**HOPES-LEB FUNDING FOR TRAINING AND CAPACITY BUILDING**

**Checklist on Organisational Capacity Assessment (COCA)**

**Requesting Organisation**

The COCA document should be filled up and submitted by requesting organisations for all projects.

Note: **Projects** will have to undergo a Financial Capacity Assessment based on the COCA Document and the required annexes.

1. **Contact Information**

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| **Name and (if applicable) acronym of Requesting Organisation** |  |
| **Contact Details Representative Organisation** |
| **Name and Title:** |  |
| **Telephone:** |  |
| **Email address:** |  |

1. **Structure**

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| Please attach the hierarchical structure of your organisation i.e. organisational chart and description of staff numbers in Annex 1. |

1. **Reporting**

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| Include a statement that shows:* Your organisation has implemented at least two other (comparable) donor funded projects;
* The requested annual HOPES-LEB project budget is less than 40% of the total budget of your institution.
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1. **Specific information**
	* 1. **Systems and procedures**

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| **Describe the administrative organisation of your institution in general, the internal control structure and the supporting systems (including financial management), by answering the following questions** *(Maximum 1000 words).* |
| 1. *Describe the procedures for internal control (Include a description of the main results/findings of quality control exercises regarding internal control procedures).*
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| 1. *Describe the organisational financial procedures.*
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| 1. *Is there an adequate administrative/bookkeeping system (hardware/software/filing system/coding system)?*
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| 1. *Describe the procedures concerning procurement of goods and services.*
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| 1. *Does your organisation have a euro bank account?*
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* + 1. **Financial capacity and feasibility**

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| **Please attach your organisation’s annual reports and financial statements (including audit reports if available) for the previous two years in Annex 2. If not available, please elaborate.** |
| ***What was the annual budget of the organisation handling the project you apply for over the last 3 years?*** |
|  | **Year before last** | **Last year** | **This year** | **Next year (expectation)** |
| Annual budget |  |  |  |  |

**Signature applicant**

Name: ………...... Place: ……………

Position: ………...... Date: ……………

Signature:

**Annex 1:** Organisational chart and description of staff numbers

**Annex 2:** Annual reports and financial statement of the previous two years