

## Policy Forum Membership Application Form

1. Name of the NGO (In full) and Address:

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

\*The Policy Forum contact point (full name & e-mail address if different):

2. Physical Location of the NGO – attach map if possible:

3. Under what law is your NGO registered (or what is the legal basis of your operations in Tanzania)?

Please state registration number \_\_\_\_\_ Date of registration \_\_\_\_\_

4. Are you a member of any other civil society networks (e.g. TANGO, FemAct, NNOC, etc)? Please state all the ones that apply below and include a written reference from one of the networks in which you are a member that explains your active participation and contribution since joining.

5. What are the Vision / Mission / overall strategic objective of your NGO?

6. Please rank in order of importance which of the following is your NGO interested in/engaged with:

- a. The national Poverty Reduction Strategy \_\_\_\_\_
- b. The national Budget Process \_\_\_\_\_
- c. Local governance and/or local government reform \_\_\_\_\_
- d. Access to information \_\_\_\_\_
- e. Citizen's voice, advocacy and public accountability \_\_\_\_\_
- f. Policy analysis \_\_\_\_\_
- g. Poverty monitoring \_\_\_\_\_
- h. Equity and justice \_\_\_\_\_
- i. A specific sector. If so, please specify & rank \_\_\_\_\_

\_\_\_\_\_

- j. Any other area relevant to Policy Forum. Please specify & rank.

\_\_\_\_\_

7. Does your NGO have a specific program or department on policy engagement? If so describe it and its work briefly.

8. Having read the Policy Forum Programme Strategy:

- a. What does your NGO you expect to gain from joining Policy Forum?

- b. What can you contribute to Policy Forum?

9. What is the name of the NGO's Chief Executive and/or the Head of Policy and direct contact number?

Chief Executive \_\_\_\_\_

Head of Policy (if applicable) \_\_\_\_\_

10. How many employees does the NGO have? How many based in at main office? Other offices?

11. What is the NGO's level of coverage? (How much of the country do you cover? & which regions/districts?)

**District/Region**

**Activity**

District/Region	Activity

10. What is the NGO's approximate annual budget? State currency please.

11. Any other relevant information you wish to share:

**NOTE:** Please complete all questions and **attach copies** of the following documents to your application:

1. *The mission and/or vision statement of your NGO*
2. *Your last financial statement (audited if your accounts are audited)*
3. *Your latest annual report*
4. *Your current annual work plan (if you have one)*
5. *Constitution of your NGO*
6. *Registration certificate*

<ul style="list-style-type: none"><li>• I am the Chief Executive and am authorized to act on behalf of my NGO.</li><li>• I understand that Policy Forum seeks to enhance the realization of rights and wellbeing of poor people by engaging with three key policy processes in Tanzania (Public Money, Local Governance and Active Citizens Voice).</li><li>• I commit to active participation in Policy Forum activities and to collaborating with other Policy Forum members to achieve Policy Forum objectives. I commit my NGO to regular attendance at scheduled Policy Forum meetings (applies to Dar es Salaam based members) at Chief Executive or Head of Policy Unit level</li><li>• My NGO <b>indicate which of the three options apply</b> a) seeks full membership of Policy Forum, b) seeks affiliate membership only at this time and requests to be informed and invited to public forums, c) has been a regular participant in Policy Forum and seeks formal endorsement of full membership.</li></ul>	
Signature: _____	Stamp (if applicable)
Name: _____	
Position: _____	
Date: _____	

State documents attached with this application
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*Policy Forum Board Member, P.O. Box 38486, Dar es Salaam,  
Tel: 255 (22) 2772611  
Fax: 255 (22) 2701433  
Mobile:+255 782 317 434  
Email address:info@policyforum.or.tz*

The application form will be forwarded to the Policy Forum Board Member for consideration

*Policy Forum is pleased to receive applications for membership. All applications received will be acknowledged within one week of having been received by the Policy Forum Secretariat. Applications will normally be considered by the Policy Forum Board Member during regularly scheduled monthly meetings. Policy Forum commits to making a determination on membership applications within 2 months of receipt provided the application is complete and relevant documents are attached. Failure to complete the form correctly or to attach the requested documentation may result in delays in making a decision.*

<b>DO NOT FILL THIS SECTION FOR INTERNAL PROCESSING BY POLICY FORUM ONLY</b>		
Number: _____	Date received: _____	Complete: _____
Secretariat Review:		
Board Member Review		
Decision: _____	Ref # _____	Response date: _____