**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...): |  |

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| **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)