|  |  |
| --- | --- |
| Bund_RGB_pos | **Embassy of Switzerland in Bosnia and Herzegovina** |

**Partner Assessment Checklist**

1. Is the certificate of incorporation of your organisation up to date?

[ ]  Yes

[ ]  No

If no, what changes and additions to the data need to be made?

Click or tap here to enter text.

1. What is the steering structure of your organization and what are the governing bodies (e.g., steering board, assembly)? You can submit information in the form of diagram, organization chart or table.

Click or tap here to enter text.

1. Do the governing/steering bodies meet regularly?

☐ Yes

☐ No

If yes, indicate the date of the last meeting:

Click or tap here to enter text.

Do meeting minutes exist?

☐ Yes

☐ No

1. Which internal guidelines are in use in your organization? (e.g., Code of Conduct, Operational Manual)?

Click or tap here to enter text.

1. How many bank accounts does your organization have?

 [ ]  One

[ ]  More than one

If more than one, in which banks are the accounts held?

Click or tap here to enter text.

1. Who are the persons authorized to sign transactions?

Click or tap here to enter text.

1. Is double signature in place?

☐ Yes

☐ No

1. Does your organisation maintain a list of employees?

[ ]  Yes

[ ]  No

1. Are salaries and social contributions for the staff regularly paid?

[ ]  Yes

[ ]  No

1. Is there any outstanding debt (taxes, contributions, salaries)?

[ ]  Yes

[ ]  No

1. How is your organization's bookkeeping organized?

[ ]  internally

[ ]  externally

1. Are the respective financial reports signed by a certified accountant and submitted to the local authorities according to law?

Click or tap here to enter text.

1. Is your organisation audited by an external independent auditor?

[ ]  Yes

[ ] No

If yes, indicate the date of the last audit:

Click or tap here to enter text.

1. Where and how is business documentation stored?

Click or tap here to enter text.

1. What assets does the association have at its disposal (e.g., space, computers)? Is the space secured and are there mechanisms for protecting property and data?

Click or tap here to enter text.

1. List projects including project value and donors that your organization has implemented over the past five years?

|  |  |  |
| --- | --- | --- |
| Project name | Project value | Donor(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Has your organization received funding from the Swiss Government before?

|  |  |  |
| --- | --- | --- |
| Project name | Project value | Year |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Do you have established mechanisms to address issues related to:

Engagement of and cooperation with politically exposed persons: [ ]  Yes [ ]  No

Prevention of sexual harassment: [ ]  Yes [ ]  No

Corruption: [ ]  Yes [ ]  No

Gender equality: [ ]  Yes [ ]  No

1. What is the organizational plan/organizational strategy developed to address sustainability?

Click or tap here to enter text.

We, the undersigned, confirm that the information provided are accurate and that the requested funds will be used exclusively for the stated purpose in line with the criteria.

Signed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on Name of the authorised representative

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_