

Standard Procedure for Loans:

- All loans are made by contacting WWA by email (info@wherewithall.org.za).
- Practitioners provide WWA with the following:
 1. A list of equipment they require based on the [inventory](#) on WWA's website.
 2. Location and Dates of loan (from collection to return)
- WWA refers to spreadsheets and confirms availability of equipment
- Practitioner asked to self-evaluate to determine fee / waiver according to tier system
- Loan Agreement drawn up by WWA, fee / waiver paid into WWA account (as needed), proof of insurance provided by practitioner
- WWA tests equipment
- Collection / Delivery scheduled
- Standard Procedure for loans must be followed by all practitioners and institutions, including founders and affiliated organisations. Founders and affiliated organisations must consider timelines and quantities when applying to loan equipment, allowing reasonable availability of equipment to other lenders.

Standard Procedure for donations / additions to the database:

- Equipment *donated* to WWA becomes part of WWA's equipment store, is insured by WWA and subject to the same terms and conditions as the rest of its equipment.
- Equipment that forms part of the WWA database but is not *donated* is stored and insured by its owner and available on request.

Tiered System:

All loans, regardless of tier, must be insured by the practitioner/s loaning the equipment / host institution. Any loan that exceeds 2 months in duration (from collection to return) automatically incurs an additional fee of R 1 000.

WWA expects practitioners applying for loans to self-evaluate with regards to the level of support they require, understanding that waivers are designed for practitioners with limited financial and other resources. Self-evaluation involves accounting for the total amount of financial support the project has received (including production and development) and / the level of stability and support (financial or otherwise) to which the practitioner has access on a regular basis. Practitioners need not disclose details to WWA, but are expected to assess their position and select a tier accordingly.

WWA does not seek to profit from equipment loans. Fees enable WWA to continue to provide resources to practitioners who lack access to viable alternatives. WWA recognises the

complexity of realising projects in the South African art space and remains open to discussion regarding its tiered fee structure.

Tier 1: Fee Waiver (with R 200 admin fee) for projects / practitioners who meet the following criteria:

- Less than R 100 000 in total funding
- Limited access to financial or other resources

Tier 2: Fee of 5% of value of equipment loaned with cap of R 3 000 for projects / practitioners who meet the following criteria:

- Between R 100 000 - R 300 000 in total funding

Tier 3: Fee of 5% of value of equipment loaned for projects / practitioners who meet the following criteria:

- Between R 300 000 - R 500 000 in total funding

Tier 4: Fee of 5% of value of equipment loaned by institutions / foundations / museums*:

*Tier 1 will be applied to public institutions who are severely underfunded, where a project is without significant external funding.

info@wherewithall.org.za for further information.