

# Organizational Capacity Assessment

## Purpose

To identify capacity development needs of local partner organizations to inform strategies and programming to strengthen member organizations within the Brave Movement.

## A. General

<b>Name of Organization:</b> .....	<b>Date:</b>
.....	...../...../.....
.....	

Would you classify your organization as:

☐

An emerging organization

☐

A coalescing organization

☐

A mature organization

Please explain why: .....

.....

.....

.....

Provide an overview of your organization's work and governance structures.	
What was your operating budget last year?	
What is your operating budget this year?	



## B. Governance

<p>Do you have written rules and regulations accepted and approved by all the members of the organization?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain
<p>Do you have a committee/ board that meets and makes decisions that guide your organization's development?</p> <p><input type="checkbox"/> Oui <input type="checkbox"/> Non</p>	
<p>If yes, how often do they meet and what level of oversight do they provide for the organization (e.g., governance or operational board).</p> <p>If no, please explain the process by which strategic, operational and administrative decisions are taken and monitored.</p>	
<p>Do you have a mission and set of values which are clearly understood, agreed and approved by all the members of the organizations?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain
<p>How often are these reviewed and approved by the members of the organization/board?</p>	

## C. Administration

### C1. Organizational Structure

<p>Is the organizational and reporting structure clearly documented and disseminated?</p> <p>Please explain the process undertaken.</p>	
<p>Is there a document for supervisory and staff responsibilities?</p> <p>How often are these reviewed and updated?</p>	
<p>How do departments and staff communicate with each other?</p>	

### C2. Filing and Information Systems

<p>Is there a general filing system?</p> <p>[Should be answered in self-assessment]</p>	
<p>Is someone responsible for maintaining and updating the system?– who and what is their function in the organization?</p>	
<p>Is the information adequate to support operations and programs?</p>	
<p>What measures are taken by the organization to protect the confidentiality and security of organizational and client-related information?</p>	

## D. Finance

### D1. Financial Management System

<b>Please describe your financial management system for the organization.</b>	
<b>Does your organization keep accounts of money that can be presented on demand? If so, how?</b>	
<b>What Financial Software is used by your organization? If none, explain how financials are recorded.</b>	
<b>Does your organization have a bank account to hold its funds?</b> <b>Are they accounts for local currency or also for foreign funds?</b> <b>How are these reported to the appropriate government department?</b>	

## D2. Financial Management Procedures

<p><b>Do you have written financial management and accounting procedures?</b></p> <p><b>If YES, please cover what accounting functions are included and who on staff is responsible for this process?</b></p>	
<p><b>Do you maintain supporting receipts and invoices for each expenditure?</b></p> <p><b>Please explain your process for storing these project financial documents.</b></p>	
<p><b>Describe the process that your organization undergoes when preparing, monitoring, reviewing and reporting on a budget?</b></p>	
<p><b>What is your process/ practice to provide accurate financial reports on time to donors?</b></p>	
<p><b>Do you have written procurement and contracting policies?</b></p> <p><b>Please provide copies.</b></p>	

### D3. Staff Policies

<p><b>Do you have written personnel policies and procedures?</b></p>	
<p><b>Do you use signed timesheets or personnel activity reports to support charges for all hours worked on the project?</b></p> <p><b>Can the hours charged be traced to payroll registers, issued or cancelled payroll checks, bank statements, cash registers, payroll slips? Please share a template with us.</b></p>	
<p><b>Do you pay benefits? Is there a policy in place and how is it applied to salaries and wages?</b></p>	
<p><b>Do you have a travel policy?</b></p> <p><b>If YES or NO, please describe how travel is authorized and expenses reimbursed?</b></p> <p><b>Please provide a copy of the policy.</b></p>	

## D4. Funding and Audits

<p>How many funding sources do you have at the moment?</p> <p>Please list the donors (and project amounts per donor) your organization has had experience working with over the last 3-5 years.</p>	
<p>How do you allocate office running expenses to a specific funding source? (ex: office rent, stationery, office supplies, communication and postage, other expenses)</p>	
<p>Does your organization undergo an annual external audit? If yes, who is your current auditing company?</p>	

## E. Partnerships

<b>What types of organizations does your organization partner with?</b>	
<b>What is the nature of these partnerships?</b>	
<b>What are some of the benefits of these partnerships?</b>	
<b>What are some of the challenges of these partnerships?</b> <b>How does your organization and staff team mitigate these challenges?</b>	



## F. Brave Movement: End Childhood Sexual Violence

### F1. Prevention Healing and Justice

At the Brave Movement, our efforts focus on three pillars of action: Prevention, Healing and Justice. Please share about your organization's work in these areas.

<b>Prevention</b>	
<b>Healing</b>	
<b>Justice</b>	

### F2. Knowledge and Capacity

Which area(s) does the organization have knowledge/capacity in?	
How has the organization gained this knowledge/capacity?	
Which other priority area(s) would you like to see knowledge/capacity developed within your project team and/or your organization?	

### F3. Active Programming

Which of these areas does your organization have programming in? Describe your organization's experience working in these areas (including an approximate length of time).	
Area #1	
Area #2	
Area #3	

### F4. Survivor-Centred Approach

How does your organization implement a survivor-centred approach to programming and advocacy efforts?	
Example #1	
Example #2	
Example #3	

## G. Capacity Building Needs

<b>What are three top areas of organizational development / capacity that you would like to see strengthened in your organization through participation in the Brave Movement?</b>	
<b>Area #1</b>	
<b>Area #2</b>	
<b>Area #3</b>	