**Commercial and legal eligibility checklist for MeerWissen**

Please note that the final funding decision is contingent upon the successful completion of a commercial and legal eligibility check performed by GIZ.

The aim of this check is to ensure that your organization meets the legal and administrative requirements.

Therefore, we kindly ask you to fill in the questionnaire below and to submit it together withthe following required documents with your application **by 31 December 2021. The checklist and supporting documents have to be submitted** for each organisation (max 3 per partnership) designated to receive a grant for implementing the full two-year joint partnership project**.**

The two main documents that must be submitted with your application are:

* Registration certificate of your organization (Attachment A)
* Statutes or articles of association of your organization or other documents that prove public benefit / not-for profit status (Attachment B)

Shortlisted projects will be requested to submit the following additional documents before the end of January.

* Attachment C: Contract with accounting firm in case accounting is outsourced
* Attachment D: Standards for awarding contracts for supplies and services
* Attachment E: Copy of annual financial statements for last 3 years

Please send the filled-in checklist both as Word document and as signed scanned copy.

(please provide description, no links)

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| **1** **Contact details** | |
| 1.2 Potential grant recipient | |  |  | | --- | --- | | Full legal name of organisation |  | | Street, no. / P.O. box |  | | Postal Code |  | | Town / city |  | | Country |  | | Homepage |  | | Year established |  | | Total staff on payroll |  | | Contact person for questions on legal status and financial administration |  | | Telephone |  | | Telefax |  | | Email |  |   Please indicate as applicable  The organisation is the designated coordinator of the co-design phase:  Yes  No |
| **2. Information about your organisation** | |
| 2.1 Legal personality | What is the legal form of your organisation?  Through which institution / How is your organisation registered?  → Please submit a scan of your official registration documentation as well as an English translation of the relevant sections (mark as Attachment A) |
| 2.2 Public benefit status | What is the mission statement of your organisation?       (500 characters max.)  Describe the objectives of your organisation (with reference to your mission statement).   1. Do you have registered offices in the EU/EEA? 2. Do you currently generate taxable income in Germany, or have you done so in the past? 3. Do you have shareholders or sales markets in the EU/EEA?   Please submit the official statutes or articles of association of your organisation (mark as Attachment B). |
| 2.3 Accounting | What software-based accounting system do you use?  *For a contract value of EUR 50,000.01 or more, a software-based accounting system must be used and maintained by qualified personnel.*  Does the software-based accounting system meet the national standard in the country you are registered in?  Yes  No  Do you have dedicated accounting staff? If yes, in what function and qualification/ experience?  Alternatively, the accounting tasks can be outsourced. In this case, the requirements for accounting would have to be met by the contracted company. Please provide us with the signed contract between you and the accounting firm (Attachment C).  Do you have an electronic or manual (staff) time recording system?  *An electronic or manual time recording system is required. If no traceable time recording exists, the recipient must sign and submit a self-commitment to create one before the grant agreement can be signed.*  Is it possible to assign hours worked to different projects?  Yes  No |
| 2.4. Contract award procedure for supplies and services | Please submit a copy of your standards regarding the awarding of contracts for supplies and services as well as an English translation (Attachment D).  Should these be more lenient than those of the GIZ, the latter will have to be adopted for the awarding of any contacts for supplies and services |
| 2.5 Internal and external controls | Please submit a copy of your internal accounting guidelines as well as an English translation of the relevant sections (Attachment E) or if not available please describe your practices here:       *(750 characters max.)*  *The following principles form the basis of what we regard as an internal control system:*  *a) The principle of transparency: For processes, process-concepts (or process plan) must be established that enable an outsider to assess the extent to which participants work in conformity with this process-concept. At the same time, the process-concept represents the expectations of higher management.*  *b) The principle of four eyes: This principle states that in a well-functioning control system no essential process should remain without (counter) control.*  *c) The principle of functional separation: This principle states that executive tasks (e.g. processing purchases), booking tasks (e.g. financial accounting, stock records) and administrative tasks (e.g. stock management) that are carried out as part of a corporate process (e.g. purchasing process seen as a process that extends from determining requirements up to outgoing payments) should not be performed by one and the same person.*  *d) The principle of minimum information: This principle states that staff members should only be provided with the information they need to perform their work (need-to-know principle). This also covers the corresponding security measures for IT systems.*  Do you have any external (third party) control mechanism beyond external financial auditing? If yes, please give a short description.       *(300 characters max.)* |
| 2.4 Previous experience | If you already had a contract with GIZ, please enter the corresponding contract number.  Please list which other internationally funded projects your organisation has implemented in the last 5 years:  Donor :       Volume of grant received:       EUR  Donor :       Volume of grant received:       EUR  Donor :       Volume of grant received:       EUR  Overall financial revenue in the last three years:  Year :       revenue:       EUR  Year :       revenue:       EUR  Year :       revenue:       EUR  Please submit a copy of your annual financial statements of the last three years here (Attachment E).  Are your annual financial statements subject to an external audit according to your national standards? If yes, the audited financial statements, including the audit certificate, must be submitted and attached to the documents submitted above. |
| 2.6 Compliance with the law and anti-corruption | Has your organisation, members of its executive bodies or executive managers have been subject of allegations or investigations concerning breaches of the law, corruption or other offences (e.g. fraud, embezzlement, breach of trust) in the last 5 years?  Yes  No  If there have been allegations, what consequences has your organisation drawn? Has an effective system for preventing and combating corruption been established and is it being implemented consistently?       *(1000 characters max.)*  What corruption prevention measures have you got (not already covered in 2.5)?       *(1000 characters max.)*  Please confirm the following:  ‘I hereby confirm that no allegations have been made or investigations carried out in the last five years in relation to the organisation, members of its executive bodies or executive managers concerning breaches of the law, corruption or other offences (e.g. fraud, misappropriation, breach of trust).              \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place and date Name and position Signature  Please submit a word version and a undersigned pdf version. |