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**Organization Form**

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| **Organization:** *Your Organization Name*  **Last Updated:** *Date of Last Revision* | |
| **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)? | |
| *Enter a project definition* | |
| **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. | |
| *Enter a number or approximate range* | |
| **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)? | |
| *Enter a publication timetable* | |
| **Frequency:** How frequently will data be published? | |
| *Enter expected update frequency* | |
| **Timeliness:** How soon after data is captured and available internally will it be published on NGO Aid Map? | |
| *Enter your timeliness explanation* | |
| **Exclusions:** Please identify any rules or criteria your organization uses for deciding what data should not be published. | |
| *Explanations of exclusions* | |
| **Thresholds:** Are there any thresholds on the value of projects to be published? | |
| *Enter any applicable data publishing thresholds* | |
| **Data Quality:** Please comment on the quality of the information published on NGO Aid Map for your organization. | |
| *Data quality comments* | |
| **Notes on Specific Fields (Optional)** | |
| **Field (specify):** *name* | *notes* |
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| **Field (specify):** *name* | *notes* |