



## Non-Governmental Organization (NGO) Unit

### REGISTRATION FORM FOR NON-GOVERNMENTAL ORGANIZATION DATABASE

#### Section 1. General Information

1. Name of organization: \_\_\_\_\_  
(If this is the umbrella /parent organization attach the listing of the membership.)
2. Organization Type:
  - a. Non-Governmental Organization ☐
  - b. Community Based Organization ☐
  - c. Faith Based Organization ☐
  - d. Other ☐
3. Name of parent organization (if applicable): \_\_\_\_\_
4. Address of organization: \_\_\_\_\_  
\_\_\_\_\_
5. Key Contact Person: \_\_\_\_\_
6. Telephone number(s): (1): \_\_\_\_\_ (2): \_\_\_\_\_
7. E-mail: \_\_\_\_\_
8. Website/Social Media Platforms:  

Website	<input type="checkbox"/>	_____
Facebook	<input type="checkbox"/>	_____
Instagram	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	_____

9. Board Members

First Name	Last name	Position	Phone #

11. Date organization was established: \_\_\_\_\_  
(Day / Month / Year)

12. (i) Is the organization compliant with legal registration pursuant to the Non-Profit Organization (NPO) Act?

Yes ☐ No ☐

(ii) Date of Legal Registration: (Day / Month / Year)

13. Brief description of organization:

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14. Services/programmes provided by the organization:

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15. Are fees charged for services?

☐ Yes

☐ No

If 'Yes', please specify the amount \$ \_\_\_\_\_

16. Target Population:

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17. Communities/Areas/Regions primarily serviced:

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18. Geographic Location(s) of the organization:

Trinidad – Municipal Corporation

a. Arima ☐

b. Chaguanas ☐

c. Couva/Tabaquite/Talparo ☐

d. Diego Martin ☐

e. Mayaro/ Rio Claro ☐

f. Penal/ Debe ☐

g. Point Fortin ☐

h. Port of Spain ☐

A. Princes Town ☐

B. San Fernando ☐

C. San Juan/ Laventille ☐

D. Sangre Grande ☐

E. Siparia ☐

F. Tunapuna/ Piarco ☐

Tobago ☐

## Selection II. Activities

19. Coverage of organization:

a) Service available to the immediate community

☐

c) Service available to more than one community, but not to the national population

☐

b) Service available to the national population ☐

20. Organization's Beneficiaries:

- |  |  |
|--|--|
| <input type="checkbox"/> Adolescent/ Teenage Mothers | <input type="checkbox"/> Persons/ Households Living in Poverty |
| <input type="checkbox"/> Boys/ Men                   | <input type="checkbox"/> Prisoners                             |
| <input type="checkbox"/> Children                    | <input type="checkbox"/> Single Parent Headed Households       |
| <input type="checkbox"/> Community                   | <input type="checkbox"/> Socially Displaced Persons            |
| <input type="checkbox"/> Ex-Prisoners                | <input type="checkbox"/> Substance Abusers                     |
| <input type="checkbox"/> Persons with Disabilities   | <input type="checkbox"/> Unemployed                            |
| <input type="radio"/> Hearing Impaired               | <input type="checkbox"/> Youth                                 |
| <input type="radio"/> Visually Impaired              | <input type="checkbox"/> Other (Specify)                       |
| <input type="radio"/> Intellectually Disabled        |  |
| <input type="radio"/> Physically Challenged          |  |

21. Approximate number of direct individual beneficiaries in the last year:

- (i) Males \_\_\_\_\_
- (ii) Females \_\_\_\_\_
- (iii) **Total** \_\_\_\_\_

22. Agencies/organizations the organization most frequently network or collaborate with?  
(Please list a maximum of three agencies/organizations below)

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

23. Are you affiliated with or a subsidiary of any local and/ or foreign organizations?

- ☐ Yes ☐ No

(If yes, please list a maximum of three agencies/ organizations below)

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

24. Resources/ Facilities available to the organization (select all that apply)

- | (i) <u>Own</u>                 |                          | (ii) <u>Have Access To</u>     |                          |
|--------------------------------|--------------------------|--------------------------------|--------------------------|
| a) Books/Information Resources | <input type="checkbox"/> | a) Books/Information Resources | <input type="checkbox"/> |
| b) Multi-media                 | <input type="checkbox"/> | b) Multi-media                 | <input type="checkbox"/> |
| c) Building(s)                 | <input type="checkbox"/> | c) Building(s)                 | <input type="checkbox"/> |
| d) Computer Systems            | <input type="checkbox"/> | d) Computer Systems            | <input type="checkbox"/> |
| e) Printers                    | <input type="checkbox"/> | e) Printers                    | <input type="checkbox"/> |
| f) Photocopying Machine(s)     | <input type="checkbox"/> | f) Photocopying Machine(s)     | <input type="checkbox"/> |
| g) Other (specify)             | <input type="checkbox"/> | g) Other (specify)             | <input type="checkbox"/> |

25. Have any formal evaluations been conducted on the initiatives of your organization over the last three years? (*These include audits, evaluations, assessments, programme reviews, etc.*)

- ☐ Yes ☐ No

26. What are the major challenges faced by your organization?

- |                           |                          |   |                          |
|---------------------------|--------------------------|---|--------------------------|
| a) Funding                | <input type="checkbox"/> | g) Participation by Members                     | <input type="checkbox"/> |
| b) Human Resources        | <input type="checkbox"/> | h) Co-operation/ Participation by Beneficiaries | <input type="checkbox"/> |
| c) Appropriate Skills     | <input type="checkbox"/> | i) Supporting Network                           | <input type="checkbox"/> |
| d) Government Bureaucracy | <input type="checkbox"/> | j) Other  | <input type="checkbox"/> |
| e) Equipment              | <input type="checkbox"/> |   |                          |
| f) Facilities             | <input type="checkbox"/> |   |                          |

### Selection III. Organizational Structure

27. Does the organization have a constitution?

- ☐ Yes ☐ No

28. Which of the following administrative reports does the organization prepare? (Tick all that apply)

- |                      |                          |                    |                          |
|----------------------|--------------------------|--------------------|--------------------------|
| a) Monthly Reports   | <input type="checkbox"/> | b) Annual Reports  | <input type="checkbox"/> |
| c) Quarterly Reports | <input type="checkbox"/> | d) Other (specify) | <input type="checkbox"/> |

29. Please describe the organization's record-keeping system(s):

- a) Primarily computer-based ☐ b) Primarily manual ☐  
 c) Manual and computerized ☐ d) No record-keeping system(s) ☐

30. Total number of members in the organization:

- (i) Males \_\_\_\_\_  
 (ii) Females \_\_\_\_\_  
 (iii) **Total** \_\_\_\_\_

31. Please indicate the skills available to the organization:

Type of Staff	No. of Paid Staff			No. of Volunteers/Members		
	Full Time	Part Time	Total	Full Time	Part Time	Total
Professional/Technical (Specify area of expertise .i.e. Management, IT, Finance,)						
i.						
ii.						
iii.						
iv.						
Type of Staff	No. of Paid Staff			No. of Volunteers/Members		
	Full Time	Part Time	Total	Full Time	Part Time	Total
Support (Specify category .i.e. clerical, custodial, security. etc.)						
i.						
ii.						
iii.						
iv.						

32. Has the organization been awarded or recognized for the service it provides?

- ☐ Yes ☐ No

If yes, please specify \_\_\_\_\_

#### Selection IV. Finances

33. Is there a dedicated bank account in the name of the Organization?

☐ Yes

☐ No

If yes, please provide the following:

Bank Name: \_\_\_\_\_

Branch: \_\_\_\_\_

34. Are Income and Expenditure Statements prepared on an annual basis?

☐ Yes

☐ No

35. i) Are accounts externally audited?

☐ Yes

☐ No

36. Approximate percentage of funding received from the understated sources for the last financial year. (Please complete all categories that apply):

Sources of Funding	Approximate % of Funding Received		
a. Government	<input type="checkbox"/> 0-20%	<input type="checkbox"/> 21-40%	<input type="checkbox"/> 41-60%
	<input type="checkbox"/> 61-80%	<input type="checkbox"/> 81-100%	
b. Corporate Sponsors (including local financial institutions)	<input type="checkbox"/> 0-20%	<input type="checkbox"/> 21-40%	<input type="checkbox"/> 41-60%
	<input type="checkbox"/> 61-80%	<input type="checkbox"/> 81-100%	
c. International Institutions	<input type="checkbox"/> 0-20%	<input type="checkbox"/> 21-40%	<input type="checkbox"/> 41-60%
	<input type="checkbox"/> 61-80%	<input type="checkbox"/> 81-100%	
d. Private Individuals (members)	<input type="checkbox"/> 0-20%	<input type="checkbox"/> 21-40%	<input type="checkbox"/> 41-60%
	<input type="checkbox"/> 61-80%	<input type="checkbox"/> 81-100%	
e. Private Individuals (non-members)	<input type="checkbox"/> 0-20%	<input type="checkbox"/> 21-40%	<input type="checkbox"/> 41-60%
	<input type="checkbox"/> 61-80%	<input type="checkbox"/> 81-100%	

f. Fundraising Activities	<input type="checkbox"/> 20%	<input type="checkbox"/> 21-40%	<input type="checkbox"/> 41-60%
	<input type="checkbox"/> 61-80%	<input type="checkbox"/> 81-100%	
g. Other (specify) _____	<input type="checkbox"/> 0-20%	<input type="checkbox"/> 21-40%	<input type="checkbox"/> 41-60%
	<input type="checkbox"/> 61-80%	<input type="checkbox"/> 81-100%	

## USE OF DATA DISCLAIMER

The Ministry of Social Development and Family Services is committed to protecting your right to privacy. We aim to protect any personal data we hold about you and/or your organization, to manage your personal data in a responsible way, and to be transparent in our practices.

The NGO Unit, by the collection and processing of the personal information which you have provided through this form is for the primary purpose of registering your organization in the NGO Unit's NGO Database and to share your organization's information with interested parties included, but not limited, to State agencies, government ministries, other NGOs, multi-lateral organizations and other relevant stakeholders.

By submitting your registration, you give consent for the information provided to be shared, used and processed.

Submission of your registration does not bind the Ministry of Social Development & Family Services nor the Government of the Republic of Trinidad & Tobago to the provision of any favorable benefit, business, contract, award, financial benefit, revenue, damages or loss. Significantly, registration on the NGO Unit's database is not a stamp of approval of your organization neither does it legitimize, endorse or validate the activities and operations of your organization.

The Ministry of Social Development & Family Services shall have no liability to any NGO, or NGO applicant or any other person relying on or benefiting from any NGO application for any loss of profit, revenue, or contract, or business, profession, or other occupation as a result of loss or damage of the application, attachments or documents.

## DOCUMENTS SUBMITTED CHECKLIST

- ☐ Certificate of Legal Registration
- ☐ Administrative Report (i.e. Monthly, Quarterly, Annual Reports etc.)
- ☐ Audited Accounts (*Most Recent*)
- ☐ Copy of Constitution
- ☐ Membership Listing (*where applicable*)

## DECLARATION OF ACCURACY OF INFORMATION

I declare that the information provided herein is true, complete and accurate to the best of my knowledge.

In the event that any such information is found to be inaccurate or misleading, the necessary steps will be taken to correct same.

I acknowledge and agree that failure to correct any misrepresentation may result in the removal of my organization's particulars from the registration listing of NGOs maintained by the NGO Unit of the Ministry of Social Development and Family Services.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Position in the organization**

\_\_\_\_\_  
**Date**