

# ASSOCIATION APPLICATION FORM

## INSTRUCTIONS TO COMPLETE FORM

<b>NAME OF NGO</b>		<b>YEAR ESTABLISHED</b>	
<b>ADDRESS</b>		<b>COUNTRY</b>	
<b>PHONE</b>		<b>E-MAIL</b>	
<b>WEBSITE</b>		<b>LANGUAGES</b>	
<b>SOCIAL MEDIA 1</b>	<b>SOCIAL MEDIA 2</b>	<b>SOCIAL MEDIA 3</b>	
<b>OTHER ACCREDITATION</b>			

**NAME OF NGO** – Legal name under which the NGO is registered with the corresponding government office

**YEAR ESTABLISHED** – Year in which the NGO registered with the corresponding government office and started operating as a non-governmental organization

**ADDRESS** – Physical address of the headquarters of the organization

**COUNTRY** – Member State where the headquarters of the organization are located

**PHONE** – Contact number for the headquarters of the organization

**E-MAIL** – Official e-mail address of the organization (Please note that this will be the main means of communication between DPI and the organization)

**WEBSITE** – Official website of the organization

**SOCIAL MEDIA 1, 2 & 3** – Main platforms where the organization has a presence, if any. Please replace the text Social Media 1, 2 & 3 with the platform. For example, if your organization has a presence on Facebook, Twitter and YouTube, replace the text Social Media 1 with Facebook, Social Media 2 with Twitter and Social Media 3 with YouTube, followed by the handle/name of your account. You don't need to type the complete URL in the box [*http://www.facebook.com/MyNGOsAccount*], just the name of your account. It should look like this

<b>FACEBOOK</b>	MyNGOsAccount	<b>TWITTER</b>	MyNGOsAccount	<b>YOUTUBE</b>	MyNGOsAccount
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**OTHER ACCREDITATION** – If your organization is accredited with ECOSOC (Consultative Status), UNESCO (Consultative or Associate Partnership) or UNICEF (Partnership), or any other United Nations Specialized Agency, Fund or Programme, please indicate so and provide the supporting documentation of such relationship/accreditation (Letter of acknowledgement, appointment, partnership, etc.)

## GOVERNANCE

<b>OFFICER</b>	<b>TITLE</b>
NAME OF OFFICER	Title of Officer

**GOVERNANCE** – Please indicate the names of the officers and their titles in your organization. You can list up to 4 officers. The first name must be that of the head of the organization (President, Secretary General, etc.)

## OPERATIONS

**NUMBER OF VOLUNTEERS** – Official Volunteers that regularly serve in your organization, not ad hoc assistance, if applicable

**NUMBER OF EMPLOYEES** – Paid staff that work in your organization

**NUMBER OF DUES-PAYING MEMBERS** – If applicable

**NUMBER OF PARTNER ORGANIZATIONS** – Organizations with whom you have an official partnership, not ad hoc partnerships for a project

NUMBER OF VOLUNTEERS	
NUMBER OF EMPLOYEES	
NUMBER OF DUES-PAYING MEMBERS	
NUMBER OF PARTNER ORGANIZATIONS	

## ANNUAL BUDGET (IN USD)

**FROM DONATIONS** – Funds in the previous fiscal year from Donations

**FROM MEMBERSHIP FEES** – Funds from membership fees, if applicable

**OTHER** – Funds received from other sources, including Government subsidies, investments, etc.

**TOTAL** – Total budget of the organization for the previous fiscal year

FROM DONATIONS	
FROM MEMBERSHIP FEES	
OTHER	
TOTAL	

## MISSION STATEMENT & KEY EXAMPLES OF WORK PROVIDED BY THE NGO

**Mission Statement** – Here you should describe the overall mission/vision of your organization. The scope of your work, the intent of your activities, etc. Please be as concise as possible.

**Support of UN Events / Campaign** – From the examples and supporting documentation submitted, please indicate if these were activities, events, etc. in support of a specific United Nations Event or Campaign. Please be as concise as possible.

**Participation at UN Events** – If your organization has participated at any United Nations Event in 12 months prior to your application, please describe the Event(s), Date(s), Organizing Office(s) and your Role(s) (participant, speaker, con-sponsor, etc)