

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Organisation Details (New / Upgrading)

* indicates a required field

Guidance:

Complete the following Agency Profile template for new applications for accreditation or for eligible Base organisations applying for an upgrade out of their regular reaccreditation cycle.

- This requires the provision of written answers to questions into the text boxes (note word limits), the completion of tables and the uploading of a number of evidence documents.
- All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document*. For example: A1.1a governing instrument, A1.1b AGM Minutes 2017, B2.2b project design template etc.

WARNING: You may be logged out automatically after 30 minutes if you don't save, which will cause you to lose any unsaved work.

Go [here](#) for helpful additional information.

Organisation

Organisation Name *

Postal Address *

Address

Suburb State Postcode

Street Address *

Address

Suburb State Postcode

Business Phone *

Website *

Must be a URL

Australian Business Number

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NOTE: Only Australian Organisations may apply. Individuals, as well as organisations based outside Australia, are **not eligible** to apply and your application cannot be accepted by DFAT.

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Head of NGO

Head of NGO *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone

Must be an Australian phone number.

Email *

Must be an email address.

Accreditation Contact

Accreditation Officer *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

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Phone *

Must be an Australian phone number.

Email *

Must be an email address.

ANCP Contact

ANCP Contact 1 *

Title

First Name

Last Name

Position *

Phone Number *

Email *

Must be an email address.

Do you want to include a secondary contact? *

Yes

No

ANCP Contact

ANCP Contact 2 *

Title

First Name

Last Name

Position *

Phone Number *

Email *

Must be an email address.

Organisation Overview

Overview *

Word count:

Must be no more than 500 words.

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Accreditation Details

* indicates a required field

Accreditation Information

Australian Non Government Organisations (ANGOs) can apply for accreditation at either *Base* or *Full* level.

ANGOs must meet the following Eligibility Criteria.

- ANGO is registered with [Australian Charities and Not-for-profits Commission](#).
- ANGO is not included on the [World Bank Listing of ineligible firms and individuals](#), the [Attorney General's Department List of Terrorist organisations](#), or the [DFAT consolidated list](#) of all persons and entities who are subject to targeted financial sanctions or travel bans
- ANGO is a signatory to the [Australian Council for International Development \(ACFID\) Code of Conduct](#).
- ANGO meets the relevant RDE threshold i.e. a RDE of \$50,000 minimum, averaged over three years, if applying for Base accreditation; or a RDE of \$100,000 minimum, averaged over three years, if applying for Full accreditation.
- Demonstrate a minimum two-year track record of managing development activities.

Base Accreditation

Organisations applying for Base accreditation are expected to have sufficient capacity to address criteria across 5 categories of assessment and a minimum 2 year track record of implementing development projects that would satisfy the requirements listed in the [Australian NGO Cooperation Program \(ANCP\) Manual](#).

Organisations applying for Base accreditation must have a minimum [Recognised Development Expenditure](#) of \$50,000, averaged over three years.

Full Accreditation

Organisations applying for Full accreditation are expected to have sufficient capacity to address additional criteria across the same 5 categories of assessment as base accreditation and a minimum 2 year track record of implementing development projects that would satisfy the requirements listed in the [Australian NGO Cooperation Program \(ANCP\) Manual](#).

Organisations applying for Full Accreditation must have a minimum [Recognised Development Expenditure](#) of \$100,000, averaged over three years.

Subject to the DFAT delegate's decision on accepting the ANGO into ANCP (and subject to budget availability), the ANGO will receive a minimum annual grant amount consistent with its accreditation tier:

- Base-accredited ANGOs receive an annual grant amount of \$277,000.
- Full-accredited ANGOs receive an annual grant amount of \$427,000 plus a proportion of the total remaining funding based on their respective [Recognised Development Expenditure](#).

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Criteria for Base and Full level accreditation are outlined in the [Australian NGO Accreditation Manual](#).

Re-applying for Accreditation? *

Yes

No

What level of Accreditation are you applying for? *

Base

Full

Date of Last Accreditation *

Must use dd/mm/yyyy format

Pre-Eligibility Criteria

* indicates a required field

In order to apply for accreditation, ANGOs must meet pre-eligibility criteria, which will be assessed by DFAT prior to the commencement of the review process with a review team.

The pre-eligibility criteria are:

- ANGO is registered with [Australian Charities and Not-for-profits Commission](#).
- ANGO is not included on the [World Bank Listing of ineligible firms and individuals](#), the [Asian Development Bank Sanctions List](#), the [Attorney General's Department List of Terrorist organisations](#), or the [DFAT consolidated list](#) of all persons and entities who are subject to targeted financial sanctions or travel bans.
- ANGO is a signatory to the [Australian Council for International Development \(ACFID\) Code of Conduct](#).
- ANGO meets the relevant RDE threshold i.e. a RDE of \$50,000 minimum, averaged over three years, if applying for Base accreditation; or a RDE of \$100,000 minimum, averaged over three years, if applying for Full accreditation.
- Demonstrate a minimum two-year track record of managing development activities.

Australian Charities Not-for-profit Commission

Date of registration with the Australian Charities Not-for-profit Commission *

Must use dd/mm/yyyy format

Signatory to Australian Council for International Development (ACFID) Code of Conduct

The [ACFID Code of Conduct](#) (the Code) is a voluntary, self-regulatory industry code of good practice. The aim of the Code is to improve the outcomes of international development and

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increase stakeholder trust by enhancing the transparency and accountability of signatory organisations.

Attach: Most recent confirmation from ACFID of signatory status *

Attach a file:

Recognised Development Expenditure (RDE) Threshold

List RDE for the past three financial years.

ANGOs who have not previously held DFAT Accreditation will need to complete the [New Applicants RDE Worksheet](#) prior to completing this section.

RDE Year 1 *

\$
Must be a dollar amount.

RDE Year 2 *

\$
Must be a dollar amount.

RDE Year 3 *

\$
Must be a dollar amount.

Sections A to E

In sections A to E, ANGOs must demonstrate how they meet the **ANGO Accreditation Framework**. The Framework outlines each criterion, explains the underlying intent or principle of the criterion, and lists indicators that reflect reasonable expectations of policy, procedures, practice, capacity or evidence required for each criterion.

How an ANGO describes and demonstrates its capacity and performance for the indicators (and therefore the criteria) will differ from ANGO to ANGO. The onus is on the ANGO to demonstrate, through evidence and explanation, how it addresses each criterion. The review team will use the information to inform and guide their assessments and assist in the preparation of an initial Desk Assessment.

All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document*. For example: A1.1a governing instrument, A1.1b AGM Minutes 2017, B2.2b project design template etc.

Section A: Governance Risk Management - Page 1

* indicates a required field

Criterion A1: The ANGO has a governing body, a documented structure of responsibilities and appropriate systems to ensure accountability.

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This criterion seeks to verify the ANGO's governance arrangements to establish that the ANGO's governance structure and practices ensure accountability, including to its supporters.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document*. For example: **A1.1a governing instrument, A1.1b AGM Minutes 2017, A1.1c Annual Report 2017, A1.3 Gender Policy, etc.**

Indicator A1.1: Governing body documents, policies and practices ensure effective governance, and accountability to members and the public.

Outline how your organisation's governing body documents, policies and practices ensure effective governance, and accountability to members and the public. *

Word count:
no more than 300 words

List the office holders of the governing body e.g. president, secretary, treasurer, board member.

Office Holder Name	Position	Length of Service	Occupation
		Number of months	

Upload the following documents:

Governing Instrument *

Attach a file:

For example: Certificate of Incorporation, Rules, Constitution, Trust Deed, Memorandum, Articles of Association

AGM Minutes for last two years *

Attach a file:

Most recent Annual Report *

Attach a file:

Most recent Audited Financial Statements *

Attach a file:

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Three most recent Governing body meeting minutes *

Attach a file:

Copy of papers provided to the governing body for most recent governing body meeting *

Attach a file:

Terms of Reference for sub-committees of the governing body, if applicable *

Attach a file:

Preferably for finance, risk, audit and programs

Organisation Chart

Attach a file:

If available

Indicator A1.2: ANGO has a Conflict of Interest policy and established mechanisms to address conflict of interest.

Outline your organisation's established mechanisms to address conflict of interest. *

Word count:

Must be no more than 200 words.

Upload the Conflict of Interest policy *

Attach a file:

Indicator A1.3 ANGO has a gender equality and diversity policy and the governing body ensures these principles are integrated across the organisation.

Outline how your organisation's governing body ensures the gender equality and diversity policy (or equivalent) and its principles are integrated across the organisation (including diversity on the governing body). *

Word count:

Must be no more than 300 words

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Upload the Gender Equality and Diversity Policy or equivalent *

Attach a file:

Indicator A1.4 If ANGO is a member of an international alliance or network, it can demonstrate its autonomy.

An international alliance or network is a group of international organisations who have developed formal linkages to work together to achieve their objectives. It may be referred to in a variety of ways such as alliance, network, federation etc.

Is your organisation part of an international network or alliance? *

Yes

No

Where an ANGO is part of an international network, it needs to establish that it is sufficiently independent from that network in order to be accountable to its Australian membership.

Outline how your organisation maintains its autonomy or independence within its international alliance or network. *

Word count:

Must be no more than 300 words

Provide references to relevant clauses in the document that outlines the ANGO's autonomy or independence *

Word count:

Must be no more than 300 words

Upload Agreement, MoU or equivalent between ANGO and international alliance or network *

Attach a file:

Additional indicators and questions for Full Accreditation

Indicator A1.5 Governing body sets strategic direction and targets, and monitors performance against these.

Outline how your organisation's governing body sets strategic direction and targets. *

Word count:

Must be no more than 200 words

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Outline how your organisation's governing body monitors performance against its Strategic Plan. *

Word count:
Must be no more than 200 words

Upload Strategic Plan *

Attach a file:

Upload an example of a report on progress against the Strategic Plan *

Attach a file:

Strategic Plan

Upload if available.

Upload Strategic Plan

Attach a file:

Upload if available

Indicator A1.6 Governing body periodically evaluates its own performance.

Outline how your organisation's governing body periodically evaluates its own performance. *

Word count:
Must be no more than 200 words

Evidence of evaluation of governing body's performance *

Attach a file:

Indicator A1.7 If ANGO is a member of an international alliance or consortium, it can demonstrate engagement with relevant governing, strategy setting, and/or policy making bodies.

Outline how your organisation engages with relevant governing, strategy setting, and/or policy making bodies within its international

Word count:
Must be no more than 300 words.

alliance, network or consortium. *

Section A: Governance Risk Management

* indicates a required field

Criterion A2: The ANGO effectively manages enterprise risk

This criterion seeks to establish that the ANGO has the policies, systems and practices required to assess, report and escalate, mitigate and manage enterprise risk including risks relating to: staff safety and security, safeguarding, incident management, staff integrity, high risk contexts, financial viability and reputation.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document.* For example: **A2.2a Human resources policy, A2.2b Code of Conduct, etc.**

Indicator A2.1: ANGO and its governing body can demonstrate the effective identification, review, rating, mitigation, reporting and escalation of organisational-wide risk.

Outline how your organisation and governing body effectively identifies, reviews, rates, mitigates, reports and escalates organisational-wide risk.

*

Word count:
no more than 300 words

Indicator A2.2: ANGO has systems to ensure the integrity of staff including integrity screening checks, HR policies, Code of Conduct.

Outline how your organisation ensures the integrity of staff including integrity screening checks, human resource policies, code of conduct etc. *

Word count:
no more than 300 words

Upload Human resource policy *

Attach a file:

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Upload Staff code of conduct *

Attach a file:

Indicator A2.3: ANGO has a safeguarding policy and practices in place to manage risks associated with sexual exploitation, abuse, harassment and misconduct, including processes for investigating, reporting and action (where appropriate).

Outline the practices in place to manage the risks associated with sexual exploitation, abuse, harassment and misconduct, including processes for investigating, reporting and action (where appropriate). *

Word count:
no more than 300 words

Upload sexual exploitation, abuse, harassment and misconduct policy (or equivalent safeguarding policy) *

Attach a file:

Indicator: A2.4 ANGO has established public-facing complaints handling, whistle blowing, and incident management systems that are accessible to all stakeholders.

Outline your organisation's public facing complaints handling, whistle blowing, and incident management systems and how these are accessible to all stakeholders. *

Word count:
Must be no more than 300 words.

Upload complaints handling policy or procedure document *

Attach a file:

Upload whistleblowing policy or procedure document *

Attach a file:

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Upload incident reporting policy or procedure document *

Attach a file:

Indicator A2.5: ANGO has systems to assess and manage staff safety and security risk.

Outline your organisation's systems to assess and manage staff safety and security risk. *

Word count:

no more than 300 words

Upload Staff Safety and Security Policy *

Attach a file:

Upload an example of completed staff safety and security assessment *

Attach a file:

Indicator A2.6: ANGO can demonstrate the application of additional analysis, risk identification and risk management measures for high risk contexts.

Outline how your organisation undertakes the risk analysis, risk identification and risk management measures applied for high risk contexts. *

Word count:

no more than 300 words

Additional indicators and questions for Full Accreditation

Indicator A2.7 ANGO has a risk management policy, framework, procedures and practices in place.

Provide the following documents:

Upload risk management policy, procedure and framework (or equivalent) *

Attach a file:

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**Upload current
Organisational Level
Risk Register ***

Attach a file:

Section A: Governance Risk Management

* indicates a required field

Criterion A3: The ANGO has effective child safeguards

This criterion seeks to establish that the ANGO has the policies, procedures and practices required to safeguard children and fully comply with [DFAT's Child Protection Policy](#).

**** NOTE: This criterion is a 'red-line' criterion. This means that ANGOs must be fully compliant with every aspect of DFAT's Child Protection Policy and its associated nine minimum standards. Failure to fully comply will result in the loss of accreditation status. Please refer to the [Accreditation Guidance Manual](#) for guidance and a checklist of requirements. ****

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document*. For example: A3.1 Child protection policy, A3.2a Child protection code of conduct, etc.

Indicator A3.1: ANGO has an organisational Child Protection Policy.

**Upload child protection
or child safeguarding
policy ***

Attach a file:

Indicator A3.2: ANGO has child safeguarding procedures in place that fully comply with DFAT's Child Protection Policy and all of its nine minimum standards.

**Outline your
organisation's child
safeguarding procedures
and how they comply
with DFAT's Child
Protection Policy and all
of DFAT's nine minimum
standards. ***

**Upload Child Protection
Code of Conduct ***

Attach a file:

**Upload child
safeguarding procedures
document ***

Attach a file:

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Upload completed A3 Child Safeguards Accreditation Assessment Checklist (download from DFAT website) *

Attach a file:

A copy of the checklist document can be found at <https://www.dfat.gov.au/aid/who-we-work-with/ngos/ancp/Pages/accreditation>

Indicator A3.3: ANGO has controls and procedures to ensure implementing partners have compliant child protection policy and practices

Outline your organisation's controls and procedures to ensure implementing partners have compliant child protection policies and procedures. *

Additional indicators and questions for Full Accreditation

Indicator A3.4: ANGO undertakes periodic assessments of its own and its implementing partners' child protection practices

Outline the nature of the periodic assessments undertaken of your own organisation's and your partners' child protection practices. *

Upload a document demonstrating the completed assessment of ANGO's own child protection practices *

Attach a file:

Upload a document demonstrating a completed assessment of one implementing partner's child protection practices *

Attach a file:

Section B: Development Approaches Management

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* indicates a required field

Criterion B1: The ANGO has a track record of supporting and managing effective international development activities

This criterion seeks to verify past performance to establish that the ANGO has a documented track record of achieving development outcomes in developing countries.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document.* For example: B1.2 current projects table, etc.

Indicator B1.1: ANGO's Objectives in governing Instrument or Strategic Plan include development activities in developing countries.

Outline your organisation's Objectives, Vision and Mission *

Word count:

Must be no more than 300 words

Indicator B1.2: ANGO has a minimum two-year track record of development activities.

Provide a brief description of two current projects which represent your organisation's development approach using the listed sub headings

Project 1 Name *

Duration *

Number of years

Location *

Implementing Partner(s) *

Expected Outcomes *

Word count:

Must be no more than 300 words

Budget *

Must be a dollar amount.

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Project 2 Name *

Duration *

Number of years

Location *

Implementing Partner(s)

*

Expected Outcomes *

Word count:

no more than 300 words

Budget *

Must be a dollar amount.

Complete the following table to summarise income (or expenditure) on development activities in the last 2 financial years.

Funding source/ Years	Amount	Year	Amount
DFAT ANCP	\$		\$
DFAT Other	\$		\$
Other Australian government donors	\$		\$
Other foreign government donors	\$		\$
Multilateral donors	\$		\$
Corporate donors	\$		\$
International alliance/network member	\$		\$
Public donation	\$		\$
Investment income	\$		\$
Other (add more rows as required)	\$		\$
For example: DFAT ANCP, DFAT other, Grants from other Australian government sources, other grants including overseas and consultancies	e.g. 2016/17		e.g. 2015/16

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Using [this template](#), prepare a table to summarise all current projects and upload the document

Current Projects Table *

Attach a file:

Indicator B1.3: ANGO can differentiate between development activities and 'non-development' activities.

Does your organisation undertake non-development activities?

Yes

No

Outline how your organisation differentiates between development activities and non-development activities. *

Word count:

Must be no more than 300 words.

Does your organisation have a development and non-development activity or equivalent? *

Yes

No

Development and non-development activity policy or equivalent *

Attach a file:

If no please explain *

Indicator B1.4: ANGO can demonstrate that it responds to past performance issues.

For ANGOs who have previously been accredited and received ANCP or other DFAT funding, upon submission of the Agency Profile, NPQ will contact all relevant areas of DFAT to seek documentation on the ANGOs past performance. This documentation may include (but is not limited to):

- Partner Performance Assessments
- DFAT commissioned Audit Reports
- ANCP Monitoring and Evaluation Trip Reports

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- Information on Fraud cases
- Child protection audit or assessment reports.

Outline how your organisation has responded to past performance issues providing at least one example *

Word count:
Must be no more than 300 words

Section B: Development Approaches Management

* indicates a required field

Criterion B2: The ANGO has the capacity to operate in a manner that promotes quality and effectiveness

This criterion seeks to establish that the ANGO is committed to and operates in a manner consistent with current good practice guidelines for the sector including the ACFID Code of Conduct.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document*. For example: B2.2a Programming procedures, B2.2b Project design template, B2.3 Project design document with contextual analysis, etc.

Indicator B2.1: ANGO has the demonstrated capacity or a strategy to effectively program and manage DFAT grants of equivalent size and complexity to future ANCP grant.

Outline your organisation's capacity and/or strategy to effectively program and manage DFAT grants of equivalent size and complexity to your (potential) future ANCP grant. *

Word count:
no more than 300 words

Complete the following table with regards to program, finance and technical staff involved in development:

In-Australia staff *	In-Australia volunteers *	In-country staff *	In-country volunteers *
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>
a whole number (no decimal place)	a whole number (no decimal place)	a whole number (no decimal place)	a whole number (no decimal place)

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Indicator B2.2: ANGO has a documented approach to managing its initiatives/programs e.g project cycle or equivalent, relevant to its types of initiatives or models of delivery.

Outline your organisation's documented approach to the management of its initiatives/programs - this could include a documented project cycle, a program procedures manual etc.

*

Word count:
no more than 300 words

Upload programming procedures or guidelines manual

*

Attach a file:

Upload template/s used for project design

*

Attach a file:

Upload template/s used for project appraisal

*

Attach a file:

Upload template used for project risk matrix

*

Attach a file:

Indicator B2.3: ANGO undertakes contextual analysis including the perspectives of stakeholders, which informs planning and design.

Outline how your organisation typically undertakes contextual analysis including the perspectives of stakeholders, which informs planning and design.

*

Word count:
no more than 300 words

Upload one example of a project design document which includes contextual analysis (for the same project used in B2.4, B2.5, B4.1 and B4.3)

*

Attach a file:

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Indicator B2.4: ANGO appraises potential initiatives against a documented set of quality standards and DFAT requirements.

Outline how your organisation typically appraises potential initiatives against a documented set of quality standards and DFAT requirements. *

Must be no more than 300 words

Upload one example of a project appraisal (for the same project used in B2.3, B2.5, B4.1 and B4.3) *

Attach a file:

Indicator B2.5: ANGO assesses and manages activity risk.

Outline how your organisation typically assesses and manages activity risk. *

Must be no more than 300 words

Upload one example of a project risk assessment / framework / matrix (for the same project used in B2.3, B2.4, B4.1 and B4.3) *

Attach a file:

Indicator B2.6: Where ANGO is working in association with international affiliates, networks or consortiums, it can demonstrate its knowledge of and influence throughout the initiative management cycle.

Outline how your organisation remains informed and is able to influence initiatives it is funding throughout the initiative management cycle, including reference to any relevant contractual agreements/clauses *

Must be no more than 300 words

Additional indicators and questions for Full Accreditation

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Indicator B2.7: ANGO can demonstrate a strategic approach to programming, and has country, regional and /or sectoral strategies relevant to the size and complexity of its programming.

Outline your organisation's strategic approach to programming, and how it develops its country, regional and /or sectoral strategies *

Word count:
Must be no more than 300 words

Upload one example of a country, regional or sectoral strategy document *

Attach a file:

Section B: Development Approaches Management

* indicates a required field

Criterion B3: The ANGO integrates cross cutting themes to enable effectiveness

This criterion seeks to verify an ANGO's approach to promoting gender equality, disability inclusion, environmental management and sustainability.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document.* For example: B3.1a Gender equality policy, B3.2 program environmental impact assessment, etc.

Indicator B3.1: ANGO has a gender equality policy and incorporates gender equality practices including contextual analysis of gender barriers, opportunities to enable inclusion, strategies to promote gender equality and targeted ME.

Outline how your organisation incorporates gender equality practices including contextual analysis of gender barriers, opportunities to enable inclusion, strategies to promote gender equality and targeted M&E. *

Word count:
no more than 300 words

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Upload gender equality policy (or equivalent) *

Attach a file:

Upload one example of project/program gender analysis *

Attach a file:

Indicator B3.2: ANGO incorporates disability inclusive practices including contextual analysis of barriers for people with disability, opportunities to enable inclusion and targeted ME.

Outline how your organisation incorporates disability inclusive practices including contextual analysis of barriers for people with disability, opportunities to enable inclusion and targeted M&E. *

Word count:

Must be no more than 300 words.

One example of project/program disability inclusion analysis *

Attach a file:

Indicator B3.3: ANGO has a policy and practices in place to assess and mitigate environmental impact where appropriate.

Outline how your organisation assesses and mitigates environmental impact in its programs. *

Word count:

Must be no more than 300 words.

Upload example of project/program environmental impact assessment *

Attach a file:

Indicator B3.4: Where relevant to its operations, the ANGO demonstrates compliance with DFAT's Displacement and Resettlement policy.

Does your organisation support any activities that may lead to the displacement and

Yes

No

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resettlement of people?

*

Outline your organisation's approach to ensuring compliance with DFAT's Displacement and Resettlement policy. *

Word count:
no more than 300 words

Indicator B3.5: ANGO can demonstrate approaches that will enhance sustainability.

Outline your organisation's approaches to enhancing sustainability in programming *

Word count:
no more than 300 words

Optional policies for Base Accreditation

Upload disability inclusion policy

Attach a file:

Upload environmental management policy

Attach a file:

Additional indicators and questions for Full Accreditation

Indicator B3.6: ANGO undertakes periodic assessments of its own and its implementing partners' gender equality practice.

Outline how your organisation undertakes periodic assessments of its own and implementing partners' gender equality practice *

*

Word count:
no more than 300 words

Upload most recent assessment of ANGO and implementing partners' gender equality practice *

Attach a file:

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Indicator B3.7: ANGO has a Disability Inclusion Policy and undertakes periodic assessments of its own and its implementing partners' disability inclusion practice.

Outline how your organisation undertakes periodic assessments of its own and implementing partners' disability inclusion practice *

Word count:
Must be no more than 300 words

Upload disability inclusion policy *

Attach a file:

Upload most recent assessment of ANGO and implementing partners' disability inclusion practice *

Attach a file:

Indicator B3.8: ANGO has an Environmental Management Policy and undertakes periodic assessments of its own and its implementing partners' environmental management practice

Outline how your organisation undertakes periodic assessments of its own and implementing partners' environmental management practice *

Word count:
no more than 300 words

Upload environmental management policy *

Attach a file:

Upload most recent assessment of ANGO and implementing partners' environmental management practice *

Attach a file:

Section B: Development Approaches Management

* indicates a required field

Criterion B4: The ANGO can monitor, report and assess the effectiveness of activities

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This criterion seeks to verify an ANGO's approach to performance management by establishing that the ANGO is able to assess the effectiveness of development activities.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document*. For example: B4.1a M&E Plan template, B4.1c Example of M&E framework, B4.3a Standard Terms of Reference, etc.

Indicator B4.1: ANGO undertakes regular monitoring of initiatives/ programs, analysing information to assess progress and constraints.

Outline your organisation's approach to undertaking regular monitoring of initiatives/ programs and the analysis of information to assess progress and constraints. *

Word count:
no more than 300 words

Upload templates used for M&E plans *

Attach a file:

Upload templates used for field monitoring reports *

Attach a file:

Upload one example of a M&E plan/framework (for the same project used in Indicators B2.3, B2.4, B2.5, B4.2 and B4.3) *

Attach a file:

Upload one example of a field monitoring report (for the same project used in Indicators B2.3, B2.4, B2.5, B4.2 and B4.3) *

Attach a file:

Indicator B4.2: ANGO is able to collect and report data to meet DFAT and other stakeholder requirements including the ANCP in a timely manner.

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Outline your organisation's approach to the collection and reporting of data to meet DFAT and other stakeholder requirements including the ANCP in a timely manner. *

Word count:
no more than 300 words

Upload Template/s used for progress reporting *

Attach a file:

Upload one example of a progress report (for the same project used in Indicators B2.3, B2.4, B2.5 and B4.1, B4.1 and B4.3) *

Attach a file:

Indicator B4.3: ANGO conducts activity evaluations commensurate with activity size assessing results and effectiveness.

Outline your organisation's approach to the conduct of activity evaluations and assessment of results and effectiveness, including a list of evaluations undertaken in the past 12 months. *

Word count:
no more than 300 words

Upload Template or standard Terms of Reference used for evaluations *

Attach a file:

Upload one example of an evaluation report (preferably for the same project used in Indicators B2.3, B2.4, B2.5, B4.1 and B4.2 unless an evaluation has not yet been conducted for this project) *

Attach a file:

Additional indicators and questions for Full Accreditation

ANGO New Accreditation Agency Profile (2018 criteria)

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Indicator B4.4: ANGO assesses results and effectiveness at a whole of organisation level.

Outline your organisation's approach to assessing results and effectiveness at a whole of organisation level. *

Word count:
no more than 300 words

Effectiveness Framework or equivalent *

Attach a file:

Indicator B4.5: ANGO involves primary stakeholders in reflection, learning and design adaptation processes.

Outline your organisation's approach to involving primary stakeholders in reflection, learning and design adaptation processes. *

Word count:
no more than 300 words

**Upload one example of involvement of primary stakeholders in reflection, learning or design adaptation processes (preferably related to the same project used in Indicators B2.3, B2.4, B2.5, B4.1 and B4.2).
Eg: an agenda or report from a reflections workshop ***

Attach a file:

Eg: an agenda or report from a reflections workshop

Indicator B4.6: ANGO has an established system that captures, documents, and disseminates its results, good practices and lessons learned.

Outline your organisation's approach to capturing, documenting and disseminating results,

Word count:

ANGO New Accreditation Agency Profile (2018 criteria)

Form Preview

good practices and lessons learned. *

no more than 300 words

Upload one example of report shared with external parties or equivalent *

Attach a file:

Section C: Approaches To Partnership And Collaboration

* indicates a required field

Criterion C1: The ANGO has documented arrangements with partner organisations in countries where it works

This criterion seeks to establish that the ANGO has documented, contractual frameworks in place to manage partnerships and initiatives.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document.* For example: C1.1 Formal Authority to Operate, etc.

Indicator C1.1: ANGO and its implementing partners have authority to work in the countries where they work (through partnership agreements with Government, partnerships with local partners, or license to operate etc).

Complete the following information for your countries of operation, implementing partners in each country, and the nature of authority to operate.

Use the 'Add More' button for additional countries, as required.

Country of Operation *

Implementing Partners *

Type of Organisation *

Years of Involvement *

Must be a number.

Nature of authority to operate *

e.g. registration of ANGO or partner, MOU with govt., agreement with partner or community etc

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Upload one example of formal authority to operate in one country of operation *

Attach a file:

Indicator C1.2: ANGO has documented arrangements with partners.

Outline your organisation's approach to negotiating and signing documented arrangements with partners. *

Word count:

no more than 300 words

Upload template of standard partner agreement, MOU or equivalent template *

Attach a file:

Upload one example of a signed partner agreement, MOU or equivalent *

Attach a file:

Indicator C1.3: DFAT contractual obligations are reflected in partner agreements that relate to DFAT funding.

Outline your organisation's approach to ensuring DFAT contractual obligations are reflected in partner agreements involving DFAT funding. *

Word count:

no more than 300 words

Upload standard additional annexures or conditions for partner agreements, MOUs or equivalent, involving DFAT funding *

Attach a file:

Indicator C1.4: ANGO can demonstrate that its partnership agreements are understood and accepted by its partners.

Outline your organisation's approach to ensuring partnership agreements

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

are understood and accepted by partners including all DFAT compliance requirements. *

Word count:
no more than 300 words

Additional indicators and questions for Full Accreditation

Indicator C1.5: ANGO has documented procedures for managing its partnerships.

Upload procedures or guidelines for the management of partnerships *

Attach a file:

e.g. Manual of Policy & Procedures

Indicator C1.6: If ANGO is working in association with international affiliates or consortiums, there are documented roles and responsibilities of country offices and international partners, alliances or affiliates.

Outline your organisation's approach to negotiating and agreeing roles and responsibilities of country office, international partners, alliances or affiliates. *

Word count:
no more than 300 words

Upload example of documented roles and responsibilities of country offices, international partners, alliance or affiliates *

Attach a file:

Provide reference to any relevant clauses in MoU or equivalent (as provided in A1.4) between your organisation and the international network that outlines your respective roles and responsibilities of your organisation, country offices and the international partners, alliances or affiliates. *

Section C: Approaches To Partnership And Collaboration

* indicates a required field

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Criterion C2: The ANGO undertakes due diligence and assesses the capacity of its partner organisations.

This criterion seeks to establish that the ANGO takes a systematic approach to assessing the capacity and performance of its partners.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document*. For example: C2.1a Due diligence assessment template, C2.1b Completed Due Diligence Assessment, etc.

Indicator C2.1: ANGO undertakes formal due diligence on all new partners.

Outline your organisation's approach to undertaking formal due diligence on all new partners. *

Word count:

Must be no more than 300 words.

Upload guidelines or standard template used for due diligence assessment of new partners *

Attach a file:

Upload one example of a completed due diligence assessment of a new partner *

Attach a file:

Indicator C2.2: ANGO regularly assesses the capacity of its implementing partners including financial management, safeguarding practices and operational performance.

Outline your organisation's approach to the regular assessment of the capacity of implementing partners (include reference to frequency and rationale for differing approaches). *

Word count:

no more than 300 words

Upload one example of completed partner capacity assessment *

Attach a file:

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Indicator C2.3: ANGO ensures its implementing partners can differentiate between development activities and non-development activities.

Does your organisation support implementing partners to undertake non-development activities? *

Yes

No

Outline how your organisation ensures implementing partners are differentiating between development activities and non-development activities. *

Word count:

Must be no more than 300 words.

Upload one example of communication with partner regarding the differentiation between development and non-development activities *

Attach a file:

Additional indicators and questions for Full Accreditation

Indicator C2.4: ANGO assesses the capacity of its implementing partners, every 3-5 years, in a systematic and documented manner including financial management, safeguarding practices and operational performance or more frequently if required.

Upload guidelines or standard template used for the capacity assessment of implementing partners *

Attach a file:

Section C: Approaches To Partnership And Collaboration

* indicates a required field

Criterion C3: The ANGO continually supports its partners to manage joint initiatives in a manner consistent with current good practice

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

This criterion seeks to establish that the ANGO provides adequate ongoing capacity strengthening support to partners to enable good development practice and comply with DFAT funding obligations.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document*. For example: C3.3 Partner Feedback mechanism, C3.4 Partner Capacity Strengthening Plan, etc.

Indicator C3.1: ANGO has taken the capacity of implementing partners into account in program design and delivery.

Outline your organisation's approach to taking the capacity of implementing partners into account in program design and delivery describing one example.

*

Word count:

Must be no more than 300 words

Indicator C3.2: ANGO monitors and responds to the performance of its implementing partners, including implementation of policy requirements.

Outline your organisation's approach to monitoring and responding to the performance of its implementing partners, including implementation of policy requirements.

*

Word count:

no more than 300 words

Indicator C3.3: ANGO enables partners to provide feedback, raise complaints and receive a response through an effective, accessible and safe process.

Outline your organisation's approach to enabling partners to provide feedback, raise complaints and receive a response.

*

Word count:

no more than 300 words

Upload example of documentation from partner feedback mechanism or process

*

Attach a file:

Additional indicators and questions for Full Accreditation

Indicator C3.4: ANGO has documented implementing partner capacity strengthening plans.

Outline how your organisation develops and implements partner capacity strengthening plans *

Word count:
no more than 300 words

Upload one example of a partner capacity strengthening plan (related to the capacity assessment provided in C2.2) *

Attach a file:

Indicator C3.5: ANGO can demonstrate it works with implementing partners on an ongoing basis to operate in a manner that is consistent with good development practice and meets reasonable risk management and safeguarding policy obligations.

Outline your organisation's approach to working with implementing partners on an ongoing basis to operate in a manner that is consistent with good development practice and meets reasonable risk management and safeguarding policy obligations. *

Word count:
no more than 300 words

Indicator C3.6: ANGO has a system to assess the effectiveness of its partnerships or collaborations.

Outline your organisation's approach to assessing the effectiveness of its partnerships or collaborations. *

Word count:
no more than 300 words

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Upload standard template or completed report assessing effectiveness of partnership or collaboration *

Attach a file:

Section D: Communications

* indicates a required field

Criterion D1: The ANGO acknowledges and attributes Australian government support

This criterion seeks to assess that ANGOs and its partners have commitment and capacity to comply with [DFAT requirements](#) to acknowledge Australian Government support

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document*. For example: **D1.1a Promotional material showing public recognition in Australia, D1.2 Policy on acknowledgement and attribution, etc.**

Indicator D1.1: ANGO acknowledges and attributes the Australian identity and the support of the Australian Government, both in Australia and overseas.

Outline your organisation's approach to acknowledging and attributing the Australian identity and the support of the Australian Government in:

Australia *

Word count:

Must be no more than 200 words

Countries where support is provided *

Word count:

Upload three examples of promotional or other materials which shows public recognition of the Australian identity and the support of the Australian Government in Australia *

Attach a file:

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Upload three examples of promotional or other materials which shows public recognition of the Australian identity and the support of the Australian Government in countries where support has been provided *

Attach a file:

Additional indicators and questions for Full Accreditation

Indicator D1.2: ANGO has documented procedures that address the acknowledgement and attribution of the Australian identity and support of the Australian Government.

Upload policy or guidance notes that addresses the acknowledgement and attribution of the Australian identity and support of the Australian Government *

Attach a file:

Section D: Communications

* indicates a required field

Criterion D2: The ANGO provides accurate, timely and accessible information about the organisation, its objectives and its activities, in a manner that respects the dignity of recipient communities

This criterion seeks to assess an organisation's commitment to transparency.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document.* **For example: D2.1 Example of Sharing information, D2.4 Policy on public materials, etc.**

Indicator D2.1: ANGO and its partners share accurate, timely and accessible information with its stakeholders, including primary stakeholders.

ANGO New Accreditation Agency Profile (2018 criteria)

Form Preview

Outline your organisation's approach to sharing accurate, timely and accessible information with stakeholders, including primary stakeholders. *

Word count:
no more than 300 words

Provide up to 3 webpage links that demonstrate how your organisation publishes information about its work

Webpage reference 1 *

Must be a URL

Webpage reference 2

Webpage reference 3

Indicator D2.2: There is consistency between ANGO's activities and its promotional material.

Outline your organisation's approach to ensuring consistency between its activities and its promotional material. *

Word count:
no more than 300 words

Indicator D2.3: ANGO's promotional material respects the dignity, values, history, religion and culture of the people with whom it works.

Outline your organisation's approach to ensuring promotional materials respect the dignity, values, history, religion and culture of people. *

Word count:
no more than 300 words

Outline your organisation's approach to seeking informed consent for the collection and use of images and stories. *

Word count:
no more than 300 words

Additional indicators and questions for Full Accreditation

Indicator D2.4: ANGO has established systems to ensure that any public materials are quality assured against guidelines.

Upload policy, guidelines or equivalent that ensures public materials are quality assured, ensuring they are accurate, timely and accessible and respect the dignity, values, history, religion and culture of people *

Attach a file:

Indicator D2.5 ANGO has agreed guidelines with international partners, alliances or affiliates covering appropriate attribution in organisational promotional materials.

Outline your organisation's approach to ensuring appropriate attribution in organisational promotional materials amongst international partners, alliance or affiliates. *

Word count:
Must be no more than 300 words.

Section E: Financial Management

* indicates a required field

Criterion E1: The ANGO has effective financial management policies, systems and capacity

This criterion seeks to establish that the ANGO has appropriate policies, systems and capacity in place to effectively manage its commitments and obligations to DFAT.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document.* For example: **E1.1a Key Financial Policy, E1.3a Schedule of delegations, etc.**

INTERNAL CONTROLS

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Indicator E1.1: ANGO has documented policies and procedures to account for funding.

Outline your organisation's procedures and practices in Australia in the following areas:

- Budgeting
- Receipting and recording of donations and grants
- Responsibilities of officers and their delegations
- Purchasing/contracting policies and procedures
- Accounts payment systems, including overseas transfers and payments
- Certification of accounts and partner acquittals
- Acquittal Reporting and Consolidation
- Cash Management
- Bank and Key account reconciliations
- Assets (Overseas) management
- Staff records
- Travel approval
- Financial records management
- Project financial management
- Calculation and use of interest, with specific reference to donor funds
- Management of exchange rate gains/losses, with specific reference to donor funds

Response *

Word count:

Must be no more than 1000 words

Upload copies of key financial policies, systems and procedures, or an index if documents are very large *

Attach a file:

Upload procurement policy *

Attach a file:

Indicator E1.2: ANGO has financial systems controlling general ledger and project ledgers.

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Outline your organisation's general ledger system (including its name) and whether it has the ability to account for income and expenditure at a project level. *

Word count:
no more than 300 words

Indicator E1.3: ANGO has documented delegation and authorisation levels for personnel, including cheque signatories.

Outline your organisation's delegation and authorisation levels for personnel, including cheque signatories. *

Word count:
no more than 300 words

Upload a schedule of delegation and authorisation levels for personnel *

Attach a file:

Upload a current list of approved cheque signatories *

Attach a file:

Indicator E1.4: ANGO has a clear segregation of duties between procurement, authorisation of supplier invoices and the authorisation of payment.

Outline how your organisation ensures segregation of duties between procurement, authorisation of supplier invoices and the authorisation of payment. *

Word count:
no more than 300 words

Indicator E1.5: ANGO produces audited financial statements.

List audits that have been undertaken of your organisation in the last five years.

Date of audit	Type of audit	Who undertook the audit	Reason for audit (eg, donor requirement, scheduled)

Upload audited financial statements and management letters of the ANGO from the last 3 years *

Attach a file:

Indicator E1.6: ANGO has appropriate procedures and practices to control funds sent overseas.

Outline your organisation's procedures and practices to control funds sent overseas. *

Word count:

no more than 300 words

Overseas Payments/ Transfers policy or procedure *

Attach a file:

FINANCIAL CAPACITY

Indicator E1.7: ANGO has the financial human resource capacity to effectively manage its commitments and obligations to DFAT.

Outline your organisation's human resource capacity to effectively manage its commitments and obligations to DFAT including the level of resources and key financial and any project finance positions. *

no more than 300 words

Indicator E1.8: ANGO has the absorptive capacity to meet matching ratio requirements to effectively program and manage the level of ANCP funding provided or anticipated in the next Financial Year.

Outline your organisation's approach to managing its levels of operational reserves and how it has the

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

absorptive capacity to manage its ANCP funding commitments. *

Word count:
no more than 300 words

Additional indicators and questions for Full Accreditation

INTERNAL CONTROLS

Indicator E1.9: ANGO has an organisational approach to cost and value consciousness including procurement processes and costs, use of contractors, partnering or sub-granting arrangements, indirect costs, staffing arrangements, and travel and administration costs.

Outline your organisation's approach to cost and value consciousness. *

Word count:
no more than 300 words

Upload policy on VFM/Cost and value consciousness

Attach a file:

FINANCIAL CAPACITY

Indicator E1.10: ANGO has assessed its own capacity to undertake financial management (fiduciary assessment).

Outline your organisation's approach to assessing its own capacity to undertake financial management. *

Word count:
no more than 300 words

Upload the most recent example of a self-assessment of your organisation's own capacity to undertake financial management *

Attach a file:

Section E: Financial Management

* indicates a required field

Criterion E2: The ANGO assesses, monitors and strengthens the financial management capacity of its implementing partners and affiliates to ensure they have the capacity and commitment to undertake activities in a professionally competent manner with regard to financial operations

This criterion seeks to establish that the ANGO assesses, monitors and strengthens the financial capacity of its partners and affiliates.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document.* For example: **E2.2a Fiduciary assessment template, E2.3 Project acquittal, etc.**

Indicator E2.1: ANGO's financial systems provide the necessary detail to effectively monitor expenditure in a timely manner.

Outline your organisation's approach to capturing and recording, monitoring and managing expenditure incurred overseas by partners and affiliates in a timely manner. *

Word count:
no more than 300 words

Indicator E2.2: ANGO undertakes regular assessment of the financial and risk management systems and capacity of implementing partners (fiduciary assessment) before contracting.

Outline your organisation's approach to undertaking assessments of financial and risk management systems and capacity of implementing partners. *

Upload standard template or guidelines for the fiduciary assessment of implementing partners *

Attach a file:

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Upload one completed example of a fiduciary assessment of an implementing partner *

Attach a file:

Indicator E2.3: ANGO regularly receives and reviews project acquittals from implementing partners.

Outline your organisation's approach to receiving and reviewing project acquittals from implementing partners. *

Word count:

Must be no more than 300 words.

Upload one project acquittal (for the same project as used in section B and C) *

Attach a file:

Indicator E2.4: ANGO monitors and responds to the financial management performance of its implementing partners.

Outline your organisation's approach to monitoring and responding to the financial management performance of implementing partners. *

Word count:

no more than 300 words

Indicator E2.5: ANGO assesses that implementing partners have practices in place to facilitate the prevention, detection and investigation of fraud.

Outline your organisation's approach to assessing implementing partners' practices to facilitate the prevention, detection and investigation of fraud. *

Word count:

Must be no more than 300 words.

Additional indicators and questions for Full Accreditation

ANGO New Accreditation Agency Profile (2018 criteria)

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Indicator E2.6: ANGO can demonstrate it works with implementing partners on an ongoing basis to strengthen financial management capacity and operate in a manner that is consistent with good financial and risk management practice.

Outline your organisation's approach to strengthening the financial management capacity of implementing partners on an ongoing basis. *

Word count:
no more than 300 words

Indicator E2.7: ANGO assesses fiduciary risk of implementing partners and implements appropriate risk based controls.

Outline your organisation's approach to assessing fiduciary risk of implementing partners and implementing risk based controls. *

Word count:
Must be no more than 300 words.

Indicator E2.8: ANGO receives and reviews audited financial statements from implementing partners.

Outline your organisation's approach to receiving and reviewing audited financial statements from implementing partners. *

Word count:
no more than 300 words

Upload one example of any audit or financial review undertaken of your implementing partners or projects in the last 3 years *

Attach a file:

List audits and/or financial reviews undertaken of your implementing partners or projects in the last five years.

Date of audit/review	Type of audit/review	Who undertook the audit/review	Reason for audit/review (eg, donor requirement, scheduled)
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ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Must be a date.			
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Indicator E2.9: If ANGO is working in association with international affiliates, networks or consortiums, the ANGO receives and reviews regular financial statements, expenditure and acquittal reports and independent audits.

Outline your organisation's approach to receiving and reviewing financial statements, expenditure and acquittal reports and independent audits from international affiliates, networks etc.

*

Word count:
no more than 300 words

Upload one example of a financial statement from an international affiliate or consortium partner

Attach a file:

Upload one example of an expenditure or acquittal report from an international affiliate or consortium partner

Attach a file:

Upload one example of an independent audit (if available) from an international affiliate or consortium partner

Attach a file:

Indicator E2.10: ANGO can request an independent audit of the implementing partners working in association with its international partners, alliances or affiliates, and has the right to withhold funds.

Outline your organisation's approach to requesting an independent audit of implementing partners working in association with international partners, alliance or affiliates and the

Word count:
no more than 300 words

process for withholding funds if necessary. *

Indicator E2.11: ANGO undertakes checks of implementing partners to ensure their internal controls (including fraud controls) are operating effectively and that staff are trained in the relevant policies and procedures.

Outline your organisation's approach to undertaking checks of implementing partners to ensure their internal controls (including fraud controls) are operating effectively and that staff are trained in the relevant policies and procedures. *

Word count:
no more than 300 words

Section E: Financial Management

* indicates a required field

Criterion E3: The ANGO has effective policies, systems and practices to manage financial risk

This criterion seeks to establish that the ANGO has the policies, systems and practices required to assess, report & escalate, mitigate and manage financial risk including risks relating to fraud, corruption, terrorism financing, and overseas expenditure.

NOTE: All uploaded files must use the following naming convention: *number of indicator + a, b, c etc + brief description of document.* For example: **E3.2a Financial report 2017-18, E3.3 Financial Risk Assessment of Partner, etc.**

Indicator E3.1: ANGO conducts assessments of financial risks particular to its operating context.

Outline your organisation's approach to assessing the financial risks particular to its operating context. *

Word count:
Must be no more than 200 words

Indicator E3.2: ANGO provides regular financial reports and financial risk reports to its governing body

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Outline your organisation's approach to providing financial reports and financial risk reports to its governing body *

Word count:
no more than 300 words

Provide a sample of three (3) financial reports and financial risk reports to the ANGO governing body:

Financial Report 1 *

Attach a file:

Financial Report 2 *

Attach a file:

Financial Report 3 *

Attach a file:

Financial Risk Report 1 *

Attach a file:

Financial Risk Report 2 *

Attach a file:

Financial Risk Report 3 *

Attach a file:

Upload minutes of the two most recent Audit and Risk Committee (or equivalent) meetings *

Attach a file:

Indicator E3.3: ANGO undertakes periodic assessments of financial risk of its implementing partners.

Outline your organisation's approach to assessing financial risk of implementing partners. *

Word count:
no more than 300 words

Upload one example of a financial risk

Attach a file:

ANGO New Accreditation Agency Profile (2018 criteria)

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assessment of an implementing partner *

Indicator E3.4: ANGO has documented agreements with implementing partners for the management and use of funds.

Outline your organisation's approach to developing documented agreements with implementing partners for the management and use of funds. Specifically include reference to the requirement to assess, report & escalate, mitigate and manage financial risk including risks relating to fraud, corruption, terrorism financing, and overseas expenditure is addressed). *

Word count:
no more than 300 words

Provide reference to clauses relevant to the management and use of funds in standard partner agreement, MOU or equivalent that was provided at Indicator C1.2. *

Indicator E3.5: ANGO has a foreign currency exchange policy for limiting rate movement exposure.

Outline your organisation's approach to managing and mitigating the risk of foreign currency exposures. *

Word count:
Must be no more than 300 words.

Upload foreign currency exchange policy *

Attach a file:

Indicator E3.6: ANGO has appropriate insurance policies (e.g. public liability).

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Upload a list of the organisation's insurance policies *

Attach a file:

ANTI FRAUD AND CORRUPTION

Indicator E3.7: ANGO has policies, systems and practices in place to facilitate the prevention, detection and investigation of fraud and the prevention of corruption.

Outline your organisation's approach to facilitating the prevention, detection and investigation of fraud and the prevention of corruption including training provide to staff, contractors and implementing partners. *

Word count:

Must be no more than 300 words.

Has your organisation identified or reported any fraud in the last two years. If yes, provide summary details and describe what action has been taken post discovery to improve financial systems and processes? *

Word count:

Must be no more than 400 words.

Upload fraud and/or Anti-corruption policy *

Attach a file:

Upload fraud control plan or equivalent *

Attach a file:

TERRORISM FINANCING RISK

Indicator E3.8: ANGO has a policy to prevent terrorism financing.

Upload prevention of terrorism financing policy

Attach a file:

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Indicator E3.9: ANGO has systems and processes in place to verify that it and its implementing partners undertake terrorism screening (frequency should be commensurate with the risk context).

Outline your organisation's approach to verifying that it and its implementing partners undertake terrorism screening at a frequency that is commensurate with the risk context. *

Word count:
no more than 300 words

Indicator E3.10: ANGO has systems to support implementing partners to have the necessary controls in place to prevent terrorism financing.

Outline your organisation's approach to supporting implementing partners to have the necessary controls to prevent terrorism financing. *

Word count:
no more than 300 words

Indicator E3.11: ANGO has appropriate risk management systems in place to prevent funds going directly or indirectly to individuals or organisations associated with terrorism

Outline your organisation's own risk management systems to prevent funds going directly or indirectly to individuals or organisations associated with terrorism. *

Word count:
no more than 300 words

Additional indicators and questions for Full Accreditation

Indicator E3.12: ANGO undertakes periodic assessment of its own financial systems.

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Outline your organisation's approach to the periodic assessment of its own financial systems. *

Word count:
no more than 300 words

Indicator E3.13: ANGO undertakes internal audits or reviews in response to financial risk assessment.

Outline your organisation's approach to undertaking internal audits or reviews in response to financial risk assessment. *

Word count:
no more than 300 words

Upload example of an internal audit or review report *

Attach a file:

Indicator E3.14: ANGO has appropriate business continuity plans and disaster recovery plans in place.

Outline your organisation's approach to managing business continuity and disaster recovery. *

Word count:
no more than 300 words

Upload reserves policy *

Attach a file:

Business continuity plan and disaster recovery plan *

Attach a file:

What was your organisation's financial reserves at the end of the last three financial years?

Year 1 *

e.g. 2017/18

Amount *

Must be a dollar amount.

ANGO New Accreditation Agency Profile (2018 criteria) Form Preview

Year 2 *

e.g. 2016/17

Amount *

\$
Must be a dollar amount.

Year 3 *

e.g. 2015/16

Amount *

\$
Must be a dollar amount.

Declaration and Privacy Statement

* indicates a required field

Authorising Officer

The Department of Foreign Affairs and Trade (DFAT) must comply with the [Australian Privacy Principles](#) contained in the *Privacy Act 1988* (Cth) (Privacy Act).

The information you provide in your Agency Profile is used by DFAT to assess your organisation's application for Accreditation. This information, including any personal information, will be used internally within DFAT, and will be disclosed to a review team contracted by DFAT to assess your organisation's claims against the Accreditation Criteria and the Committee for Development Cooperation (CDC). It may also be used or disclosed by DFAT for other internal processes, such as assessing grant or tender applications submitted by your organisation or for fraud, compliance or other similar investigations.

If you do not provide the personal information identified in the form as mandatory, DFAT will not be able to assess your organisation's application for Accreditation. Providing any other personal information is optional.

The DFAT Privacy policy is available [here](#) and contains important information including how to access and seek correction of personal information we hold, and how to make a privacy complaint. If there are any queries about how we manage personal information, please contact our Privacy Team at privacy@dfat.gov.au.

Applicants should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

I, certify that:

- I have read the relevant information provided in the Australian NGO Accreditation Guidance Manual and confirm the organisation meets the eligibility criteria.
- The statements in this application are true to the best of my knowledge.
- I acknowledge that this application will be assessed on its merits.
- I understand that my contact details may be used to receive information updates about relevant DFAT activities, and that I may choose to opt out of further updates at any time.
- I have read and understood this Declaration and Privacy Statement and agree to DFAT handling personal information as set out in it.

ANGO New Accreditation Agency Profile (2018 criteria)

Form Preview

- Where I have provided personal information of other people, I confirm that they have provided their express consent for DFAT to handle their personal information as set out in this Declaration and Privacy Statement.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

Authorised person's name *

Title

First Name

Last Name

Position held *

Date of declaration *