

# Organisational Profile Questionnaire

## Organisational Details and Management Structure

- Name of Organisation:
- Field of operation (Type of organisation/sector):
- Residence Address:
- General Contact:
  - a) Telephone:
  - b) FAX:
  - c) E-Mail:
- Authorised Representative:
  - a) Name, Surname:
  - b) Telephone:
  - c) FAX:
  - d) E-Mail:
- Second Authorised Person for contact:
  - a) Name, Surname:
  - b) Telephone:
  - c) FAX:
  - d) E-Mail:
- Legal status and identity / type of Organisation  
(church/department of church/NRO/Cooperative/etc):
- Year of establishment and registration:
- Number of members of the Organisation  
(in case the Organisation is membership Organisation):
  - a) Male:
  - b) Female:
- Number of Board members/Trustees:
  - a) Male:
  - b) Female:
- Date and duration of appointment/election of Board members/Trustees:

- Name(s) of authorized representatives who may sign the project agreement and the requests for transfer of funds:
- Briefly describe procedures (in case there is a procedures handbook, please send to us a copy) for managing the Organisation and decision making
- Briefly describe the Organisational Structure and its Organs
  - a) What are the Organs of the Organisation? (Board of Trustees, Executive Committee, Secretary, Supervisory Board, Advisory Committee, etc.)
  - b) What is the role of the Board?
  - c) How often does the Board meet?
  - d) What is the role of each Organ?
- Does the Organisation have a written constitution or giving policy?

### **Main Areas of Intervention**

- What is the Organisation's mission?
- What are the strategic objectives?
- Do you have strategic network and/or alliances with other Organisations (domestic/foreign)?
- What type of support does the Organisation usually provide?
- What are the important achievements of the Organisation?
- Who are the Organisation's main beneficiaries? (describe the supported task groups)
- Which are the Organisation's main sectors of intervention (Activity sectors)?
- Which are the geographical areas/regions of intervention?
- How do you usually identify and determine task groups, geographical areas and new programs
- List of realised projects in 2003/2004 (project title, location, objectives, brief description, size of task group and beneficiaries, project costs divided in investment, running, personnel and administration costs, realized in cooperation with, financed by)
- List of planned projects and programs for 2005 (project title, location, objectives, brief description, size of task group and beneficiaries, planned project costs)

## Finances (Income and Assets) and Accounting System

- What is the Organisation's total annual budget for grants?
  - a) current year:
  - b) last year:
  - c) two years ago:
- What are the sources of finance for these budgets (for the last year)?
  - a) External (international sources):
  - b) Non-government (national sources):
  - c) Government sources:
  - d) Income generated from own activities/assets (please specify)
- Assets of the Organisation (e.g. buildings, land, material resources, endowments)
- What are usually the minimum and maximum amounts allocated per project?
- Number and qualification of staff working in the accounting section:
- Does the Organisation produce annual accounts/institutional audits?
- Date of the latest institutional audit:
- Which accounting system and financial reporting system is in place?

## Organisational Capacity and Staffing

- Administrative Staff
  - a) Number of full-time staff:    male:            female:
  - b) Number of part-time staff:    male:            female:
  - c) Number of other staff:    male:            female:
  - Total number of Admin. Staff:
- Programme/Project Staff:
  - a) Number of full-time staff:    male:            female:
  - b) Number of part-time staff:    male:            female:
  - c) Number of other staff:    male:            female:
  - Total number of Programme/Project Staff:
- Overall Staffing:
  - a) Number of permanent staff:    male:            female:
  - b) Number of time-bound staff:    male:            female:
  - Total number of staff:
- What is the Organisation's policy for the promotion of women?
- Qualification of staff (profession/experiences):

- Describe the Organisation's PME system and how it is implemented and working:
- Date of the last internal / external evaluation:
- Does the Organisation make use of external expertise to accompany its work? (please specify)
- How do target groups participate in the PME process?
- What are the Organisation's main experiences from PME activities? (please report)

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Place, date:

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Signature(s) by authorised representative(s):

**When returning your organisational profile to the Schmitz-Hille-Foundation, please kindly attach the following documents (if not already sent to us):**

- 1) Constitution, statutes and by-laws of the Organisation, Mission statement
- 2) Registration Files (NGO registration)
- 3) The Organisation's project or programme policy and guidelines
- 4) List of members / Board members, designation and background
- 5) List of staff (names and functions), work experience, educational background  
(please indicate the sex (male/female) of members and staff as well as status and duration of employment)
- 6) Organisation Chart !
- 7) Last institutional audit / overall annual accounts
- 8) Last evaluation report
- 9) Important information on the history of your Organisation

**Thank you!**

Note: Please see this questionnaire as a guideline to describe and present the Organisation's work This will allow the Board of the Schmitz-Hille-Foundation - specially with the prospect of future cooperation - to learn about and to understand the Organisation's work well. Please give us as much detail information about the Organisation as possible. Positions which you cannot fill out, please give a short statement, why you have to leave it open. We guarantee that all given information and particulars will be kept confidential.