



# The JB Fernandes Award for NGO Excellence In Trinidad and Tobago



## 2016 Application Form

ORGANISATION INFORMATION			
Name of Organisation:			
Current Chief Executive Officer:			
Official Address:			
Date Organisation Founded:	/	/	Number of Annual Participants:
Telephone (Office):		Telephone (Mobile):	
Facsimile:		Email:	
List any government registrations:			
			Yes No
Does the organisation have a Mission Statement? If so, please state here:			<input type="checkbox"/> <input type="checkbox"/>
Does your organisation publish an annual report?			<input type="checkbox"/> <input type="checkbox"/>
Does your organisation have a Board of Directors or executive group? If so, please list their names, profession and organisational affiliation on a separate sheet of paper.			<input type="checkbox"/> <input type="checkbox"/>
Does your organisation have a certified financial report? If, yes, please attach it to this application.			<input type="checkbox"/> <input type="checkbox"/>

Please provide the answers to the following questions on a separate sheet(s) and attach to this page.

### GENERAL PROGRAM INFORMATION

1. Please describe the reason for the creation of your organisation and provide an outline of the programs it runs. (500 word limit)
2. What are the challenges you have faced in the delivery of your programs? (250 word limit)
3. Were you able to overcome some of the challenges your program faced? If so, how? (250 word limit)

### IMPACT

4. What has been the impact of your program on your target audience? What are the key indicators of success? (250 word limit)

5. Does your organisation have an evaluation mechanism for its programs? Please explain. (250 word limit)

**RESOURCE MOBILIZATION AND FINANCIAL MANAGEMENT**

6. What are the different ways in which you raise resources for your organisation, e.g. face to face, direct mail, events, corporate partnerships, etc.? (250 word limit)

7. How many donors have supported your organisation in 2011-12? List the sources of funding (ie, corporate, government; private donations.) (No word limit)

8. Describe your key Financial systems and procedures. (250 word limit)

9. What are the internal control systems to ensure proper utilization of financial resources? (250 word limit)

10. Does the organisation have an annual budgeting process? (250 word limit)

11. Has there been any financial irregularity in your organisation in the past 5 years? If so, describe the same and the corrective measures adopted. (250 word limit)

12. Reference Letter(s): Please attach a signed reference letter for the organisation. This letter should be by someone who knows the organization well. (Examples include: A sponsor, government associate, etc.)

**ATTESTATION**

I attest to the best of my knowledge, all information submitted for the JB Fernandes Award for NGO Excellence 2016 is true and accurate and that I agree to the terms and conditions of the competition.

Signed by Executive Director/ President:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Written Name**

\_\_\_\_\_  
**Name of Organisation**

