

Due Diligence Checklist for NGOs/NPOs

Before any funds are transferred, Mogale City must conduct a **due diligence assessment** of the organisation.

1. Organisational Verification

Requirement	Yes	No
Organisation registered as an NPO/NGO/CBO	<input type="checkbox"/>	<input type="checkbox"/>
Proof of registration certificate submitted	<input type="checkbox"/>	<input type="checkbox"/>
Constitution of the organisation provided	<input type="checkbox"/>	<input type="checkbox"/>
Board or management committee established	<input type="checkbox"/>	<input type="checkbox"/>
Organisation operating within municipal jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>

2. Financial Verification

Requirement	Yes	No
Bank account in the organisation's name	<input type="checkbox"/>	<input type="checkbox"/>
Bank confirmation letter submitted	<input type="checkbox"/>	<input type="checkbox"/>
Latest financial statements submitted	<input type="checkbox"/>	<input type="checkbox"/>
Financial management system in place	<input type="checkbox"/>	<input type="checkbox"/>

3. Programme Capacity

Requirement	Yes	No
Project proposal submitted		
Project aligns with municipal priorities		
Organisation has experience implementing similar projects		
Realistic implementation plan provided		

4. Risk Assessment

Risk Category	Low	Medium	High
Governance risk			
Financial risk			
Operational capacity			

Recommendation:

- Approved for funding
- Approved with conditions
- Not approved

Official Name: _____

Signature: _____

Date: _____