

**CHECKLIST OF REQUIREMENTS**  
**FUND RAISING CAMPAIGN AUTHORITY**  
 (Government Agencies)

**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	1	Duly Accomplished Application Form (Annex 2)	
2	2	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)	
3	3	Endorsement or Certification from any but not limited to the following agencies that allow/s applicant to undertake solicitation activities in their agency's jurisdiction, as applicable:  h.1. Director of Private Schools  h.2. Schools Superintendent of Public School  h.3. Head or authorized representative of National Government Agencies (NGAs)  h.4. Head or authorized representative of Local Government Unit (LGU)  h.5. Bishop/Parish Priest/Minister or Head of Sect or Denomination  h.6. Others	
4	4	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)	

Available	Documentary Requirements		Remarks
	5	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	
	6	Fund Utilization Report (Annex 12) of proceeds and expenditures.	
	7	Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Service/Unit (FMS/U)	
	8	<b>For Emergency Fundraising:</b> Undertaking to comply with the remaining requirements within the validity period of the issued Temporary Permit ( <i>Annex 9 Undertaking – Corporations/Organizations</i> )	
<b>Other documents submitted by the applicant:</b>			

**Remarks:**     For endorsement         For submission of lacking documents

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Reviewed by:

\_\_\_\_\_  
Name and signature of staff

\_\_\_\_\_  
Date