

Dear Colleague:

Thank you for your recent inquiry regarding registration with the U.S. Agency for International Development (USAID). Two publications, *the Report of Voluntary Agencies Engaged in Overseas Relief and Development* and *A Resource Guide for Private Voluntary Organizations*, are enclosed to provide examples of the activities of U.S. and international private voluntary organizations (PVOs) and explain the process of registering with USAID. Also enclosed are copies of the New Applicant Checklist and the Conditions of Registration requirements for non-U.S. PVOs. These documents will assist you in completing your application for registration.

An important step in initial registration is quoted as follows:

PVOs that are not registered with USAID are encouraged to begin the registration application process by discussing with the appropriate USAID office, mission, or bureau the relevance of their proposed project to USAID's overall program and legislative mandate. If and when USAID shares clear interest, the organization might then decide to apply for registration.

In accordance with the above, you are encouraged to speak with a USAID desk officer for the country or countries in which your organization is interested. Please call our information line at (202) 712-0000 or visit our web site at <http://www.usaid.gov>. A cover letter describing your overseas programs and their relevance to USAID's strategic objectives is also requested to facilitate your application.

Submit only the most current fiscal year end documents. If your organization's fiscal year has ended in the past two months, the previous fiscal year information may be submitted. Registration with USAID is an annual event. Each year each registered international PVO submits the financial and programmatic documents to attest that it continues to meet USAID's Conditions of Eligibility for Registration of Non-U.S. PVOs.

Please note that registration does not refer to programmatic capability, nor does it confer any official status of approval. It is not the purpose of registration to make, or to enable to be made, any representation to the public concerning the meaning of being registered. Promotional materials or advertisements suggesting otherwise will be grounds for removal from the PVO Registry.

In addition, all religiously-affiliated PVOs are required to maintain separate accounts for funds to be used for development and humanitarian activities supported by the United States Government (including USAID) and funds to be used for religious or church-related activities with a religious or proselytizing purpose or content.

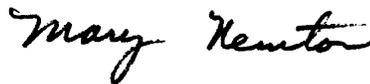
Religiously-affiliated international PVOs may use their own funds for religious or sectarian purposes. These activities, however, must be separated from USAID-financed activities so as to avoid the appearance that USAID assistance subsidizes or endorses religion or promotes religious doctrines or religious indoctrination.

Submit your organization's completed application IN DUPLICATE to ensure timely processing to the following address:

Mary Q. Newton, Registrar
U.S. Agency for International Development
DCHA/PVC/PPO
1300 Pennsylvania Avenue, N.W.
Room 7.06-091
Washington, DC 20523-7600
USA

Partial packages will not be accepted. For information, telephone the Registration Office in Washington, D.C., at (202) 712-4747.

Sincerely,



Mary Q. Newton
Registrar
Private Voluntary Cooperation - American
Schools & Hospitals Abroad
Bureau for Democracy, Conflict and
Humanitarian Assistance

- Enclosures:
1. *Report of Voluntary Agencies Engaged in Overseas Relief and Development*
 2. *A Resource Guide for Private Voluntary Organizations*
 3. USAID's Conditions of Registration for Non-U.S. PVOs
 4. Non-U.S. New Applicant Checklist
 5. International Executive Contact Data Sheet
 6. VolAg Report Data Sheet
 7. PVO Classification Form

Conditions Of Eligibility For Registration For Non-U.S. PVOs

To be eligible, a “voluntary” agency must be philanthropic and/or public-service oriented. It must also be nonprofit, nonpolitical, and nongovernmental. Research organizations, universities, colleges, other similarly structured and accredited institutions of learning, and churches or organizations engaged exclusively in religious activities are excluded from eligibility. A prospective registrant should be able to successfully demonstrate the following to the USAID Registrar:

Requirement No. 1

Condition:

It is a legal entity organized under laws of the country in which it is domiciled.

Documentation Requirement:

Articles of incorporation, bylaws, relevant documents establishing legal status, and a statement as to the location of the organization’s principal offices.

Requirement No. 2

Condition:

The applicant receives funds from private sources.

Documentation Requirement:

The latest audited financial statement.

Requirement No. 3

Condition:

It operates on a not-for-profit basis and has tax exemption under the laws of its country of domicile/operation, if such laws exist and are appropriate.

Documentation Requirement:

Statement of tax exemption or a comparable document required by the country of its origin.

Requirement No. 4

Condition:

It is a voluntary organization (for example, receives voluntary contributions of money, staff time, or in-kind support from the public).

Documentation Requirement:

Latest annual report or similar document and financial statements.

Requirement No. 5

Condition:

It is engaged in voluntary charitable or development assistance operations of a nonreligious nature, which are consistent with the purposes and objectives set forth in the Foreign Assistance Act or P.L. 480 and are described in the application and supporting documents submitted to USAID.

Documentation Requirement:

Latest annual report or similar document describing the development assistance operations.

Requirement No. 6

Condition:

It prepares annual financial statements, and these statements indicate that the organization has the financial resources available to function in the absence of USAID support.

Documentation Requirement:

The most recent audited financial statements, including balance sheet; statement of support, revenue, and expenditure; and statement of change in financial positions, prepared in accordance with generally accepted accounting principles disclosing administrative, program, and fundraising costs and separately disclosing overseas programs costs and sources and amounts of funds received for overseas programs.

Requirement No. 7

Condition:

It is controlled by an active and responsible governing body, which maintains effective policy and administrative control, meets at least annually, and has members who serve without compensation; if paid officers serve on the governing body, they cannot constitute a majority in any decision.

Documentation Requirement:

The names and addresses of board members.

Requirement No. 8

Condition:

Under its own established priorities and programs, it obtains, expends, and distributes its funds and resources in conformity with accepted ethical standards, without unreasonable costs for promotion, publicity, fundraising, and administration. Combined fund-raising and administration costs are considered unreasonable if they exceed 40 percent of the total expenses.

Documentation Requirement:

A certification that audited financial statements are available to the public upon request and a statement indicating salaries and allowances of the top five principal positions at headquarters and country director positions.

Requirement No. 9

Condition:

The applicant is not:

- (i) Suspended or debarred by an agency of the United States Government;
- (ii) Designated as a foreign terrorist organization by the Secretary of State pursuant to section 219 of the Immigration and Nationality Act, as amended; or
- (iii) The subject of a decision by the Department of State to the effect that registration, or a financial relationship between USAID and the organization, is contrary to national defense, national security, or foreign policy interests of the United States.

Documentation Requirement:

None.



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

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).

Please return this checklist with your submission. Applications must be in English.

- _____ 1. Articles of incorporation.
- _____ 2. Copy of charter, bylaws, or constitution on official letterhead with authorizing signature.
- _____ 3. Letter describing the purpose of the organization, its methods of management, and the scope of its programs. The letter should further describe your overseas programs and their relevance to USAID's strategic objectives and the work of a USAID office, mission, or bureau.
- _____ 4. Statement of tax exemption or a comparable document required by your government, if available.
- _____ 5. Latest financial statement prepared by an independent (chartered) accountant or auditor who can certify, in accordance with generally accepted accounting principles (GAAP), that the organization is financially viable. **Financial statements must be in English and converted to U.S. dollars. All submissions must be in final form. Drafts will be discarded.**
- _____ 6. VolAg Report data sheet summarizing the organization's support, revenue and expenses (enclosed). **Must be for the same reporting period as the financial statements and converted to U.S. dollars.**
- _____ 7. Annual report (draft acceptable) or similar document describing program activities. **The annual report must be for the same reporting period as the financial statements and be in English.**
- _____ 8. Names and addresses of members of the board of directors and the average number of board meetings held annually.
- _____ 9. International Executive Contact data sheet providing the names of principle IPVO contacts (enclosed).
- _____ 10. PVO Classification Form (enclosed).

DOCUMENTS MUST BE SUBMITTED IN DUPLICATE AND FOR THE SAME REPORTING PERIOD.

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 Registration.

INTERNATIONAL EXECUTIVE CONTACT SHEET

(Current Information Requested)

IPVO Name _____

Acronym _____

Address _____

(City) (Country)

FY End Date _____

IPVO Phone No. () _____

IPVO Fax No. () _____

IPVO E-Mail Address _____ @ _____

URL (Website) http:// _____

Executive Contact _____
(Dr.,Mr.,Ms.) (First) (Last)

Position Title _____

Financial Officer _____
(Dr.,Mr.,Ms.) (First) (Last)

Position Title _____

Program Officer _____
(Dr.,Mr.,Ms.) (First) (Last)

Position Title _____

1. How many board members are there? _____

2. How many staff members serve on the board? _____

3. Are board members compensated for their service on that board? Yes No

(If yes, submit explanation of compensation) _____

Note: If board members are not listed elsewhere, enclose names and addresses.

4. Top Five Salaries and Allowance(s)

	Name	Title	Salary	Allowance
1.	_____	_____	\$ _____	\$ _____
2.	_____	_____	\$ _____	\$ _____
3.	_____	_____	\$ _____	\$ _____
4.	_____	_____	\$ _____	\$ _____
5.	_____	_____	\$ _____	\$ _____

VOLAG REPORT DATA SHEET

Support, Revenue, and Expenses

For fiscal year beginning _____ ending _____

FOR INTERNATIONAL PRIVATE VOLUNTARY ORGANIZATIONS (IPVOs) ONLY

NOTE: The figures below will be included in the VolAg Report. List amounts in U.S. dollars.

U.S. SUPPORT	1. USAID Grants (LIST EACH GRANT NUMBER AND AMOUNT ON A SEPARATE SHEET) 2. USAID Contracts (LIST EACH CONTRACT NUMBER AND AMOUNT ON A SEPARATE SHEET) 3. Other U.S. Government Support (LIST U.S. AGENCIES ON A SEPARATE SHEET) 4. Total U.S. Support (Add Lines 1 Through 3)	\$ _____ \$ _____ \$ _____ \$ _____	
NON-U.S. SUPPORT	5. International Agencies (LIST INTERNATIONAL AGENCIES ON A SEPARATE SHEET) 6. Foreign Governments (LIST FOREIGN GOVERNMENTS ON A SEPARATE SHEET) 7. Domestic Government (COUNTRY OF IPVO HEADQUARTERS) 8. Total Non-U.S. Support (Add Lines 5 Through 7)	\$ _____ \$ _____ \$ _____ \$ _____	
PRIVATE SUPPORT	9. Private Contributions 10. Sub-grants (LIST FUNDS RECEIVED INDIRECTLY FROM GRANTS THROUGH AN INTERMEDIARY) 11. In-kind Contributions 12. Private Revenue 13. Total Private Support (Add Lines 9 Through 12)	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	
TOTAL SUPPORT	14. Total Support and Revenue per Financial Statements (Add Lines 4, 8 & 13)	\$ _____	
EXPENSES	15. Overseas Programs 16. Domestic Programs 17. Administrative and Management 18. Fundraising	\$ _____ \$ _____ \$ _____ \$ _____	
TOTAL EXPENSES	19. Total Expenses per Financial Statements (Add Lines 15 Through 18)	\$ _____	
	20. Surplus / Deficit per Financial Statements (Subtract Line 19 From Line 14)	\$ _____	

PVO CLASSIFICATION FORM

Select a **MAXIMUM** of 10 Activities.

PLEASE SELECT THE APPROPRIATE ACTIVITY SECTORS IN WHICH YOUR ORGANIZATION IS CONDUCTING MOST OF ITS FIELD ACTIVITIES FOR THE CURRENT FISCAL YEAR.

I. AGRICULTURE

- Crop and Livestock Development
- Food Security and Food Aid
- Rural Development
- Water and Sanitation

II. CAPACITY BUILDING

- Institution Strengthening and Development
- Network and Alliance Building
- NGO Strengthening
- Partnership Development

III. CIVIL SOCIETY

- Community Development
- Conflict Management
- Democratic Initiatives
- Policy Advocacy
- Women in Development

IV. EDUCATION

- Basic Education
- Clearinghouse
- Girls' Education
- Information, Education and Communication (IEC)
- Literacy
- Nonformal Education
- Training
- Vocational Education

V. ENVIRONMENT

- Conservation
- Ecology
- Natural Resources

VI. HEALTH

- Basic Health
- Child Survival
- Family Planning
- HIV/AIDS and Infectious Diseases
- Neonatal Care
- Nutrition

VII. HUMANITARIAN ASSISTANCE

- Commodity and Freight
- Disaster Relief and Assistance
- Refugee Assistance
- Rehabilitation
- Resettlement

VIII. INFRASTRUCTURE

- Housing
- Transportation
- Urban Development

IX. PRIVATE ENTERPRISE

- Cooperatives
- Credit Support
- Financial Markets
- Microenterprise
- Small Enterprise Development

Selections will appear in the USAID PVO Registry available at www.usaid.gov

PVO CLASSIFICATION FORM (Continued)

Select a **MAXIMUM** of 15 Countries.

PLEASE SELECT THE COUNTRIES WHERE YOUR ORGANIZATION IS CONDUCTING MOST OF ITS FIELD ACTIVITIES FOR THE CURRENT FISCAL YEAR.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Afghanistan (ANE) | <input type="checkbox"/> Dominican Republic (LAC) | <input type="checkbox"/> Lithuania (EE) | <input type="checkbox"/> Saint Lucia (LAC) |
| <input type="checkbox"/> Albania (EE) | <input type="checkbox"/> Ecuador (LAC) | <input type="checkbox"/> Macau (ANE) | <input type="checkbox"/> Saint Vincent and the Grenadines (LAC) |
| <input type="checkbox"/> Algeria (ANE) | <input type="checkbox"/> Egypt (ANE) | <input type="checkbox"/> Macedonia, The Former Yugoslav Republic of (EE) | <input type="checkbox"/> Samoa (ANE) |
| <input type="checkbox"/> Andorra (EE) | <input type="checkbox"/> El Salvador (LAC) | <input type="checkbox"/> Madagascar (AFR) | <input type="checkbox"/> Sao Tome and Principe (AFR) |
| <input type="checkbox"/> Angola (AFR) | <input type="checkbox"/> Equatorial Guinea (AFR) | <input type="checkbox"/> Malawi (AFR) | <input type="checkbox"/> Saudi Arabia (ANE) |
| <input type="checkbox"/> Anguilla (LAC) | <input type="checkbox"/> Eritrea (AFR) | <input type="checkbox"/> Malaysia (ANE) | <input type="checkbox"/> Senegal (AFR) |
| <input type="checkbox"/> Antigua and Barbuda (LAC) | <input type="checkbox"/> Estonia (EE) | <input type="checkbox"/> Maldives (ANE) | <input type="checkbox"/> Serbia and Montenegro (EE) |
| <input type="checkbox"/> Argentina (LAC) | <input type="checkbox"/> Ethiopia (AFR) | <input type="checkbox"/> Mali (AFR) | <input type="checkbox"/> Seychelles (AFR) |
| <input type="checkbox"/> Armenia (EE) | <input type="checkbox"/> Falkland Islands (Islas Malvinas) (LAC) | <input type="checkbox"/> Malta (EE) | <input type="checkbox"/> Sierra Leone (AFR) |
| <input type="checkbox"/> Aruba (LAC) | <input type="checkbox"/> Fiji (ANE) | <input type="checkbox"/> Man, Isle of (EE) | <input type="checkbox"/> Singapore (ANE) |
| <input type="checkbox"/> Azerbaijan (EE) | <input type="checkbox"/> French Guiana (LAC) | <input type="checkbox"/> Marshall Islands (ANE) | <input type="checkbox"/> Slovakia (EE) |
| <input type="checkbox"/> Bahamas (LAC) | <input type="checkbox"/> French Polynesia (ANE) | <input type="checkbox"/> Martinique (LAC) | <input type="checkbox"/> Slovenia (EE) |
| <input type="checkbox"/> Bahrain (ANE) | <input type="checkbox"/> Gabon (AFR) | <input type="checkbox"/> Mauritania (AFR) | <input type="checkbox"/> Solomon Islands (ANE) |
| <input type="checkbox"/> Bangladesh (ANE) | <input type="checkbox"/> Gambia (AFR) | <input type="checkbox"/> Mauritius (AFR) | <input type="checkbox"/> Somalia (AFR) |
| <input type="checkbox"/> Barbados (LAC) | <input type="checkbox"/> Georgia (EE) | <input type="checkbox"/> Mayotte (AFR) | <input type="checkbox"/> South Africa (AFR) |
| <input type="checkbox"/> Belarus (EE) | <input type="checkbox"/> Ghana (AFR) | <input type="checkbox"/> Mexico (LAC) | <input type="checkbox"/> Sri Lanka (ANE) |
| <input type="checkbox"/> Belize (LAC) | <input type="checkbox"/> Gibraltar (EE) | <input type="checkbox"/> Micronesia, Federated States of (ANE) | <input type="checkbox"/> Sudan (AFR) |
| <input type="checkbox"/> Benin (AFR) | <input type="checkbox"/> Grenada (LAC) | <input type="checkbox"/> Moldova (EE) | <input type="checkbox"/> Suriname (LAC) |
| <input type="checkbox"/> Bermuda (LAC) | <input type="checkbox"/> Guadeloupe (LAC) | <input type="checkbox"/> Mongolia (ANE) | <input type="checkbox"/> Swaziland (AFR) |
| <input type="checkbox"/> Bhutan (ANE) | <input type="checkbox"/> Guatemala (LAC) | <input type="checkbox"/> Montserrat (LAC) | <input type="checkbox"/> Syria (ANE) |
| <input type="checkbox"/> Bolivia (LAC) | <input type="checkbox"/> Guinea (AFR) | <input type="checkbox"/> Morocco (ANE) | <input type="checkbox"/> Taiwan (ANE) |
| <input type="checkbox"/> Bosnia and Herzegovina (EE) | <input type="checkbox"/> Guinea-Bissau (AFR) | <input type="checkbox"/> Mozambique (AFR) | <input type="checkbox"/> Tajikistan (EE) |
| <input type="checkbox"/> Botswana (AFR) | <input type="checkbox"/> Guyana (LAC) | <input type="checkbox"/> Namibia (AFR) | <input type="checkbox"/> Tanzania (AFR) |
| <input type="checkbox"/> Brazil (LAC) | <input type="checkbox"/> Haiti (LAC) | <input type="checkbox"/> Nauru (ANE) | <input type="checkbox"/> Thailand (ANE) |
| <input type="checkbox"/> Brunei (ANE) | <input type="checkbox"/> Honduras (LAC) | <input type="checkbox"/> Nepal (ANE) | <input type="checkbox"/> Timor-Leste (ANE) |
| <input type="checkbox"/> Bulgaria (EE) | <input type="checkbox"/> Hong Kong (ANE) | <input type="checkbox"/> Netherlands Antilles (LAC) | <input type="checkbox"/> Togo (AFR) |
| <input type="checkbox"/> Burkina Faso (AFR) | <input type="checkbox"/> Hungary (EE) | <input type="checkbox"/> New Caledonia (ANE) | <input type="checkbox"/> Tokelau (ANE) |
| <input type="checkbox"/> Burma (ANE) | <input type="checkbox"/> India (ANE) | <input type="checkbox"/> Nicaragua (LAC) | <input type="checkbox"/> Tonga (ANE) |
| <input type="checkbox"/> Burundi (AFR) | <input type="checkbox"/> Indonesia (ANE) | <input type="checkbox"/> Niger (AFR) | <input type="checkbox"/> Trinidad and Tobago (LAC) |
| <input type="checkbox"/> Cambodia (ANE) | <input type="checkbox"/> Iran (ANE) | <input type="checkbox"/> Nigeria (AFR) | <input type="checkbox"/> Tunisia (ANE) |
| <input type="checkbox"/> Cameroon (AFR) | <input type="checkbox"/> Iraq (ANE) | <input type="checkbox"/> Niue (ANE) | <input type="checkbox"/> Turkey (EE) |
| <input type="checkbox"/> Cape Verde (AFR) | <input type="checkbox"/> Ireland (EE) | <input type="checkbox"/> Oman (ANE) | <input type="checkbox"/> Turkmenistan (EE) |
| <input type="checkbox"/> Cayman Islands (LAC) | <input type="checkbox"/> Israel (ANE) | <input type="checkbox"/> Pakistan (ANE) | <input type="checkbox"/> Turks and Caicos Islands (LAC) |
| <input type="checkbox"/> Central African Republic (AFR) | <input type="checkbox"/> Jamaica (LAC) | <input type="checkbox"/> Palau (ANE) | <input type="checkbox"/> Tuvalu (ANE) |
| <input type="checkbox"/> Chad (AFR) | <input type="checkbox"/> Jordan (ANE) | <input type="checkbox"/> Panama (LAC) | <input type="checkbox"/> Uganda (AFR) |
| <input type="checkbox"/> Chile (LAC) | <input type="checkbox"/> Kazakhstan (EE) | <input type="checkbox"/> Papua New Guinea (ANE) | <input type="checkbox"/> Ukraine (EE) |
| <input type="checkbox"/> China (ANE) | <input type="checkbox"/> Kenya (AFR) | <input type="checkbox"/> Paraguay (LAC) | <input type="checkbox"/> United Arab Emirates (ANE) |
| <input type="checkbox"/> Colombia (LAC) | <input type="checkbox"/> Kiribati (ANE) | <input type="checkbox"/> Peru (LAC) | <input type="checkbox"/> Uruguay (LAC) |
| <input type="checkbox"/> Comoros (AFR) | <input type="checkbox"/> Korea, North (ANE) | <input type="checkbox"/> Philippines (ANE) | <input type="checkbox"/> Uzbekistan (EE) |
| <input type="checkbox"/> Congo (Brazzaville) (AFR) | <input type="checkbox"/> Korea, South (ANE) | <input type="checkbox"/> Pitcairn Islands (ANE) | <input type="checkbox"/> Vanuatu (ANE) |
| <input type="checkbox"/> Congo (Kinshasa) (AFR) | <input type="checkbox"/> Kosovo | <input type="checkbox"/> Poland (EE) | <input type="checkbox"/> Venezuela (LAC) |
| <input type="checkbox"/> Cook Islands (ANE) | <input type="checkbox"/> Kuwait (ANE) | <input type="checkbox"/> Qatar (ANE) | <input type="checkbox"/> Vietnam (ANE) |
| <input type="checkbox"/> Costa Rica (LAC) | <input type="checkbox"/> Kyrgyzstan (EE) | <input type="checkbox"/> Reunion (AFR) | <input type="checkbox"/> Virgin Islands, British (LAC) |
| <input type="checkbox"/> Côte d'Ivoire (AFR) | <input type="checkbox"/> Laos (ANE) | <input type="checkbox"/> Romania (EE) | <input type="checkbox"/> Wallis and Futuna (ANE) |
| <input type="checkbox"/> Croatia (EE) | <input type="checkbox"/> Latvia (EE) | <input type="checkbox"/> Russia (EE) | <input type="checkbox"/> West Bank and Gaza Strip (ANE) |
| <input type="checkbox"/> Cuba (LAC) | <input type="checkbox"/> Lebanon (ANE) | <input type="checkbox"/> Rwanda (AFR) | <input type="checkbox"/> Western Sahara (AFR) |
| <input type="checkbox"/> Cyprus (EE) | <input type="checkbox"/> Lesotho (AFR) | <input type="checkbox"/> Saint Helena (AFR) | <input type="checkbox"/> Yemen (ANE) |
| <input type="checkbox"/> Czech Republic (EE) | <input type="checkbox"/> Liberia (AFR) | <input type="checkbox"/> Saint Kitts and Nevis (LAC) | <input type="checkbox"/> Zambia (AFR) |
| <input type="checkbox"/> Djibouti (AFR) | <input type="checkbox"/> Libya (ANE) | | <input type="checkbox"/> Zimbabwe (AFR) |
| <input type="checkbox"/> Dominica (LAC) | | | |

Countries cited are based on information provided by USAID/CDIE as of 5/23/03