**Application Template**

1. **Organizational Description:**

|  |  |
| --- | --- |
| Name of the organization: | Contact person and email address:  |
| Established date:  | Type of organization (NGO, OPD, Others): |
| CDO/DAO registration date: | SWC registration date: |
| Please mention which thematic areas are you applying for? (Climate resilient communities or Inclusive education) |

1. **Organization’s VMGO and Strategic Thematic Areas**

|  |
| --- |
| Vision: |
| Mission: |
| Goal: |
| Objective: |
| Strategic thematic/expertise areas: |

1. **Executive Committee and Human Resource**
2. **Executive Committee**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Gender** | **Ethnicity** | **Designation** | **Qualification** | **Contact No.** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Human Resource**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Gender** | **Ethnicity** | **Designation** | **Qualification** | **Sectoral Expertise** | **Years of Experience** | **Contact No.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **Organization’s Policies, Manual, Plan and Strategy**

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| --- | --- | --- | --- |
| Name of policy/plan/strategy | Date of formulation | Date of revision (if relevant) | Orientation provided to staff (Y/N) |
|  |  |  |  |
|  |  |  |  |
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1. **Past projects (in last five years) and current projects (max 5)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the project** | **Thematic areas** | **Project duration** | **Geographic location** | **Project budget** | **Funding agency** | **Target group** | **Beneficiaries reached** | **Key results achieved** |
|  |  |  |  |  |  |  |  |  |
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1. **Organization’s experience on implementing climate resilient communities and/or related projects**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Name of the project** | **Thematic areas** | **Project duration** | **Geograp-hic location** | **Project Budget** | **Funding Agency** | **Target Group** | **Beneficia-ries reached (m,f, dalit, PWDs)** | **Results achieved** | **What have you done to ensure sustainabi-lity of the project ?** |
|  |  |  |  |  |  |  |  |  |  |
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1. **Experience on Fulfilling the SWC/government’s compliance**

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| --- | --- | --- | --- | --- |
| **Compliance** | **Date of latest event** | **Name of RM/M /District where it was conducted** | **Key recommendations (max. 3)** | **How have you implemented/followed up the recommendations?**  |
| Joint Monitoring& Review (JMR) |  |  |  |  |
| Social Audit |  |  |  |  |
| LPAC |  |  |  |  |
| CPAC |  |  |  |  |
| Mid-term evaluation-SWC |  |  |  |  |
| Final Evaluation- SWC |  |  |  |  |

1. **Collaboration and Coordination with local, province, and federal government and other relevant alliances/networks**
2. **Coordination and collaboration with government agencies**

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| --- | --- | --- | --- | --- | --- |
| **Name of the gov. agencies** | **Type of collaboration** | **Type of resource shared** | **Duration**  | **Results** | **What is the sustainability status of the collaboration?** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Coordination and collaboration with government agencies alliances/networks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the alliance/network | Your role in network | Type of support received  | Duration  | Results |
|  |  |  |  |  |
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1. **Awards / Recognitions of the Organization**

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| --- | --- | --- | --- | --- |
| Name of the awards/recognition | Awards given by | Awards received year | Reason for the award  | Outcome of the award |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Presentation of the financial audit (last 3 fiscal years)**

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| --- | --- | --- | --- | --- |
| Fiscal year | Fiscal year budget (NPR) | Name of audit firm | Key findings | Current status |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Internal Audit (last 3 year)**

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| --- | --- | --- | --- |
| Fiscal year | Date of internal audit | Key findings/issues identified  | Current status |
|  |  |  |  |
|  |  |  |  |

**Annex-1: Checklist** Required documents to be submitted during EoI submission. If any of the document is missing the organization will be dis-qualified. Please provide all the requested documents in a PDF file with your organization’s name and relevant document names.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N** | **Document** | **Yes** | **No** | **Registration/Renewal Date** |
|  | Cover letter in organization’s letter head, signed by the head of the organization with official stamp, clearing stating the thematic area you are applying for, in the subject line.  |  |  | NA |
|  | Social Welfare Council Registration Certificate |  |  |  |
|  | Organization registration certificate at District Administration Office (DAO)  |   |   |  |
|  | PAN Certificate |   |   |   |
|  | Latest Tax clearance certificate and Exemption certificate |   |  |  |
|  | Bylaws (Bidhan) |   |   |   |
|  | Organization Profile |   |   |   |
|  | Annual Reports (last two years) |   |   |   |
|  | Statutory Audit reports (Last three fiscal Years) with Management Letter |   |   |   |
|  | Human Resource Guideline/Policy |   |   |   |
|  | Financial guideline/policy |   |   |   |
|  | Admin Guideline/policy |   |   |   |
|  | Procurement guideline/policy |   |   |   |
|  | Monitoring & Evaluation Guidelines  |   |   |   |
|  | Social Audit Guideline/ Practice |   |   |   |
|  | Reference letters from previous donors (at least two donors) |   |   |  |
|  | Internal Audit report of past three years |  |  |  |
|  | Grant received information from donor wise with the name of donor and project name and year. |  |  |  |
|  | Fiscal Year -wise implementation of the recommendation of management letter of audit report of past three years. (FY-3 Yrs./Total Budget/Source of Funding/Name of Audit Company/Key Findings of the auditor with recommendation/Action plan by the organisation/Current Status) |  |  |  |
|  | Fixed Assets Register  |  |  |  |