



Organization Information Form

Thank you very much for taking the time to complete this form. We understand that this can be a time consuming task and aim to make it as streamlined as possible. The deadline for Think Malawi to receive completed applications by is 26/06/2021. Please keep your answers as brief as possible while providing the key information which we should know about the project. Before completing this form, please read our guidance on small grants [here](#).

Notes:

1. This form should only be used for reference, or if you are unable to complete the online version of this form, which can be found [here](#).
2. Names, email address and title for two persons holding a senior role in the community who can vouch for the project and your organization will be required for shortlisted projects. For example this could be a school headmaster, Ministry of Education official or a member of local government.
3. Any queries relating to this form or your application should be sent to grants@thinkmalawi.org.
4. Please send your completed form to grants@thinkmalawi.org
5. This form should be accompanied by a completed Project Information Form, a Microsoft Word version of this can be downloaded [here](#).

*Required

1. Organisation name *
2. Organisation address *
3. Organisation legal status (for example registered charity, registered company). Shortlisted projects may be asked to supply proof of registration and a copy of your governing document(s). *
4. Which authority is the organization registered with? *
5. Registration number of organization for authority *

Think Malawi 59 Delawyk Crescent, London SE24 9JD

TEL: +44 (0) 7890 547703 . EMAIL: info@thinkmalawi.org . www.thinkmalawi.org

Think Malawi is registered in the UK with the Charity Commission, no. 1141352



6. Your name *

7. Your title within the organization *

8. Contact telephone number (Please include international area code, e.g. +44 7000000000) *

9. Contact email address *

10. What year was the organization founded in? *

Example: 7 January 2019

11. Organization website address and/or social media profiles if available:

12. Please confirm that you are happy for Think Malawi will use the information you provide on this form to be in touch with you and to provide updates about our grants programme and marketing. You can unsubscribe to our notifications about our grants programme and our marketing communications using the link in the footer of these emails. If you no longer wish to be contacted at all by Think Malawi please email grants@thinkmalawi.org. We will treat your information with respect. For more information about our privacy practices please visit www.thinkmalawi.org. By ticking this box, you agree that we may process your information in accordance with these terms. *

Mark only one.

☐ I agree

☐ I disagree

13. Please provide a summary of the organisation's purpose in not more than 200 words. *

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14. Does your organization have any formal links with other organisations outside Malawi? If so then please list these along with a brief explanation of the relationship otherwise please write N/A *

15. Does your organisation have a child safeguarding policy in place, or is there a government code of practice which it follows? Shortlisted projects will be asked to supply a copy of this. *

Mark only one.

☐ Yes

☐ No

16. Does your organisation have an anti-bribery policy in place, or is there a government code of practice which it follows? Shortlisted projects will be asked to supply a copy of this. If your organisation does not have one then we can advise on how to go about setting this up. *

Mark only one.

☐ Yes

☐ No

17. Does your organisation have a non-discrimination policy in place, or is there a government code of practice which it follows? Shortlisted projects will be asked to supply a copy of this. If your organisation does not have one then we can advise on how to go about setting this up. *

Mark only one.

☐ Yes

☐ No

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18.Does your organisation have at least two years of financial accounts that can be shared with Think Malawi? Shortlisted projects will be asked to supply a copy of these. If your organisation does not have one then we can advise on how to go about setting this up. *

Mark only one.

☐ Yes

☐ No

19.Does your organisation have its own bank account? *

Mark only one.

☐ Yes

☐ No

20.What percentage (approximately) of the organisation's annual running costs does it have in its financial reserves? *

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