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## INSTRUCTIONS

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Welcome to GlobalGiving's electronic PDF form. To complete the form, simply click on each field and type your response. Every field is required, so please complete the forms entirely before sending it to us.

**Please save this document on your computer and send it to GlobalGiving with the remaining Due Dilligence documents.**

**All documents must be uploaded as per guidelines sent by GlobalGiving. Email submissions are not accepted.**

## DUE DILIGENCE DOCUMENTATION CHECKLIST –501C3

Please provide the following documents for review. Following these requirements and our notes/hints will help your Due Diligence be processed quickly.

1	<b>GLOBALGIVING COMPLIANCE POLICIES</b>	<ul style="list-style-type: none"> <li>• Disbursement Form</li> <li>• Signed GlobalGiving Anti-Terror Certification (Appendix I)</li> <li>• Signed GlobalGiving Non-Discrimination Policy (Appendix II)</li> <li>• Signed GlobalGiving Terms and Conditions (Appendix III)</li> </ul>
2	<b>IRS DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Copy of latest 990</li> <li>• 501c3 Determination Letter</li> </ul>
3	<b>PERSONNEL HOLDINGS</b>	<ul style="list-style-type: none"> <li>• List of Staff and Board Members</li> </ul> <p>The list should be ONLY names (not titles) of Staff and Board Members. As per the US Patriot Act regulations, we will be running this list against the U.S. Treasury Department’s list of “Specially Designated Nationals and BlockedPersons”. Please send us the names typed in a .txt file which can be created in Notepad on your computer.</p>
4	<b>LETTER OF REFERENCE</b>	<ul style="list-style-type: none"> <li>• Letter of reference</li> </ul> <p>Please include 1 (or more) letter of reference from a third party (board, staff, or family member is not appropriate). Possible reference providers include: field partners, other grantors, international organizations who know you work. Please provide contact information and ask references to submit the letters on official letterhead. References should be able to address:</p> <ol style="list-style-type: none"> <li>1. The nature and scope of their relationship to you</li> <li>2. Any praise, thoughts, or concerns regarding your organization’s approach and strategy, including: <ul style="list-style-type: none"> <li>· Organizational capacity to absorb funds</li> <li>· Financial management</li> <li>· Your organization’s code of conduct</li> <li>· Strategies for addressing the core social need</li> <li>· To the best of their knowledge, do you discriminate your services on the basis of race, gender, or religion?</li> </ul> </li> </ol>

# DISBURSEMENT FORM – 501C3

Please choose a disbursement option below:

## OPTION 1: COLLECTED FUNDS BY ACH TO A US BANK

<b>BANK INFORMATION</b>	Account Name	Account Number		
	Bank Name	Routing Number		
<b>PRIMARY ACCOUNT CONTACT PERSON</b>	Last Name (Given Name)	First Name	Middle	
	Address	City	State	Zip
<b>SECONDARY ACCOUNT CONTACT PERSON</b>	Last Name (Given Name)	Middle		
	Address	City	State	Zip

## OPTION 2: COLLECTED FUNDS BY CHECK

<b>CHECK RECIPIENT</b>	Organization Name			
<b>RECIPIENT ADDRESS</b>	Address	City	State	Zip

## ATTENTION! (GLOBALGIVING UK ONLY)

If you are fundraising for your projects on GlobalGiving UK, please provide wire transfer details so our GlobalGiving UK team can send over your funds.

<b>BANK INFORMATION</b>	Account Name	Account Number		
	Bank Name	SWIFT Code		
	Address	City	State	Zip
<b>BANK CONTACT INFORMATION</b>	Address			
	Last Name (Given Name)	First Name	Middle	
	Address	City	State	Zip

# DISBURSEMENT FORM – 501C3

## ORGANIZATIONAL INFORMATION

### APPLICANT INFO

Name

Title

Name

Title

Email

Website URL

Official Name of Organization

Organization Address

State

Zip

Phone

Fax

### ORGANIZATION'S CONTACT INFO

(Who will manage your projects on GlobalGiving?)

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## GLOBALGIVING NON-DISCRIMINATION POLICY

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(Organization name) does not discriminate in its recipients of services on the basis of a person's race, political orientation, religion, gender, sexual orientation, age, national origin, ethnicity, ancestry, marital status, veteran status, or mental or physical disability or any other status prohibited by applicable law.

GlobalGiving will not support any program which requires exposure, adherence to, or conversion to any religious doctrine in order to be a beneficiary of the program.

To clarify, a direct service program run by a faith-based organization may be eligible, provided that the program's beneficiaries are not encouraged or required to learn about, adhere to, or convert to that organization's religious doctrine as a condition of receiving service from the program.

Organization Name (Please write out Organization Name)

Name

Title

**ELECTRONIC  
SIGNATURE**

**DATE**

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## GLOBALGIVING ANTI-TERROR CERTIFICATION

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I certify that the organization named in this application is in compliance with all statutes, Executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at <http://www.treas.gov/ofac>. Should any change in circumstances pertaining to this certification occur at any time, the organization will notify GlobalGiving immediately.

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Name \_\_\_\_\_ Title \_\_\_\_\_

<b>ELECTRONIC SIGNATURE</b>		<b>DATE</b>	
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## GLOBALGIVING COMMUNITY TERMS & CONDITIONS

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1. Fees – There is no set-up fee or monthly fee to post your project on globalgiving.org. The GlobalGiving Foundation (“GGF”) retains a flat 15% fee from each donation received online or by check to support organizations in their fundraising efforts. The donor has the option of making a separate 15% donation to the GlobalGiving Foundation so that 100% of the donation amount will be granted to your charity.
2. Disbursement – Approximately monthly, GGF will forward funds to your organization. For international wire transfers, GGF does not disburse less than \$250. GGF will provide the amount to be allocated to each project you have posted at globalgiving.org. In all cases, GGF reserves the right, in its sole discretion, to suspend or cancel transfers to your organization if it is not satisfied with the progress of your organization’s project or the contents of any update or report.
3. Use of Funds and Duration of Project on globalgiving.org – You commit that funds disbursed for projects will be used only for activities described on the corresponding project page at GG.org and any of its sister sites and only for the exempt purposes set forth in section 501(c)(3) of the U.S. Internal Revenue Code. No GGF funds, nor income therefrom, shall be used for efforts to influence legislation or to intervene for or against political candidates.. Projects that continue to receive donations, but have not reached 100% of total funds requested, will remain on globalgiving.org until completely funded, and you may request that a project be deactivated at any time. Projects receiving no donations after one year or failing to report for two consecutive quarters will be marked as ‘retired’ and removed from the site.
4. Multiple Projects – Once you have been approved, you may post multiple projects to the website.
5. Copyright - GGF shares the copyright with you to the project content and other media (pictures, video, etc.) uploaded to globalgiving.org and will attribute content used to your organization.
6. Use of Logo and Name - GGF may use your name and/or your logo for display purposes on globalgiving.org and in marketing efforts designed to obtain donors for your project.
7. Reporting - You agree to provide brief quarterly updates for each project you have posted on globalgiving.org. GGF will display updates on your project page and will e-mail them to donors. [Upon GGF’s request], you will provide annual narrative and financial reports regarding the progress made on the funded project(s) and detailing how all funds provided by GGF and any income earned therefrom were spent. You also agree to maintain adequate books and records regarding your use of the funds provided by GGF, to allow GGF access to such books and records at reasonable times, and to cooperate with periodic visits to your projects by GG staff and other visitors, as agreed upon by you and the Foundation.
8. Donor Privacy – GGF will forward name and e-mail information for each donor to your project who has chosen to allow GGF to forward this information for the sole purpose of sending thank you notes. Physical addresses are not available. You commit to not redistribute to any third party the donor information you receive from GGF or to automatically sign these donors up for your own organization communications.

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# GLOBALGIVING COMMUNITY TERMS & CONDITIONS

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Notwithstanding the above, GGF retains the right to change these terms and conditions and will notify signatory within 30 days of such changes.

I have read, understand, and agree to comply with the above GGF Community Terms and Conditions.

\_\_\_\_\_  
Organization Name (Please write out Organization Name)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

<b>ELECTRONIC SIGNATURE</b>		<b>DATE</b>	
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