

## 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: \_\_\_\_\_