Organization Form (Example)

Organization: ABC Organization

Last Updated: 2/24/2014

Project Definition: How is a project defined for the purposes of NGO Aid Map (e.g., programs and projects, or some other structure)? Do you have multi-tiered project structures (e.g., projects and sub-projects or components)?

In general, projects on NGO Aid Map correspond to grants the organization has received. In cases where grants are very large or cover activities in multiple countries, we may report on those as several different projects, usually broken down by country. This allows us to provide more specific details on country level activities than would otherwise be possible.

Coverage: Approximately how many active projects does your organization have at any given time? You can provide a range if an exact number is not available.

300-320

Timetable for Publication: If you are providing information on just a portion of your work to start, by when do you aim to provide information on all active projects (not including those subject to exclusions)?

Our information will be made available in three phases. Phase 1: By March 2014 we will publish information on projects funded by bilateral or multilateral donors, foundations and corporations and where we are the primary recipient and implementer. Phase 2: By January 2015 we will publish information on projects in which we are the sub-recipient and have authorization from the primary implementer to publish. Phase 3: By January 2016, we will publish information on all of our projects.

Frequency: How frequently will data be published?
Every four months.

Timeliness: How soon after data is captured and available internally will it be published on NGO Aid Map?
Within four months.

Exclusions: Please identify any rules or criteria your organization uses for deciding what data should not be published.
We will exclude information on activities whose publication could endanger the security of our staff or that of our implementing partners or communities we work with. In some cases, we may choose not to publish any information on a project. In other cases, we may omit certain types of information (such as partners, budget or sub-national location).

Thresholds: Are there any thresholds on the value of projects to be published?
We will not publish information on projects whose budgets are less than $25,000.

Data Quality: Please comment on the quality of the information published on NGO Aid Map for your organization.
The data published on NGO Aid Map comes from our internal project management database. Information in this database is reviewed by our staff for accuracy on a regular basis.

Notes on Specific Fields (Optional)	
Field (specify): *name*	*notes*
Field (specify): *name*	*notes*
Field (specify): *name*	*notes*

Fillable Form Here