# Membership and eligibility application

Your organisation can choose to apply for membership with the eligibility to apply for funds or membership only.

An eligibility assessment is needed if you are applying to ForumCiv for the first time OR if more than three years has passed since the end date of your last implemented initiative granted by ForumCiv.

If you are eligible since before, you only have to apply for Membership.

If you are a member since before, you have to apply for Membership with the eligibility to apply for funds.

Please note that applications are assessed during February and June each year. Your organisation will receive a decision after 4-5 weeks given that it is complete. If you plan to apply to a specific window, make sure that **you send in the required documents before February 1st or June 1st** as the assessments aligns with SPP’s pre-registration windows for the April and October window.

Please contact [Membership\_and\_eligibility@forumciv.org](mailto:Membership_and_eligibility@forumciv.org) for any questions regarding your application and the application process.

## We want to apply for:

Membership with the eligibility to apply for funds (if you want or plan to apply for funds).

Only Membership (if you do not want to apply for funds or are already eligible).

## We fulfil ForumCiv’s basic requirements for membership:

 We are a registered non-profit organisation (ideell förening) or a foundation (stiftelse) in Sweden.

 We are based in Sweden.

 We are non-governmental.

 We are a democratically governed organisation that follow proper organisational practice and gives all members the ability to influence the organisation.

 We have non-profit goals.

 We promote democratic development and human rights.

 We stand behind ForumCiv’s statutes and policy platform.

 We have existed for at least one financial year for which the annual reports have been presented and the board have been given discharge (Note that to be able to apply to SPP, the requirement is two financial years).

 We are not an economic association or a company.

## If applying for funds, we fulfil ForumCiv’s basic requirements for eligibility:

We have existed for at least two financial years for which the annual reports have been presented and the board have been given discharge.

We are active as an organisation in Sweden with an adequate member base.

We have a rights-based approach which is demonstrated in their partnerships, activities and outreach.

We have an existing partnership with a local partner organisation in the country where the initiative will take place.

We have the necessary financial stability and capacity to implement and report an SPP initiative without risking the independence or sustainability of the organisation.

We do not have any significant compliance issues from previous projects.

 We are not a Sida Strategic Partner Organisation.

 We are not a member of or receive grant from another Sida Strategic Partner Organisation.

## Application Questions

1. State your organisation’s external communication channels (website, social media etc).

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1. Has your organisation been previously funded by ForumCiv or any other institutional donor? (If from another institutional donor, attach donor assessment and decisions, and your reporting to the donor incl. audit.)

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1. Describe your system for accounting and bookkeeping.

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1. If ForumCiv assess that your organisation qualifies for membership but not for eligibility to apply for funds, do you still want to become a member?

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1. If ForumCiv assess that your organisation qualifies for eligibility to apply for funds, do you want to be registered for the upcoming application window?

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## Organizational documents to submit

Attach the following signed documents as separate pdfs, clearly named and dated (Document title – Date or period – Organisation)

* Statutes with date of approval with date of approval (Memorandum of association for foundations).
* Latest approved annual meeting minutes, signed according to your organisation's statutes.
* Extracts from minutes that show the organisation’s elected authorised signatories, signed by delegated signatories.
* Latest approved activity report, signed by the departing board.
* Latest approved annual report including income statement and balance report, signed by the departing board.
* Latest auditors' report, signed and dated by the trustee auditor or external auditor.
* Motivational letter explaining why your organisation wants to become a member of ForumCiv, signed by two authorised signatories.
* If you want to apply for funds, a statement of the local partner organisation(s)’s sources of income during the past bookkeeping (usually calendar) year.
* If you want to apply for funds, documents from institutional donor (donor assessment and decisions, and your reporting to the donor incl. audit).