**Annex 7. Organizational Self-Assessment Form**

*Please send with the submission of Small Grants Proposal - SGP Indonesia.*

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| **PROFILE AND MANAGEMENT OF ORGANIZATIONS** |
| **Name of Organization**  |  |
| **Description of organization**  | *Explain the brief history of the organization, vision of Mission, structure, work area and the latest achievements of your organization* |
| **Enabling conditions of organisation** | * Are there external actors (local, national, international) affecting the work and achievement of the organization?
* Are there any other organizations and actors working in the same field or issue?
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| **PROGRAM MANAGEMENT CAPACITY** |
| * + 1. Describe programs that have been or are being carried out by the organization and complete them with time periods, brief descriptions, locations, program partners, key successes.
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| * + 1. Describe similar programs that your organization has or is currently doing
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| * + 1. Explain the position and competence of each staff member you submit in this proposal.
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| * + 1. Has your organization ever worked with national parks (GLNP or WKNP)? If so, explain the form of collaboration, location and success of the program.
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| * + 1. Explain your organization's strategy going forward regarding the sustainability of the program after SGP Indonesia's activities have ended, both at the field level, engagement of stakeholders, and knowledge management.
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| **ORGANIZATION'S FINANCIAL MANAGEMENT CAPACITY** |
| 1. Is there a special section that takes care of the organization's financial activities? |
| * *• If so, who is the highest leader in the finance department? Describe the mechanism of financial work structure. (attach organizational structure)*
* *• If not, how and who is the organizer or person in charge of the organization's financial activities?*
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| 2. Where does the organization's operational funding source and source of funding go to? |
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| 3. Does your organization have SOPs or similar organizational regulations that underlie organizational activities, especially financial activities? |
| *If there is, attach a financial management mechanism and policy.* |
| 4. Has there been an audit process for reported financial reporting? If you have been audited, what has been audited by an internal or public accounting firm? For what type and reporting period? |
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| 5. Is the financial recording system done manually (hand records) or has it been computerized? |
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| 6. What is the status and treatment of tax obligations that arise in the organization? |
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