

Mind You NGO Eligibility Criteria

July 2021

OVERVIEW

Definition: Civic league or organization not organized for profit but operated exclusively for the promotion of social welfare.

The Proponent will be assessed on six areas:

1. Vision, Mission, Goals
2. Governance
3. Internal Management
4. Program Operations
5. Financial Management
6. Collaborative Linkages

1. Vision, Mission and Goals (VMG)

- The NGO is engaged in development work in the Philippines Clarity of purpose, sector served and functions in its pursuit of a public good
- Priority is given to NGOs that focus on youth, LGBTQIA, women, and displaced populations
- Common understanding of the VMG by Board Members, Management, Staff, Beneficiaries and Partners
- Degree to which the VMG are achieved

2. Governance

- Active involvement of Board Members in:
 - Policy formulation and direction setting
 - Approval of strategic plan and budget
 - Evaluation of program accomplishments and financial performance
 - Resource generation for sustainability
- Compliance with legal requirements of concerned government agencies
- Delineation of responsibilities of the Board and Executive Officer

3. Internal Management

- Clear inter-relationships and delineation of duties and responsibilities and authorities of staff
- Sufficiency of staff and appropriateness of knowledge, skills and attitudes
- Compliance with government labor and employment laws
- Written and practiced administrative and personnel guidelines

4. Program operations

- Mechanism for involvement of stakeholders
- Criteria for selection of beneficiaries and programs and services
- Program guidelines are in place and practiced accordingly:
 - Planning
 - Implementation
 - Monitoring and Evaluation
- Tracking of program disbursements

5. Financial Management

- Presence annual budgets
- Financial internal control guidelines applying checks and balances in handling and utilization of funds
- Proper maintenance of updated books of account duly registered with the Bureau of Internal Revenue
- Annual external audit by independent Certified Public Accountant registered with the Professional Regulatory Board and Board of Accountancy
- Regular sources of funds
- Reporting to stakeholders of funds generated and corresponding utilization

6. Collaborative Linkages

- Resource generation plan
- Criteria and system for partnering
- Program partnerships with other institutions (NGOs, Funders)
- Sharing of “good practices”

CHECKLIST OF REQUIREMENTS FOR NGO ELIGIBILITY

Certificate of Registration (Please attach photocopy)

Any of the following:

DOLE

SEC

DTI

CDA

Others (please specify) _____

Authenticated Copy of the latest Articles of Incorporation, or the Articles of Cooperation as the case may be, showing the original incorporators/organizers and the Secretary's Certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA

Information sheet, which includes Organization Mission, Vision & Goals and NGO beneficiaries.

Organizational Structure of the Proponent and List of Officers with address and Bio-data

Financial Reports, audited by an independent Certified Public Accountant

List and/or photographs of similar projects and their status, the applicant or proponent is implementing or has previously undertaken including sources of funds

Disclosure of related business, if any, and extent of ownership

Work and Financial Plan and sources and details of equity

Detailed proposal signed and approved by its officers which shall include objectives, target beneficiaries, feasibility studies, risk assessment, design, among others

Location Map

[Ideal number of employees to sign onto the platform](#)

[Qualified representative from CSR](#)

[Signature?](#)