

RESPONSIBLE GIVING CHECK LIST

To give responsibly to a community development organization or operator it is useful to ask the following questions:

1. Is the organization or fund a registered Not for Profit Organization? If it's not, be very careful - you will have little recourse to ensure that your funds are spent responsibly. Ask to see their non-profit registration number – at the very least they should be registered as a non-profit organization in the country concerned but preferably should also have PBO (Public Benefit Organization) status.
2. Ask them who their auditors are? Most non-profit organizations, even in Africa, are strictly audited to guard against corruption. In places like South Africa, non-profits are treated as publicly-listed companies and in many cases are even more closely scrutinized than publicly listed companies.
3. Ask them what % of your donation will be applied to admin/operational costs. If it's more than 30%, you should ask them to justify the admin/operational expenses.
4. Ask for a detailed budget of the project you would like to donate to. Look for “hidden costs” in the budget and don't be afraid to ask what these are.
5. Ask for a time-frame. How long will it take to spend your funds? Many non-profit organizations struggle with implementation. No donor wants their funding to sit idle for years.
6. Ask to see the Trustee list. Non-profits are governed by a Board of Trustees. It might be useful to see who sits at the helm of the organization you're about to entrust your money to.
7. Ask about the reporting policy for donations. Some non-profits, especially the larger ones, will not report on smaller donations. You have a right to ask for a full report on how your funds have been spent. I would recommend giving to an organization that sends at least one interim report and a final report at the end of the project.

Before giving money to a specific community project, the following is a useful sustainability check-list that might assist you in choosing the right project. As a guide, if over 80% of these questions are answered in the affirmative, you are on the right track...

	YES	NO
1. Has the whole community been able to comment on the project and have all their concerns been addressed?		
2. Was community ownership of the project ensured from inception and how will they be informed of progress?		
3. Does the project increase access to one or more of the three vital priority areas – health, education or income generation?		
4. Does the project enhance skills/promote training?		
5. Will the project improve community access to infrastructure, services or information?		
6. Does the project make an effort to include all community groups?		
7. Will the project impact negatively on any sectors of the community?		
8. Does the project help to diversify the local economy?		
9. Does the project add value to local products or make sustainable use of existing resources?		
10. Where appropriate, does it add value to a visitor's experience?		
11. Does it encourage inward investment?		
12. Does it create jobs or retain existing ones?		
13. Does the project purchase good locally/make use of local people?		
14. Will the project benefit local businesses?		
15. Will the project compete negatively with existing local businesses?		
16. Does the project reduce or re-use needed resources?		
17. Does the project minimize energy use?		
18. Has the project considered use of renewable energy?		
19. Does the project promote awareness of wildlife or conservation?		
20. Does the project assist in providing access to wildlife?		
21. Does the project support the protection of native species and their habitats?		
22. Has the project adopted sound environmental management practices?		
23. Are positive changes in access to priority services anticipated?		
24. Will new resources be available as a result of the project?		
25. Will there be a change in community confidence and will the project contribute positively to “Quality of Life”?		
26. Will the project work with existing structures or organizations to maximize resources?		
27. Will all running costs be met in the long-term?		
28. Will the project impact positively on the environment and the preservation of local culture in the long-term?		

REAWAKEN
YOUR
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