



## ICFO Membership Application

**Organization:**

Name

Address

Website

**Contact person which can provide additional explanation:**

Name

Function

Email / Phone / Skype

**Application for**

**Ordinary Membership** (annual fee € 1588): **Please answer all questions**

**Supporting Membership** (annual fee € 794): **Please answer at least questions A, B and E**

Please confirm with your signature, that the information provided with this application is complete, accurate and true.

Name, Function:

Name, Function:

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Location and Date:

## A) Market Information

1. Please name the geographical area (country or region) where your organization is active.
2. Total population in your geographical area.
3. Approximate number of fundraising charities in your geographical area.
4. Volume of donations in your geographical area ( <i>preferably money donations, i.e. without gifts-in-kind, without public subsidies...</i> )
5. Please describe the public (state) control or regulation which fundraising charities are subject to in your country.
6. Is there any legal obligation for charities to disclose their financial statements to the public? If yes, how is the disclosure to be done?
7. Please list the 10 largest fundraising charities and indicate those who are monitored and/or accredited by your organization.
8. Which type of charities will be monitored by your organisation, or will be allowed to apply for accreditation by your organisation?
9. Please list other monitoring initiatives for fundraising charities in your geographical area.

## B) Information on the Organization / Initiative

1. Name of Chairperson
2. Name of Executive Director
3. Year founded
4. Please describe the mission and objectives of your organization / initiative.
5. Legal status of the organization
6. Please describe the organizational structure.
7. Please describe the composition of the governing body of your organization and explain its terms regarding the representation of stakeholders according to the bylaws ( <i>e.g. board, supervisory board,...</i> )
8. Number of employees and FTE (full time equivalents) of your organization.
9. Does your organization / initiative work with volunteers? If yes, in which positions?
10. Important fields of activity of your organization / initiative ( <i>e.g. monitoring, donor information service, donation platform, providing support for charities, lobbying for charitable sector, commercial activities...</i> )
11. Please break down the annual revenue by main fields of activity for your organization and indicate the main sources of revenue.
12. Please list important third parties which are affiliated to your organization/initiative and briefly describe your relationship with them ( <i>e.g. founders, funders, service providers, contracting party,...</i> ).

**Application for Ordinary Membership: Please attach the following documents (preferably in English) or send the link to the corresponding information:**

- Form from local authorities/register which confirms the legal status of your organization
- Approved bylaw of your organizations
- Last annual report for your organization
- Last audited financial statement of your organization

**Application for Supporting Membership: Please attach the following documents (preferably in English) or send the link to the corresponding information:**

- Description of the parties/persons involved in your initiative
- Statutes or description of your initiative with goals, intended activities and final structure
- Annual report or activity plan for your initiative
- Financial report or budget of your initiative

## C) Description of Standards

1. Does your organization publish written standards for charities?
2. Who creates these standards and who determines the rules?
3. Please describe how your standards address the topic of Corporate Governance <i>(e.g. minimum number of board members, independence of board members, rotation of board members, avoid conflict of interests, attend meeting...)</i>
4. Please describe how your standards address Public Benefit Goals <i>(e.g. mission statement, activities in line with mission statement, remuneration limits, public benefit status,...)</i>
5. Please describe how your standards address Financial Responsibilities <i>(e.g. preparation of annual accounts, independent and qualified financial audits, definition and limits of fundraising costs, administration costs, reserves...)</i>
6. Please describe how you standards address Fundraising Practices <i>(e.g. non-misleading fundraising practices, truthful communication, donor protection, data protection...)</i>
7. Please describe how your standards address Transparency and Public Information <i>(e.g. publication of annual report, audited financial statements, description of output and/or impact, publication of key figures and other relevant information)</i>

**Please attach the following documents or send the link to the corresponding information:**

- Your standards (preferably in English)

## D) Description of Monitoring-Approach

1. Who conducts the monitoring of charities? <i>(e.g., own staff, volunteers, professionals contracted by the monitoring agency, professionals contracted by the charity, self-declaration of the charity, signing of code of conduct or poliy required...)</i>
2. Please briefly describe the appeal procedure for a charity to be monitored and/or accredited.
3. Is the monitoring covering the organization as a whole, or is it focused on specific aspects? <i>(e.g. evaluation of projects, risk management, internal management and controlling systems, financials, impact, assessment, quality management,...)</i>
4. Who decides the result of the monitoring <i>(e.g. accreditation or refusal of the seal, publication of result/report...)</i>
5. Please describe how the result of the monitoring is going to be published for the public. <i>(e.g. list of monitored organization, list of accredited organizations, result of monitoring by individual standard, report on charity, rating, ranking,...)</i>
6. Do charities, which fulfill your standards, get an accreditation after the monitoring? <i>(e.g. seal, label, certificate,...)</i>
7. How often is the entire monitoring process repeated?
8. Please describe your fee structure.

**Please attach the following documents (preferably in English) or send the link to the corresponding information:**

- List of monitored charities
- Example, showing how the result of a recently done monitoring has been published

## E) Other Questions

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| 1. Is your organization willing to share information and exchange know-how among ICFO members? <i>(e.g. annual update of country reports, share database on monitored charities,...)</i>       |
| 2. Is ICFO allowed to publish this information in its comparative overview once your initiative/organization is approved as a (supporting) member of ICFO?                                     |
| 3. Will your organization attend the AGM once a year at its own cost?<br><i>(Usually the AGM will be hold in Europe and every 4<sup>th</sup> year outside of Europe)</i>                       |
| 4. Will you pay the annual membership fee once your initiative/organization is approved as (supporting) member of ICFO?<br><i>(Ordinary Membership: € 1.588; Supporting Membership: € 794)</i> |
| 5. Have you been in touch with other ICFO members? If yes, with whom?  |