
GiveIndia Listing Process

The process of listing an NGO can take anywhere between 3 weeks to 3 years depending on the NGO's ability to comply with all the necessary requirements.

GiveIndia has been refining this process periodically ever since we started in April, 2000.

STAGE 1:

The NGO approaches us or we make contact. We send them the sample MoU, our listing criteria, and a master checklist of the documents to be submitted in stage 2. If any of these are not fulfilled, the NGO can come back to us after complying with all the norms, or we help them meet the norms by helping them draft policies etc.

CRITERIA WE USE FOR SELECTION:

- Organisations must be registered non-profits that implement social development projects in India, with no political affiliations.
- At least 50% of their beneficiaries must be economically underprivileged.
- The organisation should meet the Credibility Alliance's norms (see overleaf for details) or be willing to meet them within 6 months of listing on our site. The Credibility Alliance is a consortium of voluntary organisations and networks that has come together to enhance good governance in the voluntary sector. The Alliance's norms ensure that the organisations that fulfill them are credible.
- The organization must be willing to provide prompt feedback for the donations you make.

STAGE 2:

GiveIndia sends the NGO an application form asking for a) Organisational Information, b) Donation Options as well as forms to be certified by a chartered accountant. There is also a detailed check-list of supporting documents that includes a host of legal documents, financial reports, income tax data and internal policy information.

The NGO sends us the completed forms along with a cheque for Rs. 6,000 being the listing fee we charge. Once we have examined the forms and obtain all necessary clarifications, we move to final appraisal process.

Appraisals: GiveIndia audits the forms. We check if the donation options submitted by the NGO seem reasonable and verify the costing etc. We also check whether the NGO has been accredited by, for example, the Medical Council of India and/or the Rehabilitation Council of India.

On selection, GiveIndia sends the NGO a Selection Letter and the stamped MoU for signature by the authorised signatory.

The Credibility Alliance's Norms

a. Minimum Norms

Existence

- The organisation has been in existence for a minimum of 1 year from date of registration
- The physical address given by the organisation is verifiable.
- The organisation is registered as Trust/Society/Section 25 Company.
- Registration documents of the organisation are available on request.

Vision & Impact

- A shared vision/purpose/objective is articulated beyond the registration documents.
- The organisation has defined indicators that will measure its performance against its stated objectives.

Governance

- The organisation has a Governing Board, by whatever name called.
- The organisation discloses name, age, sex, work experience, and position of Board members.
- Not more than half the Board members have remunerative roles.
- The Board meets at least twice a year with quorum as stipulated in its own Memorandum of Association.
- All remuneration and reimbursements to Board members are to be disclosed.
- Minutes of Board meetings are documented and circulated.
- The Board approves programmes, budgets, annual activity reports and audited financial statements.
- The Board has a policy on purchases, disposal, sale of assets, investments etc. to gain comparative advantage to the organisation, which also assures transparency.
- The Board ensures the organisation's compliance with laws and regulations.

Management

- Activities to be in line with the vision/purpose/objective of the organisation.
- Appropriate systems are in place for periodic programme planning/ monitoring/ review.
- Appropriate systems are in place for Internal control.
- Appropriate systems are in place for consultative decision-making.
- Clear roles and responsibilities for personnel (including volunteers) exist.
- All personnel are issued a letter of contract/ appointment.
- Appropriate Personnel Policy is in place.

Transparency & Accountability

- Signed audited statements are available: balance sheet, income & expenditure statement, receipts and payments account, schedules to these, notes on accounts and the statutory auditors' report.
- Statement of Accounts to indicate whether they have been constructed on a cash or accrual basis.
- The organisation's Annual Report be disseminated to key stakeholders and be available on request every year, within 8 months of the end of the organisation's financial year.

b. Desirable Norms (*GiveIndia ensures that NGOs listed with us fulfill these as well*)

Governance

- At least 2/3 of Board members are unrelated by blood or marriage.
- A Board Rotation Policy exists and is practiced.

Transparency & Accountability

- The organisation must disclose in its annual report, the salary and benefits of its Head, the 3 highest paid staff members and the lowest paid staff member.
- The distribution of staff according to salary levels must be disclosed in the annual report
- The organisation must disclose in its annual report, the total cost of international travel by all its personnel (including volunteers), segregating those incurred on organisational expense and those that were sponsored.

For further details, please contact:

The Listing Team at listing@giveindia.org or log on to www.GiveIndia.org