**INITIAL CONTACT - ONLINE APPLICATION FORM**

ECHO (Expanding Children’s Opportunities) welcomes new local partners. As we regularly receive requests for support, we require interested organizations to use this form to give us a better understanding of your organization, its funding needs and its organizational aims. If we see a good fit, we will contact you.

**Before filling in this form**, please verify your organization complies with the following:

* ECHO currently restricts its support to NGOs in South-East Asia, with a direct impact on vulnerable children’s lives
* ECHO applies a range of selection criteria, as listed on the [website](https://www.worldofecho.org/criteria-en)

ECHO does not support organizations that discriminate against any person as a service recipient, employee, or volunteer on the basis of race, religion, gender, nationality, ancestry, disability, sexual orientation, or marital status. Does your organization comply with this policy? [ ]  Yes [ ]  No

Date of submission:       **A. BASIC INFORMATION**Full name of organization, as registered with government:
Acronym or commonly used name of the organization (if different from above):

Nongovernmental organization (NGO) registration number:
Month and year the organization registered:

Full name(s) of the organization’s founder(s):

Full name of the person completing this proposal:

Title/position:       Email:       Phone number (including country code):

Website:

Social media links:

How did you find ECHO or who referred you to ECHO?

**B. ORGANIZATIONAL STRUCTURE**

Full name of the organization’s (Executive) Director:

Title:       Email:       Phone number (including country code):

Does your organization have an external (foreign) governing or advisory board? If yes, list the full names of all board members:

Does your organization have a local board? If yes, list the full names of all board members:

Complete physical address of your organization’s headquarters or main program site, if different from above (PO Box is *not* acceptable):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total number | Number of men | Number of women | Under 30 years old | Number of full-time | Number of part-time | Number of volunteers / year |
| Staff |       |       |       |       |       |       |       |

**C. ACTIVITIES - PROGRAMS**

History: please provide us with a brief description of the organization’s activities in the past.

What are the challenges your community involving children and youth that you are trying to solve?

Please list and describe all current programs, and explain how these programs address the challenges mentioned above.

How does your organization know if you are making a difference? How do you measure the success of your programs?

*\* Being served directly refers to those served regularly through face-to-face contact with program staff, often in a one-on-one, small-group, or classroom setting. Direct programming is generally targeted to the needs of a specific individual or group. Being served indirectly refers to services that are implemented on a more massive scale, targeting large groups or segments of the community, often with no face-to-face contact. Exposure to the program is very brief—ranging from a few seconds to an hour or so.*

**D. CHILDREN/YOUTH SERVED**

If applicable,

Age range of the children you support: from       to

Number of children you support directly\*:

Number of children you support indirectly\*:

Number of families you support directly\*:

Number of families you support indirectly\*:

Check up to 5 boxes that most accurately describe the population of children/youth served:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Addicted to drugs/alcohol | [ ]  | Indigenous/ethnic minorities | [ ]  | Sex workers |
| [ ]  | Adolescent girls | [ ]  | Involved in street/gang violence | [ ]  | Slum children |
| [ ]  | Displaced/refugees | [ ]  | Living in prison | [ ]  | Street-based |
| [ ]  | Domestic laborers | [ ]  | Married | [ ]  | Teen parents |
| [ ]  | Forced child laborers | [ ]  | Migrants | [ ]  | Trafficked |
| [ ]  | HIV positive | [ ]  | Orphaned | [ ]  | Unaccompanied minors |
| [ ]  | In a conflict/post-conflict area | [ ]  | Out of school | [ ]  | Waste pickers |
| [ ]  | In school | [ ]  | Physically/mentally disabled | [ ]  | Living in impermanent or semi-permanent shelter |
| [ ]  | In conflict with the law and/or delinquent | [ ]  | Involved in/survivors of family violence or abuse |

Describe any other significant characteristics of the children/youth served:

Do you have a child protection policy in place? [ ]  Yes [ ]  No

**E. FINANCIAL DATA**

Organizational expenditures for previous year in USD:

Allocation of budget in percentages (%) for previous year:

Allocation of budget among programs for previous year in USD:

Please provide us with a digital copy of the financial statements for previous year in USD.

Does the organization organize external audits? [ ]  Yes [ ]  No

Describe your current funding situation: how do you currently fund your operations? Who are currently your top 5 contributors?

**F. ADDITIONAL DOCUMENTS**

It is not necessary to provide the documents listed below in this initial contact phase, but we welcome any additional information you may already have available.

* Organizational Income and Expenditures
* Organizational Structure (org charts)
* External Audit reports up to 3 years
* Annual Reports up to 3 years
* Annual Financial Statements up to 3 years
* Director and Founder Biographies
* Current and/or future strategic plan