

**CHECKLIST FOR RECEIVING IN-COUNTRY FUNDING**

*(To be used in conjunction with the QPRG on in-country funding)*

This checklist is to be completed and signed by the Country Director, Regional Director and CPO before any funding applications are submitted to the donor or commitments for receiving funding are accepted from the donor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Region** |  | **Country Office** | |  |
| **New/Existing partner** *(please select)* | YES/NO | **New/existing project** *(please select)* | | YES/NO |
| **Expected Amount in Local Currency** *(state currency)* |  | **Expected Amount in EUR** *(based on oanda.com exchange rate of the day)* | |  |
| **Name of Donor** |  | | **Initiative** |  |

| **No.** | **Tick to confirm** | **Item** |
| --- | --- | --- |
|  |  | Receiving in-country funding is permitted in the registration status of the CBM CO office and is in accordance with its local tax exemption status. |
|  |  | Issuing of a certification of donation is possible by the Country Office, in case the donor requires a certificate of donation, and the layout as prescribed by the donor and local regulations is known. The CoD should be shared with Legal for compliance. |
|  |  | The funding opportunity relates to funds offered without any expected reward or returned services to donor |
|  |  | Any use of CBM’s name and/or logo on the donor’s publications is not in breach of the local definition of “income” and therefore does not affect its tax exemption status, and is not in breach of CBM’s existing branding guidelines |
|  |  | Regional Finance Manager confirms (via email) that a separate (sub-) bank account is not necessary OR |
|  | Regional Finance Manager confirms (via email) that a separate (sub-) bank account is necessary and that this can be set up easily to receive and manage the funds |
|  |  | Regional Finance Manager confirms (via email) that the cash flow proposed by the donor can be managed, e.g. payment to CBM in arrears |
|  |  | An evaluation of the donor, e.g. through the sanction list <https://namescan.io/FreeSanctionsCheck.aspx>, shows that the donor and responsible persons have not been sanctioned due to money laundering, fraud, terrorism links, etc. |
|  |  | The partner and country office have the human capacity to absorb and monitor the use of the funds to meet all programme obligations, as with any other grant |
|  |  | Treasury & Accounting and Legal have confirmed via email that there are neither exchange of services nor potential tax implications. |
|  |  | The CO is aware of any co-financing requirements |
|  |  | The funding opportunity includes an amount to cover administrative costs. |

I, the Country Director (in the absence thereof, the Regional Director), confirm that the above-named checks have been conducted and that all local and CBM-internal regulations have been and/or will be followed as listed below.

|  |  |
| --- | --- |
| **No.** | **Item** |
|  | **For new partnerships or existing partnerships with old partner assessments:** Partner assessment will be conducted according to CBM’s QPRG on Partner Development and Approval and approved in accordance with the Authority Matrix.  **For existing partnerships:** Partner assessment is still valid |
|  | **For new projects:** Project will be developed and approved according to CBM’s QPRGs on Project Development and Approval, and in accordance with the Authority Matrix.  **For existing projects:** Changes to the budget will be recorded in the Project/Programme Approval (PPA) and approved according to the Authority Matrix once funding is confirmed by the donor |
|  | The content of the agreement will be verified by Legal Manager (Bensheim) |
|  | Expected deliverables and reporting requirements for donors will be clearly documented and resources available to meet the requirements |

*Signature Country Director Name Date*

***Proposal Reviewed by:***

*Signature Regional Director Name Date*

*Signature Initiative Director Name Date*

***Funding opportunity approved by:***

*Signature Name Date*

*Director Institutional Donors*