



policy forum

Policy Forum Membership Application Form

PART A: ORGANISATION PROFILE

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: Are you available for a site visit., (Yes) (No)

3. 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:

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 Five-Year Development Plan III _____
- 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. Gender, Equity and justice _____
- i. A specific sector. If so, please specify & rank

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

PART B: ORGANISATION GOVERNANCE STRUCTURE

7. 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) _____

8. Please mention the list of your board/ governance council.

10. How many employees does the NGO have? Please disaggregate them by gender and age. How many are based at main office? Other offices? Please include list of your employees if are less than 10, for more than 10 provide list of senior team, designation and contacts. Kindly also share your organisation organogram. If the NGO has any volunteers, please list them.

PART C: ORGANISATION STRATEGY & PROGRAM

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

b. How does your NGO document and communicate its interventions?

8. Having read the Policy Forum Programme Strategy:

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

b. What can your organization specifically contribute to Policy Forum?

11. What is the NGO's level of coverage? (How much of the country do you cover i.e., districts or regions that you operate. Please also share the impact recorded as a result of your interventions.

10. What is the NGO's approximate Annual Revenue and its trends? 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*
5. *Constitution of your NGO*
6. *Registration certificate*
7. *Resolution to join Policy Forum Network*
8. *Two endorsement letters from referee(s) who are Policy Forum Members*

- I am the Chief Executive and am authorized to act on behalf of my NGO.
- I understand that Policy Forum seeks to augment the voice of ordinary citizens to influence policy processes that help in poverty reduction, equity and democratization with a specific focus on public money accountability to both central and local levels. Its desired change is to improve service delivery through enhanced governance and accountable use of public resources.
- 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 of scheduled Policy Forum meetings at Chief Executive or Head of Policy Unit level.

Stamp (if applicable)

Signature: _____

Name: _____

Position: _____

Date: _____

All information should be sent to:
 Policy Forum Board Member, P.O. Box 38486, Dar es Salaam,
 Tel +255 2701617; Mobile: +255 782317434
 Email address: info@policyforum.or.tz
www.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 be reviewed by the Policy Forum Board of Directors and later be submitted to the Annual General Meeting for discussion and admission. Policy Forum commits to making a determination on membership applications **yearly during its Annual General Meeting** 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.*

DO NOT FILL THIS SECTION FOR INTERNAL PROCESSING BY POLICY FORUM ONLY

Number: _____ Date received: _____ Complete: _____

Secretariat Review:

Board Member Review

Decision: _____ Ref # _____ Response date: _____