**Due Diligence questionnaire**

**Organisation name:**

1. **Governance**

* Please describe briefly what are your governing rules and how they are applied.
* What is the composition of your board? (Please share their names and responsibilities) How often does the board meet? And what is on their usual agenda (organisation’s financial position, operations, strategy).
* Is the executive director paid? If so, what is their position in the governance? And how are they held to account?
* What are your practices in terms of risk management (e.g., financial controls, staff management and risks assessment and mitigation)? Are these risks reviewed regularly by the leadership and Board, and what are the action taken? Can you give an example?
* *If there are two or more structures (in case of a joint application)-:* what is the relationship between them? Is there a shared governance? Is there a flow of money between them? If so, how do they ensure conflict of interest?

**b. Organisational management**

* Does your organisation have a conflict of interest policy?
* Does your organisation have a whistleblower policy?
* Are you aware of any allegations against the organisation made within the last three years regarding workplace issues and culture, including sexual harassment, hostile work environment, toxic work environment, mistreatment of or discrimination based on race, ethnicity, gender, sexual identity, age, or disability, or similar type issues, whether made formally or on social media? If so, please describe the nature of the allegations as well as your approach to them.
* In case the organisation has volunteers: what are their roles and how are they organised?
* How do you approach Diversity, Equity, and Inclusion?
* Do you have safeguarding practices and/or policies to protect the target groups you work with from harm?

**C. Finances**

* Please tell us about your current sources of funding (add extra rows where required)

|  |  |  |  |
| --- | --- | --- | --- |
| Funder/Source of income | Focus of work | Grant period | Amount (in euros) |

* + Please tell us about how your organisation approaches fundraising
  + Is there an obligation in your country to file the accounts of the organisation to the competent regulatory bodies?
  + How does your financial management work? Do you have a segregation of duties where at least two people oversee every transaction and payment?
  + Are you independently audited ? (If so organisational audit / project audit?)