

# Annex H - Administrative, financial and organisational assessment grid

Please note this is for information only at this stage.

At the end of the evaluation of the full proposals, successful candidates will be asked to fill out this form and submit the requested key documents.  
Expertise France will lead a detailed administrative, financial and organisational check on before awarding the grant, on then basis of this information.  
Please use:  
. column B to list your responses  
. column C to tick off each key document, once submitted.

Question	Beneficiary's response	Documents to be communicated	Communicated to EF
When was your organisation created?		Official recording document (in case this is the first Expertise France grant)	
What is its status?		Official recording document (in case this is the first Expertise France grant)	
How would you qualify yourself: agency, NGO, local association, public body, etc.			
Where is your head office located?			
What is the size of your organisation?			
Do you have an organisation chart for your organisation?		Organisation chart of the organisation	
Do you have a proposed organisation chart for the execution of this project?		Project team organisation chart	
Shall the project be executed in partnership with other organisations (consortium, etc.)?		If yes, primary contractual references	
Does your organisation have previous experience on similar projects? (projects financed by funding agencies)			
Do the financial partners (co-beneficiaries) involved in this project have previous experience on similar projects?		If yes, primary contractual references	
What is the accounting system implemented in your organisation?			
- Is it cash or accrual accounting?			
- Is it cost accounting?			
- Is it certified?			
- Which accounting software is used?			
- In the absence of accounting software, how are the accounts formalised?			
Do you have a multi-year budgetary planning?		Strategic plan Annual budgetary planning	
What is your volume of activity?		Financial document for assessing the activity over the past 3 years: annual financial report, profit and loss statement, etc.	
- Year N-3			
- Year N-2			
- Year N-1			
If your organisation's activity has suffered a loss during one of the past three financial years, could you explain the reasons and the context?		Any document considered relevant by the beneficiary of the grant	
- Year N-3 (amount)			
- Year N-2 (amount)			
- Year N-1 (amount)			
Please provide information related to your			
- Short-term asset (amount entered in the			
- Short-term liability (amount entered in the			
Net annual cash position (at the end of past			
- Do you have additional information to provide			
Are there one or more internal procedure manuals within your organisation?		In case of a local NGO or local public body, request a copy of these manuals (only request the declaration of possession of these manuals from co-operative agencies and international NGOs)	
Is there an internal audit function in your organisation?			
Is there an anti-fraud system (training, (formations, reporting system, code of conduct, whistle-blower, etc.) in your organisation?			
Are there personnel management procedures (recruitment, verification of conflicts of interest, time sheets, payroll, etc.) in your organisation?			
Are there procedures for awarding purchase contracts in your organisation?		Procurement manual / regulation of awarding purchase contracts	
Is there a stock management and fixed asset management system in your organisation?		Specific internal procedure for management of stocks and fixed assets (only request the declaration of possession of these manuals from co-operative agencies and international NGOs)	