# International Activities and Giving Review and Approval Form

This form should be completed and approved by Church Council **prior** to making any commitments to provide funding or resources outside of Australia, including where funding is provided by third parties or for the collection of funds for these purposes. This will support the Church in meeting the [External Conduct Standards](https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/acnc-external-conduct-standards) set by the Australian Charities Not-for-profits Commission (ACNC) and ensure that any international activities and giving goes to reputable organisations, maximising the impact that it may have for the intended recipients.

This form should be completed by a member of the Church, preferably one who is not linked with the recipient charity/organisation so to avoid any conflict of interest.

This form may need to retrospectively completed for any ongoing international activities or giving arrangements that were already in place prior to the External Conduct Standards coming into effect (effective July 1 2019).

This form does not need to be completed for arrangements formally endorsed by Synod such as Christmas Bowl or UnitingWorld.

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| --- | --- | --- | --- |
| **Congregation:** |  | **Date:** |  |
| 1. Please provide an overview of the proposed international funding / activity arrangement, including the intended purpose and objectives.
 |  |
| 1. What countries will funds/resources be given to?
 |  |
| 1. What type of contribution is being arranged?
 |  | Donation of funds |
|  | Donation of goods |
|  | Volunteering arrangement |
| 1. What is the intended frequency of this contribution?
 |  | Once off |
|  | Regular / periodic |
|  | Ongoing partnership arrangement |
| 1. If a volunteering or ongoing partnership arrangement is being established, is a written agreement in place between the congregation and any overseas parties or other relevant third parties?
 | Yes / No / N/A | If ‘No’, Church should not proceed with volunteering arrangement / partnership until such agreement is in place. |
| 1. What is the anticipated annual total donation amount? (If known)
 | $ | Note: congregations must maintain a register with details of all contributions made |
| 1. How does this planned contribution align with and meet the registered purpose of the Uniting Church?
 |  |
| 1. What is the intended frequency of contributions?
 |  |
| 1. What organisation(s) are you planning on giving to (funds or resources) or partnering with?

(*Include website and date of search*) |  |
| 1. Are any other third parties involved?

If yes – please state | Yes / No | Third parties if yes: |
| 1. Are the above listed entities members of Australian Council for International Development (ACFID)?

<https://acfid.asn.au/about/meet-our-members>  | Yes / No | If ‘No’ to both Church should not proceed with funding / partnership |
| 1. Are the above listed entities registered with the ACNC?

<https://www.acnc.gov.au/charity>  | Yes / No |
| 1. Outcomes of research undertaken on above listed entities.

Do all above listed entities the following on their website:1. Published annual reports which include audited financial statements
2. List of all key staff (e.g. CEO) and Board members on their website?
3. Statement of their mission and purpose?
4. Clear outline of what they do, where they do it?
5. Clear outline of how they evaluate the impact of their work?
6. Clear statement of what measures they take to keep vulnerable people from harm in the work they do?
 | 1.
 | Yes / No | If ‘No’ to some or all of these questions the Church should reconsider whether they should proceed with funding / partnership as this may indicate the entities do not meet the required standard |
|  | Yes / No |
|  | Yes / No |
|  | Yes / No |
|  | Yes / No |
| 1. Following a detailed online and media search of the above listed entities, have any issues or concerns been identified in relation to their past or current reputation and practices?
 | Yes / No | If ‘Yes’ the Church should reconsider whether they should proceed with funding / partnership based on the information identified |

The below section must be completed by Church Council only:

The Church Council of \_\_\_\_\_\_ [insert congregation name]\_\_\_\_\_\_\_\_\_, hereby recognises the below:

|  |  |
| --- | --- |
| 1. Church Council understands the requirements and implications of the External Conduct Standards set by the ACNC
 | Yes / No |
| 1. Church Council has reviewed the information provided in, or attached to, the above form and, where required, sought further information to inform its decision on this matter
 | Yes / No |
| 1. Church Council is satisfied that the proposed funding / activity arrangement complies with the External Conduct Standards
 | Yes / No |

Based on the above assessment, Church Council hereby **APPROVES** / **DOES NOT APPROVE** [circle one; only to be approved if Church Council have answered ‘Yes’ to all of above] the proposed international funding / activity arrangement as outlined on this form.

Church Council notes that any material amendments or changes to the information provided in this form will need to be re-tabled to Church Council for review/approval.

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of this completed form must be kept on file by the Church Council for 7 years. Additionally, Church Council will need to maintain a ‘**External Funding and Activities Register**’ with complete and accurate records of the details of any funding or other activities provided outside of Australia, including where this is provided via third parties.