*Fill in* ***electronically*** *only*

**CSO’s Fact Sheet (lead or partner organisation)[[1]](#footnote-1)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 1. | Full Title of the Organization |  |
| 2. | Type of Organisation |  |
| 3. | Address |  |
| Contact Details |  |
| Responsible person(s) |  |
| 4. | Registration Data (date, number etc.) |  |
| 5. | CSO’s Statute*(key points; submit a copy)* |  |
| CSO’s Mission |  |
| CSO’s Objectives |  |
| CSO’s Organizational Structure |  |
| 6. | Number of full/part time paid staff, with short description of responsibilities |  |
| Number of full/part time volunteers |  |
| 7. | Approximate annual income *(submit annual bank statements from last two years)* |  |
| List of major donors, with reference and contact list |  |
|  |
|  |
|  |
| 8. | Overview of at least 2 major projects in the last five years, with relevant data, more if possible *(donor, subject, value, duration, results, reference info)* | i |  |
| ii |  |
| iii |  |
| iv |  |
| v |  |
| 9. | Key achievements*(What are some of the key highlights/successes)* |  |
| 10. | Main challenges*(What are some of the main problems and issues that you’re facing)* |  |
| 11. | 14. Future plans*(What are the future directions of the CSO, e.g. plans to scale up activities by expanding coverage or reaching new groups)* |  |
| 12. | Add any additional info you deem relevant: |

**Media Fact Sheet (lead or partner organisation)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 1. | Full Title of the Media/ |  |
| 2. | Type of Media |  |
| 3. | Address |  |
| Contact Details |  |
| Responsible person(s) |  |
| 4. | Registration Data (date, number etc.) |  |
| 5. | Number of full/part time paid staff, with short description of responsibilities |  |
| Number of full/part time interns/apprentices |  |
| 7. | Approximate annual income *(submit annual bank statements from last two years)* |  |
| 8. | Overview of at least 2 major projects in the last five years, with relevant data, more if possible *(donor, subject, value, duration, results, reference info)* | i |  |
| ii |  |
| iii |  |
| iv |  |
| v |  |
| 9. | Key achievements*(What are some of the key highlights/successes)* |  |
| 10. | Main challenges*(What are some of the main problems and issues that you’re facing)* |  |
| 11. | 14. Future plans*(What are the future directions of the media, e.g. plans for increased media content production, topics covered etc…)* |  |
| 12. | Add any additional info you deem relevant: |

1. Please place this form on your memorandum [↑](#footnote-ref-1)