

Affiliate Start Up Checklist

Key Start-Up Activities Prior to Receipt of Funding

The intent of this checklist is to provide high level guidance on important steps for Affiliate start up and what will have to be resolved prior to the receipt of funding from the Foundation or an external donor. This tool provides both a list of activities and structure for ongoing monitoring of the start-up process. The checklist should be adapted for each situation and aligned with the organizational capacity building plans and detailed transition plans for program activities. The activities should also be consistent with the minimum standards required by the Foundation prior to the issuance of funding.

For each activity, a person from the EGPAF global staff and from the EGPAF country office or Affiliate should be identified as the lead contact or coordinator for the activity. This individual should be listed in the appropriate columns. Additionally, a timeframe for the completion of the activity should be specified in the plan. That timeframe should be updated as necessary according to the implementation process and status of progress.

Country:					
Last Updated:					
Activity	Global Lead	Country Lead	Timeframe	Status	Other Comments
Governance and Senior Leadership					
Establish Committee of Founding Members					
Determine Organizational Mission/Vision					
Draft Bylaws/Constitution					
EGPAF review and approval of Bylaws/Constitution					
Identify potential members of the governance body and conduct outreach to gauge interest					
Conduct Due Diligence on governance body candidates					
Background checks for each individual (Criminal background, media coverage, etc.)					
Interviews of candidates					
Convene Governance Body for Inaugural Meeting					
Recruitment of Executive Director					
Obtain EGPAF concurrence on Executive Director candidate					
Legal Registration					
Consult with legal counsel and determine appropriate legal registration status (ex. Foundation, NGO, Company limited by guarantee, Association, etc.)					
File for Government Registration Certificate					
Obtain Tax ID number and relevant exemptions in host country					
Negotiate MOU between Affiliate and MOH/MOF (if necessary)					
Transition of Staff					
Develop staffing plan and Organizational Chart for Affiliate, which includes clear job descriptions for staff and budgetary information					
Establish time and effort reporting system					
Establish employee benefits structure, performance management system, remuneration/payroll management, and personnel policies and procedures					
Develop and implement communications plan to inform staff of the transition process.					
Identify initial cadre of staff to be seconded to the Affiliate and establish secondment agreements.					

NGO Start-up Checklist

Activity	Global Lead	Country Lead	Timeframe	Status	Other Comments
Develop and implement termination plan for staff to be transitioned from the Foundation to the Affiliate (including those acting under secondment agreements).					
Recruit and hire new staff for Affiliate					
Administrative & Financial Systems					
Develop organizational budget for Affiliate					
Open Bank Accounts (USD and local currency accounts where applicable)					
Develop templates/forms and documentation requirements for financial transactions.					
Develop contracts and grants management systems (policies/procedures, agreement templates, etc) - necessary before the Affiliate begins to issue subagreements					
Develop Contracts and Grants Information System for Affiliate - scope to be based on need and number of subpartners					
Amend Subagreements where the Affiliate will be conducting supportive supervision of Foundation					
Establish electronic accounting system files for financial transactions (ex. Quickbooks)					
Finalize Internal Financial and Administrative Policies/Procedures for Affiliate - including a documentation of internal control systems					
Establish a well organized filing system for electronic and hard copy documentation of administrative and financial transactions					
Train administrative/financial staff on Affiliate administrative/financial procedures and systems					
Train accounting staff on management of shared costs (ex. rent, fuel, vehicles, phone, internet, etc.) between Foundation and Affiliate					
Train non-finance staff on relevant finance policies and procedures (ex. timesheets, expense reports).					
Administration and Office Operations					
Develop plan for disposition of Equipment, Vehicles, Office Space, etc. from the Foundation (may include license from to use Foundation capital assets)					
Transfer capital assets from the Foundation to Affiliate or procure new assets to support office operations					
Identify and procure office space (may include sublease of space from the Foundation)					
Establish IT systems (ex. email addresses, network server)					
Obtain liability Insurance (Vehicle, General Liability, workers' Compensation, Directors/Officers, etc.)					
Establish Travel Policy and train staff					
Establish Procurement Policies/Procedures and Inventory/Asset Management System (Where the organization will be managing assets and conducting procurements)					

NGO Start-up Checklist

Activity	Global Lead	Country Lead	Timeframe	Status	Other Comments
Programs/Monitoring and Evaluation					
Define programmatic scope of work for a subagreement from the Foundation					
Conduct outreach to local and international partners to describe the role of the Affiliate and develop relationships with partners to implement program activities					
Establish M&E System (ex. GLASER)					
Communications Plan and Policies					
Create communications approvals process and structure					
Develop budget for external communications outreach, including staff time (new staff), product development, and printing costs					
Work with the Foundation to draft communications plan					
Develop legal photo release for proper use of photographs taken of beneficiaries and individuals involved with Affiliate					
Branding					
Establish and approve Affiliate logo					
Work with the Foundaiton to create standardized branding guidelines					
Share Affiliate branding with Affiliate team and Board to educate on proper use					
Messaging					
Define and approve general messaging themes					
Create basic messaging points for use in future materials, on website, for speechwriting, and donor/funder outreach					
Website					
Register URL					
Create web design for website					
Develop approvals process for web content					
Work with Foundation staff to transfer existing content from temporary Affiliate website to Affiliate-driven website					
Media and Launch Activities					
Draft press release announcing Affiliate organization					
Invite media to attend launch event (if applicable)					
Provide media and messaging training to Governance Body, media spokesperson, and Affiliate executive staff					
Host a media training for journalists to learn more about HIV/AIDS and Affiliate					
Determine event logistics - size, place, type of event, etc.					
Use existing Foundation event guidelines to establish timeframe and individual responsibilities for event					
Printed Materials					
Use existing affiliate fact sheet and brochure as start of materials library					
Determine materials approval process, to include review by Foundation					

NGO Start-up Checklist

Activity	Global Lead	Country Lead	Timeframe	Status	Other Comments
Establish annual materials budget and plan, reflecting the needs and desires of Affiliate					
Create materials based on needs of Affiliate					
EGPAF Affiliation					
Complete organizational capacity assessment using the Organizational Capacity and Viability Assessment Tool (OCVAT)					
Complete Affiliate Application Process with Foundation					
Execute Affiliation Agreement (with EGPAF and Affiliate Governance Body Approval)					
Undergo EGPAF Accreditation Review (within 6 mos of execution of Affiliation Agreement)					