

# Due Diligence Form for CBO Partnership



## Section 1 **Organizational Information**

01. Organization Name :

02. Registration Number :

03. Date of Establishment :

04. Type of Organization :  Non-profit  Non-Governmental Organization (NGO)  Community-Based Organization (CBO)  
 Other (Please specify)

05. Primary Contact Person :

• Name :

• Position :

• Phone :

• Email :

06. Address :

07. Website (if applicable) :

08. Social Media Links (if applicable) :

## Section 2 **Governance and Management**

01. Does your organization have a governing board or management committee? Yes  No

If yes, please provide details (e.g., names, positions, contact information):

**02. Key Staff Members and Their Roles :**

(Attach a separate document if necessary)

**03. Organizational Policies (Please check if applicable):**

- Financial Policy
- Anti-corruption Policy
- Anti-terrorism Policy
- Child Protection Policy
- Non-discrimination Policy
- Code of Conduct
- Other (Please specify)

**04. Is your organization compliant with local laws and regulations?** Yes  No

If no, please explain

**Section 3 Financial Information**

**01. Annual Budget for the Last Fiscal Year (LKR):**

**02. Primary Funding Sources:**

**03. Does your organization have audited financial statements?** Yes  No

If yes, please attach the latest audited financial report.

**04. Does your organization maintain separate bank accounts for different projects?** Yes  No

If no, please explain

**Section 4 Project Experience and Impact**

**01. Describe your organization's mission and primary activities:**

**02. Key Projects Implemented in the Last 3 Years:**

(Attach a separate document if necessary)

**03. Current Partnerships or Collaborations:**

**04. Describe your organization’s experience in the following areas (if applicable) :**

• Education:

• Health:

• Livelihoods:

• Water & Sanitation:

**Section 5 Risk Management and Compliance**

**01.** Has your organization ever been involved in any legal proceedings, disputes, or government investigations?

Yes

No

If yes, please provide details:

**02.** Does your organization conduct background checks on staff and volunteers?

Yes

No

**03.** Do you have procedures in place to ensure accountability for the use of funds and resources?

Yes

No

If yes, please explain:

**04.** Does your organization have any conflict of interest policies?

Yes

No

**Section 6 References**

Please provide the names and contact details of two references who can speak to your organization’s work and credibility:

**Reference 1**

• Name:

• Organization:

• Position:

• Phone:

• Email:

**Reference 2**

- Name:

- Organization:

- Position:

- Phone:

- Email:

**Section 7 Certification**

I certify that the information provided in this form is accurate and complete to the best of my knowledge.

Name of the Person Completing the Form:

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Signature

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Date

**Registration Documents**

- Copy of the organization's registration certificate or proof of legal status.
- Financial Documents
  - Latest bank statement or proof of bank account ownership in the organization's name.
  - Basic financial report (income and expenditure) for the last fiscal year.
- Governance Documents
  - List of Board Members or Directors, with their contact details.
- Project Documents:
  - List of completed or ongoing projects, with basic details (title, location, budget, and beneficiaries).
- Reference Letters:
  - At least one letter of recommendation from a previous donor or partner.