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| **Australian Council for International Development (ACFID)** **Full Membership Application Form** |

Organisations wishing to apply for ACFID Full Membership MUSTread the *ACFID Membership Application Guidelines* and note the principles that inform the application process, eligibility requirements for applicants, code compliance requirements, and the risk assessment process all applicants are subject to.

**Purpose of the ACFID membership application process**

The purpose of the ACFID membership application process is to enable applicants to make an informed decision about whether to join ACFID, and for ACFID to make an informed decision about whether to accept an application.

The objectives of the process are to:

* Introduce applicants to ACFID benefits in general and to the requirements of the Code in particular;
* Determine whether applicants meet the eligibility criteria for membership;
* Determine whether applicants meet the minimum requirements for compliance on application;
* Determine whether any risks to ACFID, its members and to the Code that arise from an application can be managed effectively;
* Identify starting points for collaboration between the applicant and ACFID after an application is approved, including organisational development priorities and participation in ACFID structures, processes, events etc.

**Eligibility Requirements**

To apply for ACFID Full Membership an organisation must:

* Be Australian
* Be a voluntary organisation
* Be a not for profit organisation; and
* Conduct activities in the fields of cooperation in international relief and development.

The *ACFID Membership Application Guidelines* includes expanded definitions to enable applicants to determine whether they are eligible for ACFID Full Membership.

ACFID only accepts completed applications with all attachments – please don’t send parts of an application through at different times.

For more information on the application process please refer to the*ACFID Membership Application Guidelines* or email membership@acfid.asn.au

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| **PART 1: Organisation Information** |
| **General Contact Information** |
| Legal name of entity that is applying for ACFID membership: |  |
| Trading name/Acronym: |  |
| If your organisation has more than one legal entity, please list here those that are NOT applying for ACFID membership. Otherwise, leave blank. |  |
| ABN, ACN, ARBN: |  |
| Address of registered office: |  |
| Postal address: |  |
| Phone: |  |
| Fax: |  |
| Generic email address: |  |
| Website: |  |
| **Most senior Executive Officer**  |
| Title (e.g. CEO, Executive Director): |  |
| Name: |  |
| Phone: |  |
| Email: |  |
| **Chairperson/President** |
| Name: |  |
| Email: |  |
| **Contact person for application information** |
| Name: |  |
| Job Title: |  |
| Phone: |  |
| Email: |  |
| **Type of Entity (please check one box and add details where required)** |
|  [ ]  Incorporated Association  | State/Territory in which incorporated: |
|  [ ]  Trust  | Name of Trustee: |
|  [ ]  Company Limited by Guarantee |
|  [ ]  An unincorporated body which forms part of an incorporated body (e.g. the international department of a hospital).  | Name of incorporated body of which the applicant organisation forms part: |
|  [ ]  Other type not mentioned (e.g. a body established under an Act of an Australian Parliament, Royal Decree or Letters Patent). | Please describe: |
| **Financial Year End (please check one box)** |
|  [ ]  30 June  [ ]  31 December  [ ]  Other (please specify):  |
| **Where did you hear about ACFID? (please check one box)** |
|  [ ]  A current ACFID member [ ]  DFAT [ ]  Make Poverty History [ ]  Internet search [ ]  Other (please specify):  |

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| **PART 2: Application Information** |
| 1. **Aim and purpose of entity**
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| 1. **Brief history of entity, including the year in which your entity was established**
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| 1. **Country or regional focus of program activities**
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| 1. **Nature of aid and/or development program activities**
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| 1. **Funding sources – list in order of proportion of funds received**
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| 1. **What does your organisation hope to gain by becoming a member of ACFID?**
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| 1. **What can your organisation offer ACFID?**
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| **PART 3: Code of Conduct e-learning module**The CEO and Board Chair of organisations applying for Full Membership must complete the free [Introduction to the ACFID Code of Conduct e-learning module](http://www.acfid.asn.au/learning-development/events/introduction-to-the-acfid-code-of-conduct-free-e-learning-module). While not compulsory on application, ACFID strongly encourages the entire Board and Senior Management of applicant organisations to also complete the Code e-learning module. A commitment to incorporating the e-learning module in the induction of all new Board members and staff is also a requirement of applying for ACFID membership.This scenario-based, self-paced e-learning module offers an introduction to the ACFID Code of Conduct, and will assist staff and volunteers to meet the requirements of the Code, particularly those of 9.4 (We enable our people to conduct themselves professionally and according to our stated values). This program can be undertaken at your computer (sound and video are required) and takes about 30 minutes to complete. |
| **Introduction to the ACFID Code of Conduct e-learning module completed by CEO and Board Chair? Please check box.** |
|  [ ]  YES |
| **E-Learning Certificates Attached? Please check box.** |
| CEO Certificate | [ ]  YES |
| Chair Certificate | [ ]  YES |
| **Please describe how your organisation intends to incorporate the e-learning module into the induction of new Board members and staff:** |
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| **PART 4: Compliance on application**Organisations applying for ACFID Full Membership need to be compliant with the ACFID Code of Conduct on application. To be compliant on application, an organisation must meet the requirements outlined in Table 2 in the *ACFID Membership Application Guidelines 2017*. In order to demonstrate your compliance with these requirements, organisations are required to submit the following documents. Several of these documents must meet minimum standards, as outlined in Table 2 in the *ACFID Membership Application Guidelines 2017.* |
| **Required Document** | **Please Check** |
| Completed Full Membership application form |  |
| Certificate of registration issued by an Australian authority |  |
| Certificate of registration with the Australian Charities and Not-for Profits Commission |  |
| A diagram which demonstrates the governance structure of the organisation, for example Board of Directors, committees, CEO, teams, staff and volunteers (this is neither prescriptive nor limited). Where the organisation is part of a wider structure, this diagram should also show the relationships between parent, subsidiaries, trusts and foundations. |  |
| Governing instrument which is compliant with the requirements outlined in Table 2 |  |
| List of current Board members which includes a short biography for each member, distinguishes between executive and non-executive members and identifies whether any Board member receives remuneration (if this is present in the annual report please indicate) |  |
| Minutes of the most recent AGM |   |
| Compliance Self-Assessment (CSA) which is compliant with the requirements outlined in Table 2 of the guidelines |  |
| Policies, procedures, guidelines and tools that are referred to in the CSA |  |
| Most recent audited financial statements and an audit report |  |
| Latest annual report that is compliant with the requirements outlined in Table 2 of the guidelines |  |
| Policy on complaints handling which is compliant with the requirements outlined in Table 2 of the guidelines |  |
| Policy on child safeguarding which is compliant with the requirements outlined in Table 2 of the guidelines |  |
| Policy on financial wrongdoing which is compliant with the requirements outlined in Table 2 of the guidelines |  |
| Partner memoranda of understanding or similar management tools used for partner due diligence which is compliant with the requirements outlined in Table 2 |  |
| Policy on non-development activity which is compliant with the requirements outlined in Table 2 of the guidelines |  |
| Policy on partnership commitment which is compliant with the requirements outlined in Table 2 of the guidelines |  |
| Policy on monitoring, evaluation and learning processes which is compliant with the requirements outlined in Table 2 of the guidelines |  |
| Certificates indicating completion of the Code e-learning module by Board members and senior staff, including at a minimum the Chair and the CEO  |  |
| A commitment to incorporating the e-learning module in the induction of all new Board members and staff |  |
| A Statement of Risk  |  |
| To achieve compliance on application, a number of documents need to be made accessible to the applicant’s stakeholders, either via the applicant’s website or by other means.Please indicate below whether these documents are available on your website, and if not, what other mechanisms your organisation has in place to ensure these documents are available to stakeholders: |

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| **Required Document** | **Available on website? Y/N (if N, please give explanation)** |
| Governing instrument which is compliant with the requirements outlined in Table 2 |  |
| Most recent audited financial statements and an audit report |  |
| Latest annual report that is compliant with the requirements outlined in Table 2 |  |
| Policy on complaints handling which is compliant with the requirements outlined in Table 2 of the guidelines |  |
| Policy on child protection which is compliant with the requirements outlined in Table 2 of the guidelines  |  |

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| **PART 5: Statement of Commitment to ACFID**Before you submit your application to ACFID, you must understand your membership obligations and ensure your organisation is able to fulfill these.Please check each box below to acknowledge that you have read and understood your obligations as a member of ACFID. |
| We at (Name of Organisation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  [ ]  Agree with the objectives and purpose of ACFID. [ ]  Have read the ACFID Strategic Plan 2015 – 2020 [ ]  Accept ACFID’s [Community](http://www.acfid.asn.au/membership/acfid-working-groups) of Practice Operational Guidelines and indicate how they intend to participate in ACFID (e.g. participation in working groups, nomination to committees, attending training etc.) [ ]  Will inform ACFID of any risk posed to ACFID members when considering our application **by** **submitting a separate risk statement.** [ ]  Agree to [pay fees](http://www.acfid.asn.au/membership/annual-fees) as determined by Council by the appropriate due date. |
| **Board Chairperson or President** |
| Signature: |
| Name:  |
| Date: |
| **Most senior Executive Officer** |
| Signature:  |
| Name: |
| Date: |

**To Submit:** The completed Application Form and all accompanying documents should be scanned and sent to membership@acfid.asn.au. For more information on how to submit your application, please refer to the *ACFID Membership Application Guidelines*.