

CHECKLIST OF REQUIREMENTS
FUND RAISING CAMPAIGN AUTHORITY
 (Non-Government Organization/Association)

Name of Applicant : _____

Address : _____

Contact No./E-mail address : _____

Region/ Field Office : _____

Put a **check (√)** in the corresponding box if the document is **available** or **(X)** mark if **not**

Available	Documentary Requirements		Remarks
	1	Duly Accomplished Application Form (Annex 2)	
	2	Certified True Copy (CTC) of Certificate of Registration with SEC which has jurisdiction to regulate the endorsing SWDA, and Articles of Incorporation and By-Laws, if new applicant.	
	3	Updated Certificate of Good Standing, or Updated Certificate of Corporate Filing/Accomplished SEC General Information Sheet (GIS) from any of the above-mentioned regulatory government agency that has jurisdiction to regulate the applying organization or agency.	
	4	Updated Profile of the Governing Board or its equivalent in the corporation, certified by the Corporate Secretary or any equivalent officer. (Annex 6)	
	5	Project Proposal on the intended public solicitation approved by the Head of the Agency including work and financial plan (WFP) of the intended activity indicating other details and methodology to be used. (Annex 5)	
	6	Endorsement or Certification from any but not limited to the following agencies	

Available	Documentary Requirements		Remarks
		<p>that allow/s applicant to undertake solicitation activities in their agency's jurisdiction, as applicable:</p> <p>h.1. Director of Private Schools</p> <p>h.2. Schools Superintendent of Public School</p> <p>h.3. Head or authorized representative of National Government Agencies (NGAs)</p> <p>h.4. Head or authorized representative of Local Government Unit (LGU)</p> <p>h.5. Bishop/Parish Priest/Minister or Head of Sect or Denomination</p> <p>h.6. Others</p>	
	7	Approved and notarized board resolution or other written authorization for the solicitation activity which shall ensure strict compliance to the standard ratio of funds utilization (Annex 20) or Pledge of Commitment for individuals (Annex 11)	
	8	Certification from the Local Government Unit (LGU) (i.e. Barangay/Municipal/City) where the person, corporation, organization or association is located or takes office is a law-abiding entity and not in any manner engaged, involved or support activities against the government nor that risks peace and order of the people and communities of the area	
	9	Fund Utilization Report (Annex 12) of proceeds and expenditures.	
	10	Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Service/ Unit (FMS/U)	

Available	Documentary Requirements		Remarks
	11	For Emergency Fundraising: Undertaking to comply with the remaining requirements within the validity period of the issued Temporary Permit (<i>Annex 9 Undertaking – Corporations/Organizations</i>)	
Other documents submitted by the applicant:			

Remarks: For endorsement For submission of lacking documents

Reviewed by:

Name and signature of staff

Date