

Administrative Information form for applicant organisations

1. Basic data

Name of local organisation	
Complete mailing address	
Telephone, telefax, e-mail, website	
Legal form	
Contact person	
Authorized representative	

2. Financial structure, planning and controlling instruments and accounting

What is the total budget of the local organisation?	
What are the local organisations' main sources of income (membership fees, public funding, project funding etc.)?	
Is there any international funding for projects? If so by whom and which amount/percentage?	
Does your organization have the right to receive foreign fund?	
Is the local organisation using an accounting system [(like software (which), excel, manual accounting with daily closure)?	
Are you working with financial controlling? If so, how?	
How do you finance your organisations' current costs? Are current expenses allocated to projects?	
Does the organisation have experiences with planning tools and if so which (E.g. logical framework, ZOPP)	

How does the organisation steer its projects or, respectively, activities (e.g. regularly team meetings, project steering committee, internal reporting to board, software like MS project)?	
Does the organisation draw up balance sheets?	
Has the organisation' income and expenditures or balance sheets been audited in the past, e.g. by an external auditor?	

3. Structure of staff

Number of staff	Type of job and, if necessary, qualification	Working hours (full-time/part-time)	Contractual basis (e.g. temporary work contract)

What is the principle remuneration based on? (e.g. collective agreement)?	
Is there staff with experience in international trade union education projects? If yes, these are funded by whom (German BMZ, EU Commission, other public funding)?	

4. Capability of successful project administration

Can a separate bank account be opened for a funded project where only project funds are managed?	
Can the allocation of the receipts to the project, the proof of payments, the check mark, and the payment releases be documented on all project receipts?	
Is it possible to account the project separately (e.g. own cost centre, own controlling area)	
Does the local organisation have travel expense regulations?	
Does the local organisation have a fee structure detailing the fees, for example, consulting or event services?	

When acquiring goods or contracting services, can quotations be obtained and the results documented?	
Can future events be documented with a programme, a report and a list of attendants?	
Can the local organization regularly report on the progress of the project?	
Is it possible that the projects' income and expenditures will be audited by an external financial auditor?	
Can the organisation store the project documentation for a period of up to 10 years?	
Will cash payments be made and if so, will they be properly recorded in a cash journal?	
Does the local organisation have records of its items of property?	
Does the local organisation have records of its items of fixed assets?	
Does the local organization have records of its items of inventory?	

As part of this application form, we kindly request you to add the following documents:

- Copy of constitution/statutes of the applicant
- Copy of registration or admission as local organization
- Last annual financial statements or audit report of the applicant if any
- Certificate that tax liabilities were settled

I herewith confirm that the above given information is correct.

Place and date

authorized signature

Name

function