



EVALUATION QUESTIONNAIRE

Evaluation questionnaire strictly for personal use by the
If International Foundation

If International Foundation would be very grateful if you would take the time to complete this questionnaire.

The information you provide will allow us to move forward in considering a potential partnership.

How should you complete this document?

It has 4 separate sections: the organisation, its programmes, the proposed project, the request for support.

If some questions appear to be similar, please check whether they refer to the organisation or to the project and reply accordingly.

To ensure that your application is properly processed, please note that only complete questionnaires will be considered (provided that, once completed, they include a maximum of 6 pages of A4 (font size 12). Optional ... to be discussed)

Please answer on a separate sheet,
using the numbering in the questionnaire (e.g.: 1.1).

Please give all financial information in US dollars.

You may attach tables, graphs, reports, films and photos.

Please return the questionnaire by email to the following address:
contact@if-internationalfoundation.org

Date:

Person completing the questionnaire:

O R G A N I S A T I O N

1 . M i s s i o n

- 1.1 Define your mission.
- 1.2 Summarise the history of your organisation (maximum 5 lines).
- 1.3 What was the factor that triggered the creation of your organisation? (idea, observation, person behind it)
- 1.4. List the main objectives of the organisation.
- 1.5. Briefly describe your strategy for achieving these objectives.
- 1.6. Please give the date of creation and legal form of the organisation.
- 1.7. Please give a major example of success and failure of the organisation indicating what you learnt from it (e.g.: as regards your approach, strategy, governance, projects ...).
 - Success:
 - Failure:

2 . N e e d

- 2.1 How would you define the need you are meeting?
- 2.2 In which country?
- 2.3 What are the origins of the issue?
- 2.4 In which part of the problem do you intervene (raising awareness, prevention, solving the problem, ...)
 - What is your strategy?
 - What are the positive and negative effects of responding to this problem?

3 . M o d e o f i n t e r v e n t i o n

- 3.1. Do you know of other organisations working in this field (in the same geographical area as you)?
- 3.2 Do you work alone or with other private or public bodies (NGOs, state government, government departments)?

4 . G o v e r n a n c e

- 4.1 What are the bodies of the organisation (Board of Directors, Management, Committees, etc.)?
- 4.2 How long have they existed?
- 4.3 What decision has the Board taken in the last two years that has had a significant impact on the life of the organisation?
- 4.4 Is the organisation under state control?

5 . M a n a g e m e n t

- 5.1 Main members of your management.
For each member please provide: CV, time in office, number of hours worked.
- 5.2 What are the main qualifications of the management team?
- 5.3 How many workers do you have? Specify the % of paid employees and volunteers, the proportion of local/expat staff, the number of hours they work.

6 . F u n d i n g (please provide information in USD)

- 6.1. What is your annual budget?
- 6.2. What is your forecast budget? Please attach a copy.
- 6.3. What is your fundraising strategy?
- 6.4. To date, what percentage of the budget for the year has already been achieved?
- 6.5. Please give the breakdown of the budget (in %) between administration (specifying what these costs include), salaries, projects and operating reserves.
- 6.6. Can you provide us with a copy of your last balance sheet?
- 6.7 What are the sources of funding for the organisation? List by type (private, institutional, state funding) specifying the breakdown; please also list some donors.
Also specify whether you receive long-term support.
- 6.8 Are you subject to an annual external audit? Could you send us a copy?

7 . I m p a c t

- 7.1 Who are the direct and indirect beneficiaries of the work of your organisation?
- 7.2 How many are there per year?
- 7.3 Do you follow up and evaluate your results?
- 7.4 Do you also measure your impact?
- 7.4 If so, what are the indicators used to measure your results and your impact?
- 7.5 How often do you measure your results/impact?

P R O G R A M M E S O F T H E O R G A N I S A T I O N

8 . P r o g r a m m e s

- 8.1 Please list and describe in a few words the programmes currently run by your organisation.
- 8.2 Where appropriate, indicate the programme to which the project you are contacting us about belongs.

D E S C R I P T I O N O F T H E P R O J E C T

9 . Y o u r p r o j e c t

9.1 Describe your project covering the following points:

- starting date
- length of project (the project may have no time limit, in which case it is referred to as a programme, for which the foundation also offers funding)
- place of implementation
- objectives of the project (principle and intermediate)
- issue that the project seeks to resolve
- priority of the issue within its overall situation
- strategy implemented to resolve the problem that the project has decided to tackle
- systemic effect of this strategy (there may not be one)
- direct and indirect beneficiaries
- number of direct and indirect beneficiaries
- cost per beneficiary
- services delivered by the project
- exit strategy if the project is limited in time
- if the project is intended to be long-term active, how will you ensure financial sustainability?
- persons responsible for the project (project management staff)
- private or public partners on the ground

9.2 How does the project fit within the organisation's mission and how will it complement the mission?

9.3. Expected results:

- How do the beneficiaries benefit from the project?
- What effect will the project have on the community where the beneficiaries live?
- List the main expected results.
- Do you measure results? How often?
- If so, please attach details of your system of measurement and evaluation.
- If the project is ongoing, what are the results to date?

9.4. Is there an impact measurement? Which method is used?

9.5. Funding (in USD):

- budget for the project? Items included in operating expenses? Avoid miscellaneous headings.
- share of project funding already achieved?
- breakdown between the different types of project funders (institutional, private, public ...)?
- is there a donor partnership for the project?
- is it partly self-funded and if so in what proportion?

REQUEST FOR SUPPORT

10. Request for support

The request may concern a project or a programme. The request must specify the activities/means used and present a plan of action (calendar) and a budget plan.

If International Foundation thanks you for taking the time to answer its questions. We are honoured by the trust you have placed in us. We will provide you with an answer within 3 weeks (excluding official school holidays).

**If International Foundation
108 chemin de Ruth, 1223 Cologny, Suisse
contact@if-internationalfondation.org**

www.if-internationalfondation.org