**Document 2: Organisational Profile**

1. **Profile of …………………………………………** (Write NGOs full legal name and address)

|  |
| --- |
| **A brief history of the organisation** (maximum 250 words): (Please write briefly about the purpose of establishing your organisation, Who was involved, how the journey was at the beginning, and at what position do you see your organisation now?) |
|  |

1. **Update the table below with current information:**

|  |  |
| --- | --- |
| **Full Legal Name**  |  |
| **Abbreviated Legal Name** |  |
| **DAO Registration No.** |  |
| **DAO Renewal Date** |  |
| **SWC Affiliation No. and renewal date:** |  |
| **Year of Establish**  |  |
| **PAN/VAT No.** |  |
| **Last AGM Date:** |  |
| **Organisation's Vision** |  |
| **Organisation's Mission** |  |
| **Goals** |  |
| **Core Values** |  |
| **Purpose/Objectives** | *
*
 |
| **Geographical areas covered (Province, District, Palika)** |  |
| **Target population & groups**  |  |
| **Strategic and Thematic Focus Areas** | *
*
 |
| **Website**  |  |
| **Email address** |  |
| **Full Address and Contact No.** |  |

1. **Member and staff diversity:** (No need to write names; fill below table)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Particulars** | **Total Number** | **Female** | **Male** | **Brahmin and Chhetri** | **Dalits** | **Adibasi & Janajati** | **Madhesi** | **Others** | **PWDs** |
| Total Executive members  |  |  |  |  |  |  |  |  |  |
| Total General members  |  |  |  |  |  |  |  |  |  |
| Total staff |  |  |  |  |  |  |  |  |  |

1. **Current projects and donors** (Max. five)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Project/Programme** | **Annual Budget (NPR)** | **Project Duration** **(month and year)** | **Working Areas (District, Municipality** | **Thematic area** | **Target groups** | **Name of the funding agency** |
| **From** | **To** |
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1. **Phased-out projects** (Max. five)

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Project/Programme** | **Annual Budget (NPR)** | **Project Duration(month and year)** | **Working Areas (District, Municipality)** | **Thematic area** | **Target groups** | **Donor/Funding agency** |
| **From** | **To** |
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1. **Organisation different policies:** (List out the policies, bylaws, plans and guidelines)

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| --- | --- | --- | --- |
| **Name of the Policies/guidelines/directives** | **GA Approved Date** | **Amended Date (Latest revised date)** | **Do you have an operational plan related with this policies (Yes/No)** |
|  |  |  |  |
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1. **Contact persons** Key Executive members and Executive Director (all)

|  |  |  |
| --- | --- | --- |
| **Name** | **Designation** | **Mobile No./email** |
|  |  | Mobile:Email: |
|  |  | Mobile:Email: |
|  |  | Mobile:Email: |
|  |  |  |
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1. **Organisational Structure/Organogram:**