



INITIAL QUESTIONNAIRE

Fax: 011 452 9646

Tel: 011 452 4613

E-mail: serving@unsungheroes.org.za

Name of CBO:

Physical address and contact details of CBO:

Representative on behalf of the CBO:

Contact Numbers:

Alternative contact person:

Contact Numbers:

1. Is this a Christian or church based organization?

2. Which church is it linked to?

3. What is the current relationship of the CBO with the church?

4. How long has the CBO been in existence and how did it come about (history)?

5. Is the CBO registered with the Department of Social Development?

NPO Number:

If not, why not?

6. Does your CBO have a governing body? _____ Complete below or attach a separate sheet.

Portfolio / Designation	Name	Contact Number
Chairperson		
Deputy Chair		
Secretary		
Deputy Secretary		
Treasurer		
Fundraiser		
PR/Marketing		

If not, why not?

How does your CBO structure operate?

7. Complete the information regarding staff / volunteers below or attach a separate sheet.

Designation / Role	Number of staff
Project Manager / Director	
Administrator	
Financial Manager / Administrator	
OVC Staff	
OVC Volunteers	

HBC Staff	
HBC Volunteers	
ECD Staff	
ECD Volunteers	
IGP Staff (e.g. garden / sewing /beading, etc)	
Support Staff and Volunteers	

8. Describe / write down the vision of the CBO.

9. What exactly do you wish to accomplish for the community you are serving?

10. Since you started, what achievements have you accomplished? e.g. Financial, Physical, Material

11. What type of funding do you receive? Complete below or attach a separate sheet.

Name of Donor	Amount	Period (From - To)

12. How many clients do you serve? Complete below or attach a separate sheet.

Clients Type	Number
Orphans and Vulnerable Children	
Home Based Patients	
ECD Children	
Disabled Persons	
Pensioners	
Drug Rehab	
Other (please explain)	

13. Do you have an annual audit? _____ Will you provide us with a copy? _____

14. Please name other organisations doing a similar work in your community.

15. How is your CBO providing a unique service?

16. Describe your CBO's relationship with your community in general?

17. Who could we contact as referees? (Community, friends, church, business etc)

Role / Designation	Name	Contact Number

18. Define your expectations of a future involvement with Unsung Heroes?

19. Would you provide access to Unsung Heroes to view your CBO, and to talk to your staff, volunteers and the broader community?

20. Would you be willing to develop a relationship of mutual responsibility with Unsung Heroes, knowing that we are not primarily a funding organisation? Our commitment is to provide mentoring, management and money in a process designed to assist a CBO to become effective in its work, sustainable in that it can raise its own funds and independent in that it has become a capable fully functioning organisation.

Where did you hear about us?