

# ACFID Membership Applications - FAQs

The following information will assist you in completing your membership application with ACFID. They are relevant to Full, Affiliate and Affiliate University applications unless specified otherwise.

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## General Membership Questions

### **Our NGO delivers some programming internationally, can we be Affiliate Members?**

No you cannot. If you deliver any programs internationally, or provide humanitarian assistance, you can only become a Full Member of ACFID.

### **Our NGO is focused on advocacy only, can we be a full member of ACFID?**

NGOs focused on advocacy only will find it hard to comply with ACFID's Code of Conduct and therefore most choose Affiliate Membership. If you wish to discuss this further, please contact [membership@acfid.asn.au](mailto:membership@acfid.asn.au).

### **Our NGO is newly registered with the ACNC, can we become ACFID members?**

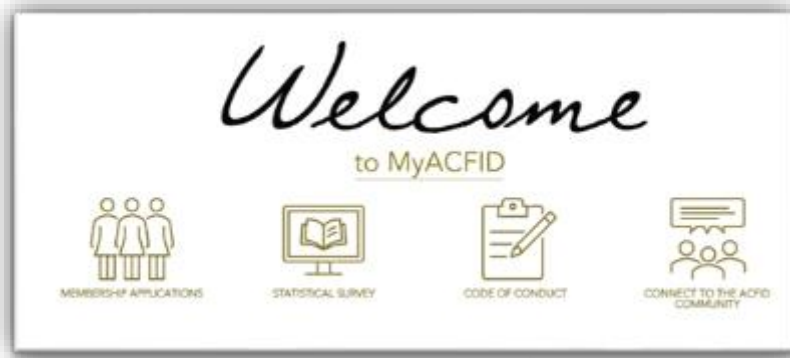
Organisations that cannot demonstrate a two-year track record of carrying out activities internationally, are ineligible for membership with ACFID. This will be checked through your audited financial statements and ACNC registration date. Alignment and compliance with our Code of Conduct is exceptionally hard to achieve if you have not been implementing international programming for 2 or more years. You are welcome to look through our Code of Conduct information and resources in order to set your organisation up to apply once you have been in operation for over two years.

### **How do I commence a membership application?**

Applications for Full Member, Affiliate Member and Affiliate University Member are all done through our online portal. Please ensure you are ready to commence an application when you click on "sign-up" as it will automatically create a record within our system.

To find the portal, please:

- Go to the [ACFID website](#) and in the top right corner, select MYACFID.
- On the MYACFID site, select LOGIN in the top right corner and when the "Sign in" prompt appears, select "Sign Up Now" if you do not have a login already.
- Select the Membership Applications icon.



- Then select the appropriate category to commence the application.

A screenshot of a web page titled "Membership Application". At the top left, there is a progress bar showing "0%". Below the title, the text "Membership Types" is followed by "Please select from our membership types". There are three columns of options, each with a dark green header and a light grey body containing a blue button. The first column is "Full Member ELIGIBILITY" with a "Sign Up" button. The second column is "Affiliate Member" with a "Loading..." button. The third column is "University Affiliate Member" with a "Sign Up" button.

### **Who within our organisation should complete an application?**

Any staff member can complete an application on behalf of your organisation. Please note that when you do so, you automatically become the “Primary Contact” for the application. This means you will have certain permissions within the system and you will receive all email correspondence relating to the application as it proceeds through our process.

### **Our organisation is small, can the CEO also be the Primary Contact?**

Yes your Head of Agency can be the Primary Contact.

### **If I commence filling out an application form, can I return to it later?**

Unfortunately, our system does not enable you to save your eligibility form and complete it later. If your computer goes to sleep, shuts down or you log out, the application will need to be restarted. We advise reading these FAQs and the Membership Application guidelines thoroughly, so you know what documents you need to upload at each stage.

In stage 2, if you are eligible, you will complete a Full Member Application form. Although this does not have a visible save button, as soon as you progress to the next page, it will save and you can return to it later. If you only complete part of this and need to return later, you must

access it through the original link sent to you in the email or through the MYACFID portal. Only the Primary Contact can work on this form and submit it.

### **Do I need to answer all the questions?**

Yes you do! Even if they are not marked as mandatory, please ensure you address all areas. This ensure we get all the information required and that the workflow in the system works correctly!

## **Full Membership**

### **How long does it take to complete the application process?**

The application process varies in length of time depending on how established your organisation already is. Applications generally take between 6 – 12 months to be completed once you have submitted. Once you submit the Code Self-Assessment, the ACFID Code Team will review it and this can anywhere from 1-4 months. It is normal to need to complete some remedial work and the Code and Standards team will provide detailed guidance on what is required. Timings will vary due to the number of applications we receive and other internal factors. Please see the diagram on the next page for the steps involved.

Factors to consider when starting your application are:

Until you complete the eligibility process, pay the application fee and then complete the Application form that will be sent to you on payment of the application fee – the system will not trigger the Code Self-Assessment. To expedite the process, ensure you complete stages 1-4 on the diagram as quickly as possible in order to have maximum time with the Code Self Assessment.

ACFID has two application rounds a year – one usually in January and one in July ([check our website here for dates](#)). You need to aim to have your Code Self-Assessment ready for one of those dates. If for example, you do the eligibility form only 3 weeks out from an application round, it is highly unlikely you will be ready to submit your CSA in time.

### **What happens when I submit the eligibility form for Full Membership?**

Once submitted, ACFID will review and let you know the outcome. You will then progress to the next stage where you will pay an application fee, then complete a Full Member Application form and Code Self Assessment.

### **Who needs to approve our Full Member application form?**

When you have submitted your Full Member Application Form, it needs to be approved by your CEO or Board Chair. Depending on who has completed your application, a number of things may occur:

IF the Primary Contact filling out the form was a separate staff member to the CEO, then both your CEO and Board Chair will receive an email requesting them create a profile in MYACFID and then approving the application. Whilst both roles need to create a profile in our system eventually, only one actually has to do the approval.

If the Primary Contact filling out the form is also the CEO/Head of Agency, then only your Board Chair will receive the email to approve the application.

**What happens if our CEO or Board Chair “rejects” the Full member application form and wishes to amend it?**

The portal currently has a fault that does not allow you to amend and resubmit the form. Please DO NOT reject the application form. We advise the CEO is consulted BEFORE it is submitted for their approval. If you encounter difficulties, please contact [membership@acfid.asn.au](mailto:membership@acfid.asn.au)

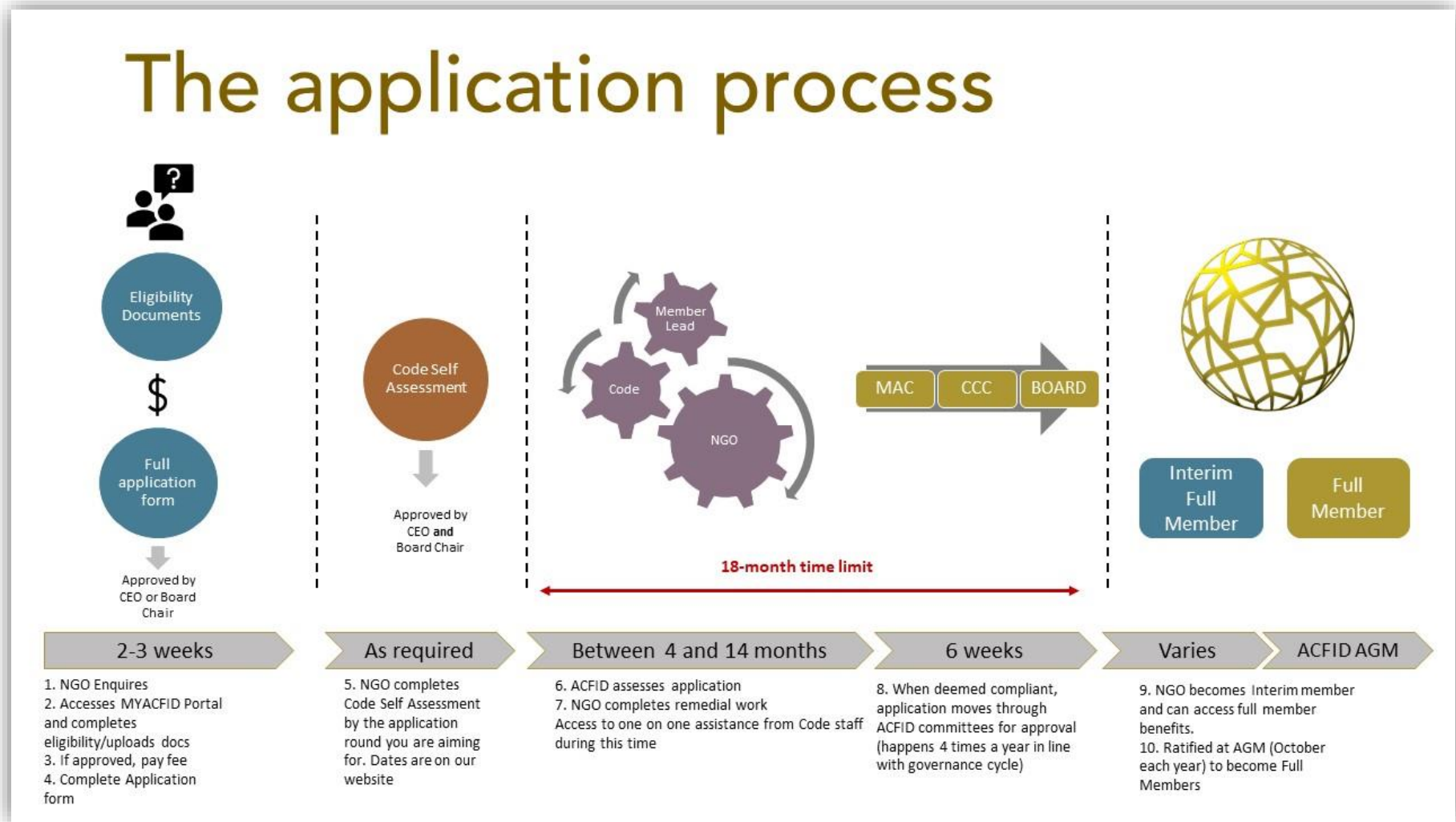
**We would like to apply for the Australian NGO Cooperation Program (ANCP) with DFAT, can you fast track our application so we can apply this year?**

ACFID is unable to fast track any membership applications. In fact, we strongly recommend being an ACFID member for at least 1 full year before deciding to apply for the ANCP.

**Can we get assistance with the Code Self-Assessment before we submit our application?**

ACFID is able to provide you with some general guidance on how to respond to the elements in the Code Self-Assessment; however, we do not have time to provide detailed guidance on policies. Once you submit your Code Self-Assessment for the first time, ACFID will thoroughly review and provide detailed feedback as required. Once you receive this feedback, you are then able to have more focused time with our Code of Conduct Team to ensure your processes and policies align with our Code.

The Full Member Application Process - diagram



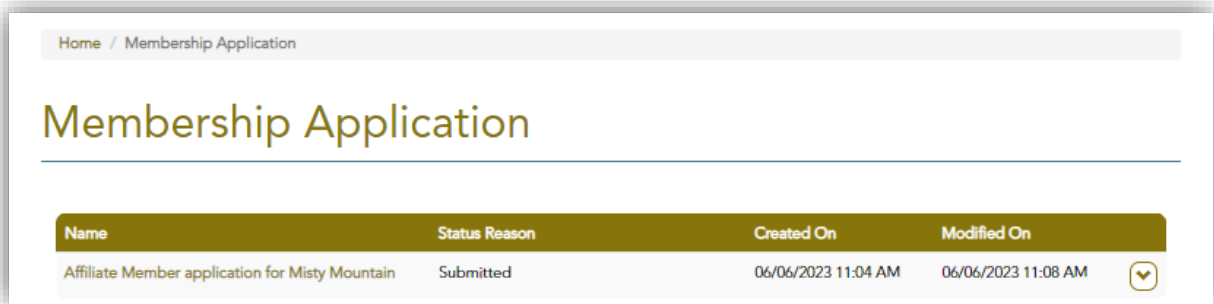
## Affiliate Membership

### **I have submitted an application through the portal. Who needs to approve it?**

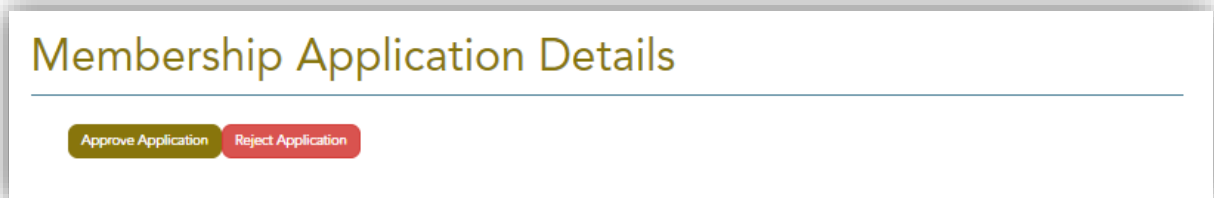
Once you submit an application, your Head of Agency needs to approve this before ACFID can progress it. There is a check box within the application to acknowledge that your Board Chair is aware of the application.

### **What happens when I submit the application form for Affiliate or University Affiliate Membership?**

Once submitted, your Head of Agency will need to approve it. Your Head of Agency will receive an email asking them to create a profile in MYACFID. Once they do, the following screen will show:



They will then need to approve or reject the application



If your Head of Agency rejects your application form, you will need to commence it again. Unfortunately at this stage, our system does not allow for users to edit though we are working to have this fixed. If the edit is minor, please contact [membership@acfid.asn.au](mailto:membership@acfid.asn.au) and we will update for you before your CEO approves.

## Affiliate University Membership

### **What is the difference between a Primary Contact who completes the form and the Primary Contact for the Affiliate University Application?**

Yes, we agree – this is slightly confusing (but unavoidable due to the settings within our new CRM).

Every membership application (whether Full or Affiliate) has a person who will complete the application form and then go to receive subsequent updates and information from ACFID as the application progresses. That person is defined as “Primary Contact” within our CRM.

For University applications, we also call the school/department/institute which wishes to become Affiliate Members, a Primary Contact. More information on this can be found in Annex B of the Membership Guidelines.

When you complete the form, the first questions asked is “Legal Name of the organisation”. This is the University itself. You will then come to the question in the image below. You will likely select No (as the Primary Contact filling out the form is just an individual, AND normally the University as a whole does not apply for membership) and then you enter the name the school/department/institute that is taking the lead for the application and ongoing relationship with ACFID.

University applicants must name a School (or centre/department/institute) to be the Primary Contact for the Affiliate Membership.

If the Primary Contact is the same as the legal entity applying for membership, please note that here.

No  Yes

Primary Contact applying for membership (e.g. name of the School/centre/department/institute)

### **Who needs to approve our application?**

The most senior person of the ‘Primary Contact’ (school/department/institute) must sign off on your application and will receive an automated email regarding this when you first submit the application. There is a check box within the application to acknowledge that the Vice Chancellor of the University is aware of the application.

We apologise for any issues you encounter with our new application portal. We are working to uncover and fix any problems, so please contact [membership@acfid.asn.au](mailto:membership@acfid.asn.au) to report any troubles or ask questions!!

Thanks for your patience