**Operational and financial capacity form (Annex D)**

**D4D Grants**

*by the EU Global Diaspora Facility*

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| --- | --- | --- | --- | --- |
| **OVERVIEW** | | | | |
| Full official name of entity |  | | | |
| Website |  | | | |
| Official address |  | | | |
| Official legal form |  | | | |
| Date of foundation |  | | | |
| Core business areas |  | | | |
| List of countries with legal representation |  | | | |
| Information about taxation status & registration and exemptions, if applicable (approx. 200 words) |  | | | |
| Accounting standards used  (IAS, IFRS, IPSAS, other) |  | | | |
| *The questions below relate to the budget of your entity* | Current year | Current year-1 | | Current year-2 |
| Overall budget (in euros) |  |  | |  |
| Administrative budget (in euros) |  |  | |  |
| Operational budget[[1]](#footnote-2) (in euros) |  |  | |  |
| Core funding (e.g. Membership contributions) (in euros) |  |  | |  |
| Project funding[[2]](#footnote-3) (in percentage) |  |  | |  |
| Number of staff (full and part-time, excluding volunteer) |  |  | |  |
| Main donors | Donor | Amount | | Percentage |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Does the entity have any past experience(s) with managing EU funds? | YES | | NO | |
| If so, please explain (approx. 200 words) |  | | | |
| **AUDIT & CERTIFICATION** | | | | |
| Name and contact information of auditors (if any) |  | | | |
| Are the annual accounts, certified by chartered accountants? |  | | | |
| If yes, are they published online? | YES | | NO | |
| Please list any external certification granted to your entity (ISA, ISO, ICFO, other...): |  | | | |

|  |  |  |
| --- | --- | --- |
| **INTERNAL CONTROL AND GOVERNANCE** | | |
| Does the entity have an internal audit department? | YES | NO |
| If not, please explain how the function is covered (approx. 200 words) |  | |
| Please describe the governance of the entity, including names of bodies (Steering committee, management board…) and periodicity of meetings in approx. 200 words. |  | |
| **BANKING INFORMATION** | | |
| Can the entity provide a letter of good standing? |  | |
| Is the entity able to open a separate dedicated bank account for the grant? |  | |
| Does the entity hold bank accounts in a currency other than Euro? If so, please indicate them. |  | |
| What is the entity’s usual practice/policy concerning currency exchange? Please explain. |  | |

Full name Date Signature

1. Operational budget refers to direct programmatic costs. [↑](#footnote-ref-2)
2. Percentage of budget funded by projects [↑](#footnote-ref-3)