

Self-Assessment Checklist for Concept Paper Submissions under USAID SOL # APS-114-15-000002

Annual Program Statement for Strengthening Transparent and
Accountable Governance in Georgia

This checklist is to ensure that Applicants are aware of the full requirements should they be selected to submit a full application. The items listed below will be verified by USAID before an award is issued to a selected organization.

Please verify that the organization complies with the following requirements. Please provide a checkmark below if your organization is:

- ___ Organized under the laws of Georgia;
- ___ Has their primary place of business in Georgia;
- ___ Majority owned by individuals who are citizens or lawful permanent residents of Georgia or managed by a governing body, the majority of whom are citizens or lawful permanent residents Georgia;
- ___ Not be controlled by* a foreign entity** or by an individual or individuals who are not citizens or permanent residents of Georgia;
- ___ Registered for at least two years in the Georgian NGO registry;
- ___ Have an annual budget of no less than \$50,000 per year in the past two years (2012 and 2013); and
- ___ Have at least two years of working experience in a related field.

*The term "controlled by" means a majority ownership or beneficiary interest as defined above, or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means, e.g., ownership, contract, or operation of law.

***"Foreign entity" means an organization that fails to meet any part of the "local organization" definition. Government controlled and government owned organizations in which the recipient government owns a majority interest or in which the majority of a governing body are government employees, are included in the above definition of local organization.

Place a checkmark on each line below if your organization complies with the listed items.

- ___ The organization is legally registered
- ___ The organization has written policies and procedures governing organizational processes
- ___ The organization has procedures and practices to ensure sufficient segregation of duties
- ___ The organization employs a time and attendance system
- ___ The accounting transactions are recorded in an accounting system regularly, in accordance with applicable standards
- ___ The organization has a system to ensure regular variance analysis (budgeted versus actual) of financial data

- _____ The organization produces internal and external financial reports on a regular basis
- _____ The organization has undergone an external audit during the last three years
- _____ The organization has an adequate capacity to manage and monitor projects with little guidance from the donor
- _____ The organization has experience managing sub-recipients (if applicable)