



## Subrecipient Information Form

Subaward Financial Management Manual - Form 8.3A

Instructions:		
Form is completed by the organization that is expected to receive a subaward from Mercy Corps. Required for all subawards. To be completed by the <b>legal entity that will hold legal responsibility for the subaward</b> (the organization that will be named in the subaward. If a parent organization's locally registered affiliate or subsidiary (a legally separate entity) will implement the subaward activities, complete a separate form for that organization.		
A. General Information About the Organization		
1	Legal Name of Organization that will <b>sign</b> the Subaward	
2	Legal name of the organization that will implement the subaward activities.	
3	Organization's address ( <i>in the implementation country</i> )	
4	Organization's phone number ( <i>in the implementation country</i> )	
5	Organization's website	
6	When was the organization started or established?	
7	What type of entity is the organization? (i.e. non-profit; for-profit; educational institution, government entity, public international organization, etc.)	
8	What is the organization's registered status? Provide a copy of the organization's current registration documents.	
9	Is the organization legally registered in the country where the subaward activities will be implemented? If this is a different registration than in 8 above, attach a copy of the registration.	
10	Organization's government tax ID number ( <i>required unless tax ID number is not provided by the government</i> )	
11	Does the organization have a bank account in the organization's name? If yes, please also provide the bank name.	
12	What are the beginning and end dates of organization's fiscal year? (e.g. Jan-Dec; Jul-Jun, etc.)	
13	Is the organization exempt from paying VAT or other taxes? If yes, provide a copy of the organization's tax exemption document	
14	Organization's DUNs number ( <i>required when subaward is funded under a US government award and subaward estimated amount is USD 25,000 or more</i> )	
15	Organization's PADOR number ( <i>required when subaward is funded under a European Union (EU) award</i> )	

16	Is the organization requesting reimbursement for indirect costs under the subaward? If yes, attach the organization's policy that requires costs to be consistently charged as either indirect or direct.	
<i>Note: Mercy Corps does not allow indirect costs as a part of the subaward budget, except when: 1) the organization has a policy on charging costs as direct or indirect, and it can be verified from the financial records that this policy is followed consistently; AND such indirect costs either: meet all the donor's requirements for indirect costs; or the specific indirect cost rate for the organization is approved in advance by donor.</i>		

**B. Anti-Corruption and Ethics Policies** (Note - Absence of one or more policies does not prohibit an organization from receiving a subaward, but may result in additional applicable terms being included in the subaward agreement).

1	Does the organization have a written policy prohibiting corruption, fraud and bribery? If yes, please attach a copy.	
2	Does the organization have a mechanism allowing employees, beneficiaries or other interested parties to report concerns about fraud, corruption or bribery to an independent party? If yes, please describe it.	
3	Does the organization have a policy and/or procedures in place to prevent money laundering and terrorism financing? If yes, please attach any relevant documents and describe any processes.	
4	In the past five years, has the organization and/or its senior management been subject to criminal proceedings, civil proceedings or administrative proceeding? If yes, please attach a summary of the proceeding and the resolution.	
5	Does the organization have a written policy prohibiting Human Trafficking, including prohibiting the procurement of a commercial sex act (i.e. sex with prostitutes)? If yes, please attach it.	
6	Does the organization have a written policy addressing Child Safeguarding, and is that policy in compliance with host country and local child welfare and protection legislation or international standards, whichever gives greater protection? If yes, please attach it.	
7	Does the organization have a code of conduct? If yes, please attach it.	
8	Does the organization's code of conduct include the protection of beneficiaries of assistance from sexual exploitation and abuse in humanitarian relief operations that is consistent with the UN Interagency Standing Committee on Protection from Sexual Exploitation and Abuse in Humanitarian Crises?	

**C. Organization's Board and Management**

1a	Organization's Board Director: Full Legal Name	
1b	Citizenship	
1c	Place of birth	
2	Organization's Managing Director: Full Legal Name	

2b	Citizenship	
2c	Place of birth	
3	Organization's Financial Representative: Name, Title, E-mail, Phone	
4	Organization's Point of Contact for the Subaward: Name, Title, E-mail, Phone	
5	Name of the subrecipient's anticipated project manager for the subaward.	

<b>Submitted By</b> _____	<b>Date:</b> _____
<b>Signature</b> _____	<b>Phone No:</b> _____
<b>Title</b> _____	<b>Email:</b> _____