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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 – INTERNATIONAL ORGANIZATIONS

If you are not a US 501(c)3 organization, you must undergo a due diligence process for us to determine that you are a US 501(c)3 charitable equivalency to help us confirm that we can use donors’ tax-deductible contributions to fund your organization. Please provide the following documents for review. We need materials representative of your programs, your financial information, and your organizational information in order to understand your work. All documents must be in English or have a translated copy in English. Following these requirements and our notes/hints will help your Due Diligence be processed quickly.

The due diligence checklist is below for your convenience. Please check off every item included in the package you are providing.

1	<p><b>GLOBALGIVING COMPLIANCE POLICIES</b> (Required)</p>	<ul style="list-style-type: none"> <li>• Disbursement Form</li> <li>• Signed DD Affidavit (Appendix I, 3 pages)</li> <li>• Signed GlobalGiving Non-Discrimination Policy (Appendix II)</li> <li>• Signed GlobalGiving Anti-Terror Certification (Appendix III, 2 pages)</li> <li>• Signed GlobalGiving Terms and Conditions (Appendix IV)</li> </ul>
2	<p><b>CERTIFICATIONS</b> (Required)</p>	<ul style="list-style-type: none"> <li>• Certificate of incorporation (as an NGO/non-profit)</li> <li>• Certification from any state or national government agency (e.g. related to either status as a nonprofit, NGO, charitable, or social organization; and/or an organization’s activities which may be regulated, such as health or education services.)</li> </ul>
3	<p><b>FINANCIAL DOCUMENTATION</b> (Required)</p>	<ul style="list-style-type: none"> <li>• Financial statements Please provide a financial statement for the past two years. If your finances are not audited, please send us the most accurate amount of information.</li> <li>• Budget for current year Budgets are only mandatory if your financial statements are not audited. Budgets should include information on sources of income and expenditures: How funds are applied and other funders of your organization.</li> </ul> <p style="text-align: center;"><b>***IMPORTANT NOTES ON FINANCES***</b></p> <p>If there is anything unusual about your finances, please include notes explaining the circumstances. It will help us in processing your paperwork faster.</p>

## DUE DILIGENCE DOCUMENTATION CHECKLIST – CONT'D

4	<p><b>ORGANIZATIONAL DOCUMENTS</b> (Required: please provide one or more of the three documents listed below)</p>	<p><b>**Must include dissolution clause</b></p> <ul style="list-style-type: none"> <li>• Articles of incorporation</li> <li>• Charter</li> <li>• Bylaws</li> </ul> <p>Organizational documents should explain management of the organization, financial tracking, methods, board members expectations, and provisions for distributions of remaining assets if the organization dissolves.</p>
5	<p><b>PERSONNEL AND FINANCIAL HOLDINGS</b> (Required)</p>	<ul style="list-style-type: none"> <li>• <b>List of Staff and Board Members</b> 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 Blocked Persons”. Please send us the names typed in a .txt file which can be created in Notepad on your computer.</li> <li>• <b>List of all financial Institutions</b> Please list all the financial institutions where you currently hold an account. These will also be checked with the Treasury’s database, as per the US Patriot Act Grantmaking Guidelines.</li> </ul>
6	<p><b>PROGRAM MATERIALS</b> (Required: please provide one or more of the following)</p>	<ul style="list-style-type: none"> <li>• Annual report (most recent)</li> <li>• Program descriptions and materials</li> <li>• Brochures/Pamphlets</li> <li>• Other public and printed information</li> </ul>
7	<p><b>LETTER OF REFERENCE</b> (Required)</p>	<ul style="list-style-type: none"> <li>• 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:             <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> </li> </ul>

# DISBURSEMENT FORM – INTERNATIONAL ORGANIZATIONS

Please fill out the information below for isbursement: Please send collected funds by wire transfer.

We require all of the following information:

FUNDS SENT VIA WIRE TRANSFER			
<b>BANK INFORMATION</b> (Required) Please note that funds will be transferred to accounts held in the name of the organization to which Due Diligence is being submitted.	Account Name		Account Number
	Bank Name		SWIFT Code
	Address	City	State Zip
<b>BANK CONTACT INFORMATION</b> (Required)	Last Name (Given Name) First Name		Middle
	Address	City	State Zip
<b>HAVE YOU BEEN GIVEN AN ABA ROUTING NUMBER?</b> (If you have an intermediary bank you'll be given one)	ABA Routing Number		
<b>OTHER COMMENTS, INFORMATION, REQUESTS, ETC.</b>			

# DUE DILIGENCE AFFIDAVIT/APPLICATION

## ORGANIZATIONAL INFORMATION

### APPLICANT INFO

(Required)

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

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

Email \_\_\_\_\_

Official Name of Organization \_\_\_\_\_ Website URL (Optional) \_\_\_\_\_

Organization Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Please confirm that your organization can accept donations in U.S. dollars\*  yes  no

**Are you working in any countries currently sanctioned by the US Government?**

An updated list is available here: <http://www.ustreas.gov/offices/enforcement/ofac/programs/> Please confirm that you have the license to operate in these countries.  yes  no

**The organization is (choose one)**

- Not controlled by, or operated with, any other organization, either nonprofit or business.
- or –
- Controlled by or operated in connection with another organization or organizations, as follows\*\*: \_\_\_\_\_

**Please declare that the following is true with your signature at the bottom:**

**Nonprofit status:** The organization is operated exclusively for the following purposes (check all that apply):

- charitable  religious  educational  scientific  literary
- fostering national or international amateur sports competition
- prevention of cruelty to animals or children.

**No improper private benefit:** Under the applicable laws and customs or under the organization’s governing instruments, which are attached to this document, none of organization’s income or assets may be distributed to, or applied for the benefit of, a private person or non-charitable organization other than (a) as part of the conduct of organization’s charitable activities, or (b) as payment of reasonable compensation for services rendered, or (c) as payment representing the fair market value of property which organization has purchased.

### QUESTIONS

(Required)

\*If you are located in India, you must send a copy of your FCRA Clearance letter.

\*\*If you are controlled by another organization, please complete Appendix IA.

# DUE DILIGENCE AFFIDAVIT/APPLICATION – CONT'D

## ORGANIZATIONAL INFORMATION

**QUESTIONS CONT'D**  
(Required)

**Distribution of assets on dissolution:** Under the applicable laws and customs, or under the organization’s governing instruments, all of its assets will be distributed upon the dissolution or liquidation to another non-for-profit organization for charitable, religious, scientific, literacy, artistic or educational purposes, or to a government entity.

**Limits to activities:** Under the laws and customs applicable to the organization, or under the organization’s governing instruments, which are attached, the organization is not permitted to:

- engage to any substantial extent in activities that are not for religious, charitable, scientific, literary, artistic or educational purposes; or
- engage to any substantial extent in attempts to influence legislation; or
- participate or intervene, directly or indirectly, in any political campaign on behalf of, or in opposition to, any candidate for public office.

The organization complies with each of these restrictions.

The representations made in this Declaration are binding on the organization.  
I declare that the forgoing information is true and correct of my own knowledge.

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**ELECTRONIC  
SIGNATURE**

**DATE**

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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.

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Organization Name (Please write out Organization Name)

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Name

Title

<b>ELECTRONIC SIGNATURE</b>		<b>DATE</b>	
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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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Organization Name (Please write out Organization Name)

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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.

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Organization Name (Please write out Organization Name)

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Name

Title

<b>ELECTRONIC SIGNATURE</b>		<b>DATE</b>	
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## DETAIL RE: CONTROLLED QUESTION

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If you selected that your organization is controlled by another organization we have a few follow up questions. If you can kindly answer in detail the queries below, we'd greatly appreciate it:

- 1. Does your organization participate in meetings with the controlling organization (hereafter "parent org") board or staff?**

- 2. How many times, per year, does your organization communicate with the parent org, and what information is communicated (E.g., financial data, comments on the strategic plan or program)?**

- 3. Does your organization coordinate with the parent org to plan program activities? Can the**

- 4. parent org stop your organization from implementing a planned program?**

- 5. When your organization receives funding or donations, do you work with the parent org to determine how to use these funds?**

- 6. Does your organization submit an annual tax document to the parent org with details about income and expenditure?**

- 7. Can the parent org cause your organization to shut down its organization and stop its activities?**