



USAID
FROM THE AMERICAN PEOPLE

International (Non-U.S.) New Applicant Checklist (Required Documents)

APPLICANTS MUST BE INCORPORATED FOR NOT LESS THAN 18 MONTHS

Please submit in duplicate the following documents with a cover letter explaining why your organization is applying for registration with the U.S. Agency for International Development (USAID) and a description of current or intended program activities.

Please return this checklist with your submission.

- _____ 1. Audited financial statements prepared both on an accrual basis in accordance with generally accepted accounting principles or accounting standards for the country in which the organization is domiciled and by an independent, certified public accountant (CPA). Financial statements must be in English with monetary units converted to U.S. dollars for the most recent fiscal year end. Drafts will not be accepted.
- _____ 2. Annual report (draft acceptable) or a similar document describing overall program activities. The annual report must be for the same fiscal year as the financial statements and in English.
- _____ 3. International PVO Executive Contact Data Sheet.
- _____ 4. VolAg Report Data Sheet.
- _____ 5. AID Form 200-1, PVO Classification Form.
- _____ 6. Articles of incorporation or charter on official letterhead with authorizing signature establishing the organization's legal status under the laws of the country in which it is domiciled.
- _____ 7. Bylaws or relevant documents establishing corporate structure.
- _____ 8. List of board members with employees of the organization indicated.
- _____ 9. Statement of tax exemption or a comparable document from the country in which the organization is domiciled.
- _____ 10. Organizations that expend \$500,000 USD or more during its fiscal year in U.S. government awards need to include a schedule of expenditures of federal awards; report on compliance and internal control; and a summary of auditor's results.

DOCUMENTS MUST BE SUBMITTED IN DUPLICATE AND FOR THE SAME FISCAL YEAR.

REGISTRATION IS AN ANNUAL ACTIVITY.

ANNUAL SUBMISSION OF DOCUMENTS IS REQUIRED EACH YEAR

USAID may revise the checklist of documents above from time to time. In addition, each registrant will submit such other information as USAID may reasonably require to determine that the applicant meets USAID's Conditions of Eligibility for Registration.