



FUNDRAISING FOR MBOS

Organizational Requirements for Success

Usually required by donors:

- ❑ A formal legal entity
- ❑ Constitution and By-Laws
- ❑ Elected Board of Directors
- ❑ Organizational bank account -- two signing officers required
- ❑ Financial Statements for previous period
- ❑ Financial system suitable to the size of grants managed
- ❑ Prior project management experience (skilled staff)

Sometimes required by donors:

- ❑ Conflict of Interest Guidelines
- ❑ Description of Members and voting/representation processes
- ❑ Proof of non-profit status and taxation exemption
- ❑ Proof that all required filings with government bodies are current
- ❑ Proof of permission for foreign funds to enter country (e.g. FCRA in India)
- ❑ Organizational chart/structure
- ❑ Auditors' Report on Financial Statements
- ❑ Description of financial and operational procedures