# CREATIVE FORCE

## ORGANISATION ASSESSMENT FOR COLLABORATIVE PROJECTS

**GENERAL INSTRUCTIONS**

Part 1 should be filled in by the Swedish applicant organisation. Part 2 should be filled in by the main international partner organisation. Part 3 can be used if your project has more than one main international partner.

**Part 1: SWEDISH APPLICANT ORGANISATION**

|  |  |
| --- | --- |
| Full name of the Swedish organisation: |  |
| Swedish organisation number: |  |
| Contact person: |  |
| Homepage of the organisation: |  |
| Year of registration: |  |

**BASIC INFORMATION**

**Does your organisation work in the field of:**Culture: [ ]
Media: [ ]
Other:

**What is the main area of expertise/goal of your organisation?**Answer here

**What are the most important results that have been achieved through your work in recent years?**Answer here

**What previous experience does your organisation have of international development?**Answer here

**ECONOMY**

**What is the annual budget of your organisation?**Answer here

**How is the organisation financed?**Answer here

**How many people work in your organisation?**Answer here

**Does the organisation produce an annual report and audit report (signed by an external, independent and qualified auditor) for the whole organisation?**[ ]  Yes
[ ]  No

**Has any external evaluation of your organisation been carried out? By whom? When?**Answer here

**What routines and systems are in place to prevent, detect and mitigate irregularities and corruption?**Answer here

**SELF-ASSESSMENT OF THE ORGANISATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **1** | **2** | **3** |
| The organisation has adequate systems to plan, follow up and assess its work on a regular basis. | [ ]  | [ ]  | [ ]  |
| The organisation has adequate systems for administration and financial management. | [ ]  | [ ]  | [ ]  |
| The finance staff have the necessary skills and capacity to manage funding in accordance with the Creative Force regulations. | [ ]  | [ ]  | [ ]  |
| The organisation is currently sufficiently staffed and resourced to be able to carry out a collaborative project of the kind applied for. | [ ]  | [ ]  | [ ]  |
| The organisation works actively to achieve gender equality and non-discrimination in its own structure (including sex, transgender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation and age). | [ ]  | [ ]  | [ ]  |

 ***(1 = Disagree, 2 = Agree to some extent, 3 = Agree )***

**COMMENTS**

**What would you say are the organisation’s main weaknesses?**Answer here

**Other comments:**Answer here

**Part 2: INTERNATIONAL PARTNER ORGANISATION**

|  |  |
| --- | --- |
| Full name of the partner organisation: |  |
| Organisation number (if applicable): |  |
| Contact person: |  |
| Homepage of the organisation: |  |
| Year of registration (if applicable): |  |
| Country in which the partner organisation is based: |  |

**BASIC INFORMATION**

**Does your organisation work in the field of:**Culture: [ ]
Media: [ ]
Other:

**What is the main area of expertise/goal of your organisation?**Answer here

**What are the most important results that have been achieved through your work in recent years?**Answer here

**What previous experience does your organisation have of international development?**Answer here

 **ECONOMY**
**What is the annual budget of your organisation?**Answer here

**How is the organisation financed?**Answer here

**How many people work in your organisation?**Answer here

**Does the organisation produce an annual report and audit report (signed by an external, independent and qualified auditor) for the whole organisation?**[ ]  Yes
[ ]  No

**Has any external evaluation of your organisation been carried out? By whom? When?**Answer here

**What routines and systems are in place to prevent, detect and mitigate irregularities and corruption?**Answer here

**SELF-ASSESSMENT OF THE ORGANISATION**

***(1= Disagree 2= Agree to some extent 3= Agree)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **1** | **2** | **3** |
| The organisation has adequate systems to plan, follow up and assess its work on a regular basis. | [ ]  | [ ]  | [ ]  |
| The organisation has adequate systems for administration and financial management. | [ ]  | [ ]  | [ ]  |
| The finance staff have the necessary skills and capacity to manage funding in accordance with the Creative Force regulations. | [ ]  | [ ]  | [ ]  |
| The organisation is currently sufficiently staffed and resourced to be able to carry out a collaborative project of the kind applied for. | [ ]  | [ ]  | [ ]  |
| The organisation works actively to achieve gender equality and non-discrimination in its own structure (including sex, transgender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation and age). | [ ]  | [ ]  | [ ]  |

**COMMENTS**

**What would you say are the organisation’s main weaknesses?**Answer here

**Other comments:**Answer here

**Part 3: INTERNATIONAL PARTNER ORGANISATION**

|  |  |
| --- | --- |
| Full name of the partner organisation: |  |
| Organisation number (if applicable): |  |
| Contact person: |  |
| Homepage of the organisation: |  |
| Year of registration (if applicable): |  |
| Country in which the partner organisation is based: |  |

**BASIC INFORMATION**

**Does your organisation work in the field of:**Culture: [ ]
Media: [ ]
Other:

**What is the main area of expertise/goal of your organisation?**Answer here

**What are the most important results that have been achieved through your work in recent years?**Answer here

**What previous experience does your organisation have of international development?**Answer here

 **ECONOMY**
**What is the annual budget of your organisation?**Answer here

**How is the organisation financed?**Answer here

**How many people work in your organisation?**Answer here

**Does the organisation produce an annual report and audit report (signed by an external, independent and qualified auditor) for the whole organisation?**[ ]  Yes
[ ]  No

**Has any external evaluation of your organisation been carried out? By whom? When?**Answer here

**What routines and systems are in place to prevent, detect and mitigate irregularities and corruption?**Answer here

**SELF-ASSESSMENT OF THE ORGANISATION**

***(1= Disagree 2= Agree to some extent 3= Agree)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **1** | **2** | **3** |
| The organisation has adequate systems to plan, follow up and assess its work on a regular basis. | [ ]  | [ ]  | [ ]  |
| The organisation has adequate systems for administration and financial management. | [ ]  | [ ]  | [ ]  |
| The finance staff have the necessary skills and capacity to manage funding in accordance with the Creative Force regulations. | [ ]  | [ ]  | [ ]  |
| The organisation is currently sufficiently staffed and resourced to be able to carry out a collaborative project of the kind applied for. | [ ]  | [ ]  | [ ]  |
| The organisation works actively to achieve gender equality and non-discrimination in its own structure (including sex, transgender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation and age). | [ ]  | [ ]  | [ ]  |

**COMMENTS**

**What would you say are the organisation’s main weaknesses?**Answer here

**Other comments:**Answer here