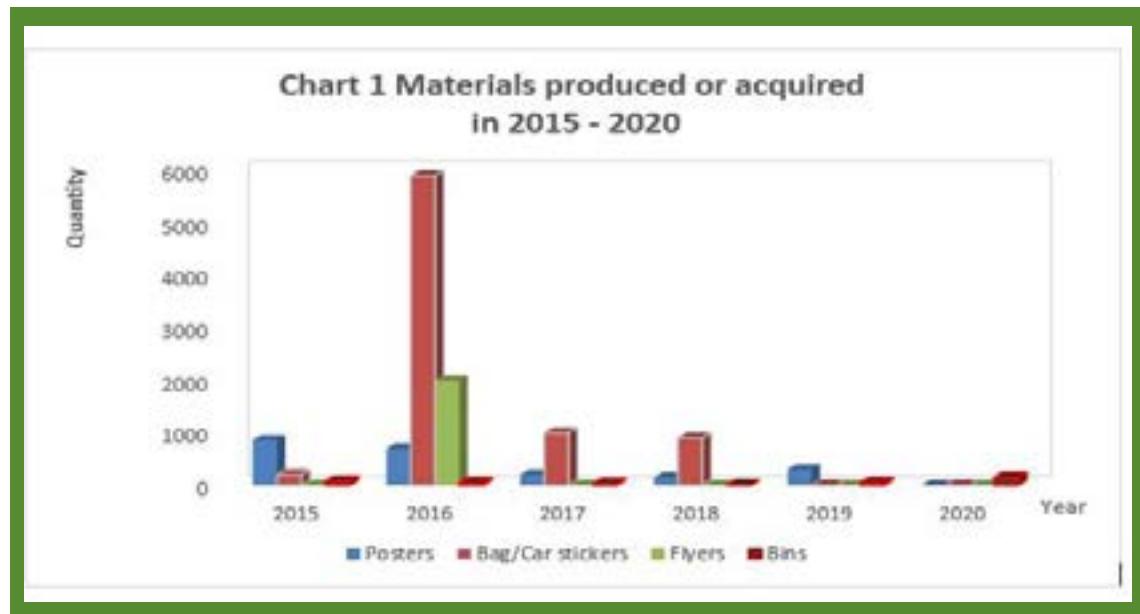
4. Reporting

Annual implementation report, preparation of financial statements for auditing and annual audit report were all completed within the first quarter of 2020.



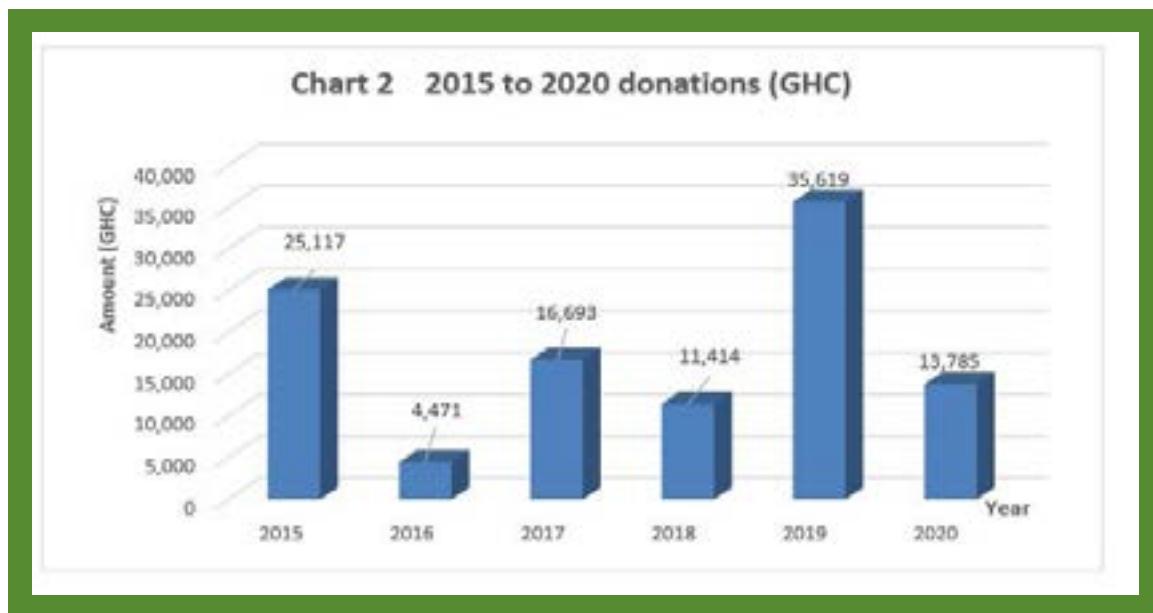
5. Acquisition of materials

No major items were procured except for 150 trash bins which had been ordered for the school competition before the schools were closed down to control the spread of COVID-19.



6. Funding

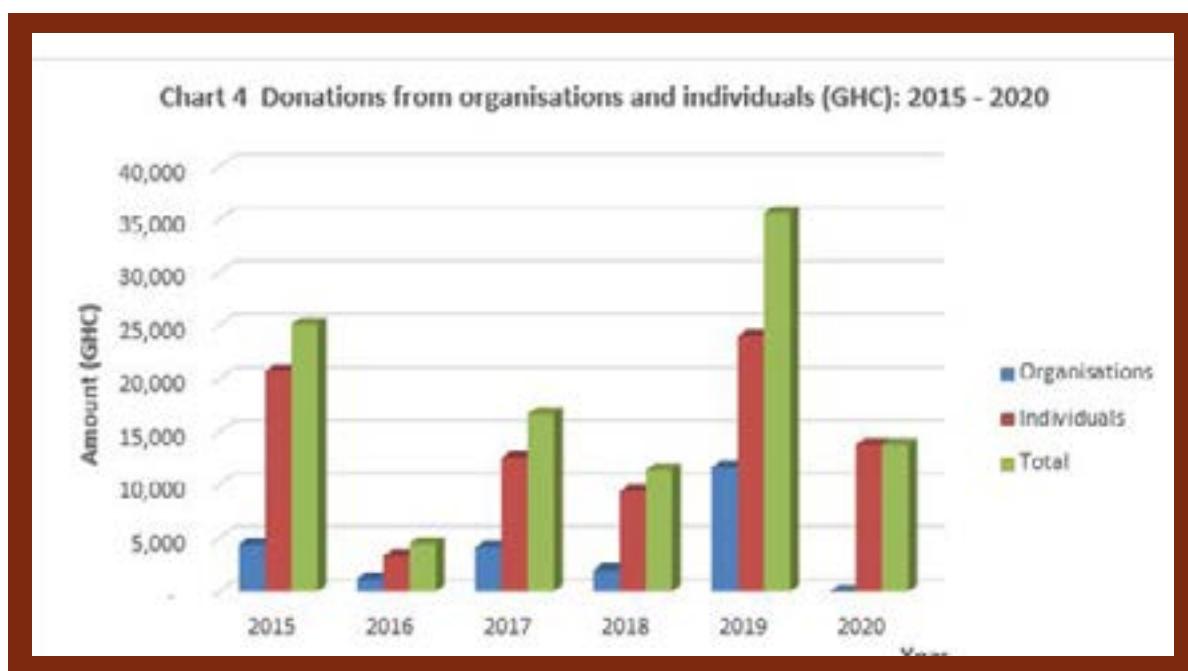
An amount of GHC13,785 was donated to the Organisation in 2020 which is less than 50 percent of GHC35,619 donated in 2019. Chart 2 shows the amounts received between 2015 and 2020 and annex 3 shows the list of donors in 2020.



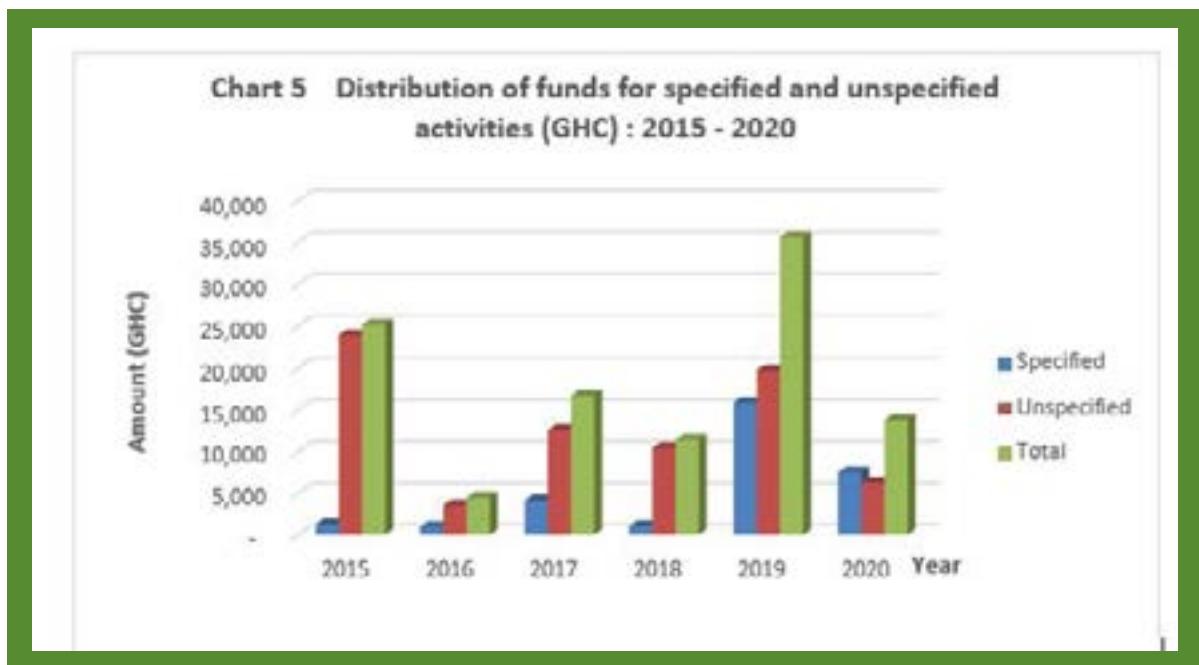
External funding continued to be the main source of funding constituting more than 99 percent of the total of GH₵13,785 compared to 64 percent in 2019. Chart 3 shows the external and domestic sources of funding from 2015 to 2020.



All the funding in 2020 was from individuals. In 2019, the contributions from individuals constituted 67 percent of the total funding. Refer to chart 4 for the trend since 2015. The source of funding has implication on the implementation of activities especially where it is skewed on a particular source in the sense that the moment funds seize to come from that source activities will be stalled.

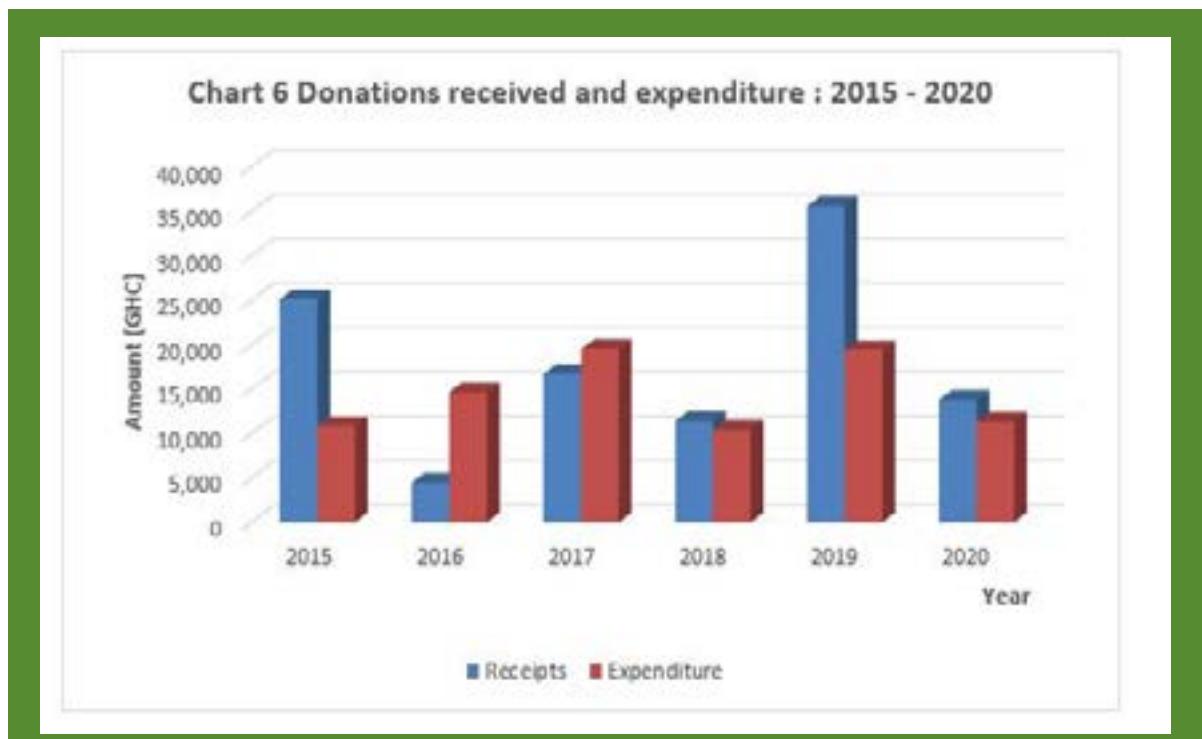


Fifty-four per cent of the 2020 donations was tied to specific activity compared to 45 percent in 2019. Donations not tied to activities allow for flexibility in the application and implementation of activities. Chart 5 shows the distribution from 2015 to 2020.

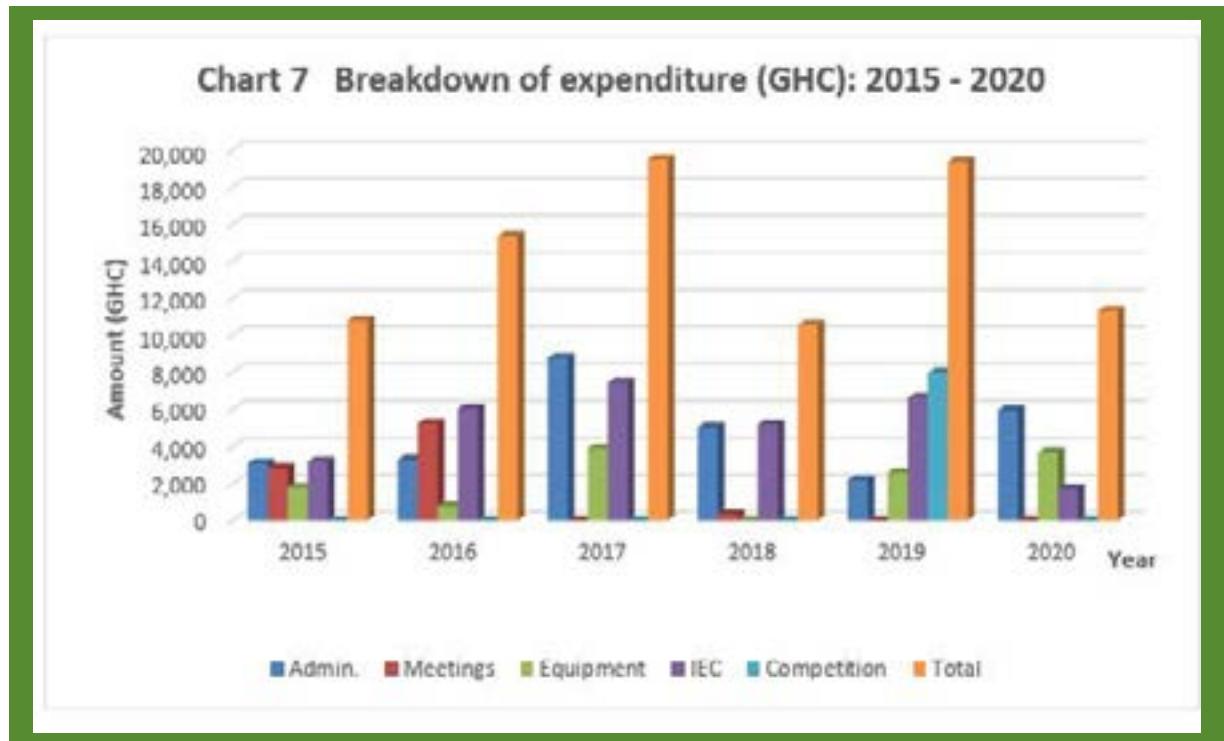


7. Donations received and expenses incurred

Out of the GHC13,785 received in 2020, GHC11,331 (82%) was spent leaving a balance of GHC2,454 Implementation of activities went down drastically due to COVID-19.



Administrative cost has always taken the biggest share of the expenditure. This is due to the fact that the Organisation is not involved in physical management of waste but mainly sensitisation and raising of awareness. The administrative costs include personnel, fuel cost, licences, office rental, communication, website cost, utilities (electricity) and stationery. For the year under reporting, administrative costs constituted 52 percent of the total cost



8. Challenges

Developments in 2020 brought to light the need to diversify the delivery methods of our interventions which until the onset of COVID-19 was mainly physical meetings in groups. The diversification calls for logistical arrangements that will not have the desired effectiveness in the short term especially reaching out to our primary target group.

Collaboration with some key stake holders is still below expectation, yet this is one of the main factors that could help to accelerate the gains of maintaining good sanitary conditions.

and untimely emptying of bins by the relevant authorities have not helped with the sensitisation messages to the public.

Littering among the general population has become cancerous and therefore requires very stringent measures to stop or minimise it.

9. Conclusions

SHAPE Attitude Ghana operated for just about three months in 2020 with the schools so there was no opportunity to interact with the school children to assess how they are getting on with the attitudinal change. However, there was interaction with the teachers when schools were partially reopened in latter part of the year to plan for the way forward should schools resume fully. In this regard, SHAPE Attitude Ghana engaged the Conference of Heads of Basic Schools in mapping out strategies for carrying out activities and observing COVID-19 protocols.

Plans for formalising collaboration with UEW will continue in order to pave the way for strengthened working mechanisms and implementation of activities.

Establishment of litter free zones is one of the ways that can enhance the spread of cleanliness message in the community. Experience on the ground has shown over time that without enforcement of bye laws on sanitation, sensitisation alone will not work to achieve the expected outcome. Community sensitisation alongside community sanctions would be helpful in achieving litter free communities.

ANNEX 1

RECEIPTS AND EXPENDITURE STATEMENT: JANUARY – DECEMBER 2020

Funds Available	GHC
Balance from 2019	17,503.05
Receipts in 2020	13,785.35
Total funds available	31,288.40
Expenditure	
Administrative expenses	5,785.98
- Bank charges	100.00
- Website maintenance - domain	935.98
- Renewal of licences - NGO certificate	450.00
- Stationery and printing of reports	780.00
- Utilities - electricity	300.00
- Office rental	720.00
- Fuel	1,600.00
- Allowance for service personnel	900.00
Equipment and materials	3,925.00
- Trash bins	3,675.00
- External disc	250.00
Information, education & communication	1,620.05
- Posters	0.00
- Media	776.05
- Volunteers for events T&T	0.00
- Fuel for field operations	844.00
Total expenditure	11,331.03
Excess/deficit: receipts over expenditure	19,957.37

ANNEX 2

List of resource persons – 2020

Name	Role
Mr Wonderful Baisie Ghartey, Founder	Director
Mr Andrew K. Asamoah, Executive Chairman, A&C Development Company	Chief Advisor
Dr David Essaw, Research Fellow, UCC	Technical Advisor
Prof Kolawole Raheem, SACOST/UEW	Technical Advisor
Lord Nelson Ofori Addo, Snr Graphic Designer, UEW	Design of posters, banners etc
Mr Eric Sekyere Appiah, Snr Graphic Designer, UEW	Website Development and maintenance
Ms Anna Obir-Bonney, Health Promotion Officer Ghana Health Service	Health Promotion
Ms Esther Ama Nyarkoa, Presenter, Radio Peace	Media promotion
Bright Fugar, Radio Windy Bay, UEW	Media promotion
Jones Appiah Kubi, Radio Windy Bay, UEW	Media promotion
Mr Amos Amamoo, Asst Registrar, UEW	Logistics
Mrs Victoria Amissah Ghartey	Logistics
Mr Albert Buabeng, Estate Manager, Municipal Hospital, Winneba	Monitoring and evaluation
Mr J.B. K. Ntsiful, PRO, Education Service, Winneba	Coordination of school activities
Mr Joel Sarpong	Health Promotion



ANNEX 3

List of 2020 donors

Name	Location	Activity
Ms Angela Karmand	WHO, Geneva	Unspecified
Mr Kofi Baisie Ghartey	Gilbert, Phoenix	Media activities
Wonderful Baisie Ghartey	Winneba	Unspecified
Univ. of Education, Winneba	Winneba	Meeting venue
Utmost Konsult	Accra	Accounts preparation
B. Omane-Antwi Consult	Accra	Auditing of accounts

SHAPE ATTITUDE GHANA

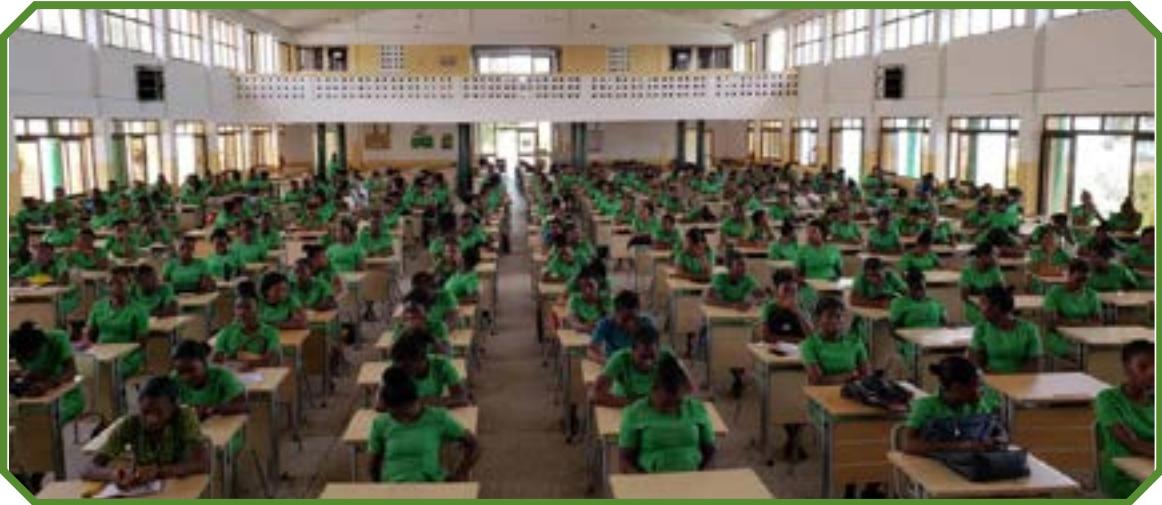
2020 ACTIVITY PICTURES



The Regional Director of National Service Scheme, Rev. Agyei, standing, addressing final year students of Komenda College at the NSS orientation.
On his right is Rev Wilson, Principal of the College



Students of Komenda College listening to the Project Director of SHAPE Attitude Ghana at NSS orientation



Students of OLA Training College at the NSS orientation
in February 2020



Personnel from NSS and SHAPE Attitude Ghana
at Orientation KAAF University, Kasoa



Pupils in their classroom during a visit to Awombrew Methodist Primary School accompanied by the UEW students.



The pupils are using blocks as desk and chairs in the classroom.





Final year Arts students of University of Education, Winneba, and personnel from SHAPE Attitude Ghana with teachers and pupils of Awombrew methodist Primary school during the project work of the UEW students on Theatre for Development.



Mr Joel Sarpong giving an awareness message on littering and general sanitation to pupils in the school

Some schools in Winneba exhibiting clean compounds.





The Headteacher of Don Bosco Catholic Primary School and the teacher in charge of sanitation receiving trash bins from SHAPE Attitude Ghana



Donation of dust bin to a school by Joel Sarpong after sanitation message to the pupils.

Pupils of Don Bosco Catholic JHS A and B school during a visit of SHAPE Attitude Ghana personnel to the school



SHAPE Attitude Ghana personnel visits Ansarudeen Islamic school.

Miss Berlinda Ofori Attah SHAPE Attitude Ghana personnel giving message on sanitation to pupils in AME Zion D primary and JHS school



A pupil from university practice school observing covid-19 protocol of hand washing.

National Service personnel on the right receiving briefing on their work.



