

# NGO SUPPORT QUESTIONNAIRE

1. Thank you for taking the time to answer these questions. The following categories of questions will enable us to evaluate and analyse the support we can extend to your NGO / Non-Profit as per the aims and objectives of our Society / Trust
2. The information provided by you in this questionnaire will be kept confidential and will be used for the intended purposes only

## **Programs and Goals (Queries about the work you do)**

- 1) What is your most successful program / project and why?  
Give us your best example of the way you have seen your organisation's work make a difference

- 2) What are the areas of opportunity for your organisation?  
What could you do better?

- 3) Do you have a strategic plan?  
What key things are you trying to accomplish in that plan?

- 4) Is there anything specific that you wish more people knew about your organisation or the issues you are trying to solve?

## **Resourcing and Opportunities (Queries about your funding resources and your greatest needs)**

- 1) Where does most of your funding come from?

- 2) What percentage of your budgets come from private donations and what do private donations help you to do that your other funding sources don't cover?

- 3) What are your most urgent needs?

- 4) What would make the greatest difference in helping your organisation get better at what it does?

**Engage Supporters (Queries about how you involve your supporters)**

- 1) If I wanted to get to know the organisation better, what are the best ways to learn more?

- 2) How do you keep your supporters up to date about your work?

**Progress Updates (Queries to understand and support the level of involvement required)**

- 1) How do you measure and report on the effectiveness of your programs / projects / objectives?

- 2) What are the main obstacles that stand between you and your organisation's mission, and how do you plan to overcome them?

- 3) Do you regularly have the resources to cover your organisation's budget? Why or why not?

- 4) How would you compare your programs / projects and results / impact to others working in similar fields?

- 5) What are the steps you are taking to achieve your strategic goals?

- 6) How do you want us to get involved with your organisation?

**Profile of the organisation (Queries on compliance aspects)**

- 1) Are you a qualified nonprofit organisation and how long have you been around?

- 2) Who is responsible for running the organisation and/ or making financial decisions?  
Who serves on the Board of Trustees / Managing Committee?

- 3) What is the vision and mission of the organisation and are there any current legal or operational challenges?

- 4) What reporting and transparency do you provide regarding the application of our donation?

- 5) What does your organisation do to protect the donor information from an information technology prospective?

- 6) Could you share with us the profile of your donors? Where does your support come from?

- 7) What is your strategic long-term plan?

### **General Queries**

- 1) How can donors help other than making financial contributions?

- 2) Can you share one or two stories of individuals whose lives have been changed because of your organisation's support?

- 3) How can we get access to your Annual Reports and Newsletters?

Please refer to the FAQ section on our website [www.hfrcpune.org](http://www.hfrcpune.org) for more details

3. Kindly arrange to upload the listed documents in PDF / JPG / JPEG format only (file size of each document not exceeding 500 KB)

### **Document Uploads**

- a) 12AB Registration Certificate

- b) 80G Exemption Certificate
- c) NGO Darpan ID
- d) Income Tax PAN
- e) FCRA Registration Certificate
- f) NGO Registration Certificate
- g) List of Members / Governing Body / Trustees
- h) Proof of registered office address of the NGO

Full	Name:
Designation:	
Organisation Name:	
Landline:	
Mobile No.:	
Email:	
Website:	