

# PARTNERS INTERNATIONAL MINISTRY PROFILE



*To help us learn more about your organization, please respond to the following questions. Your answers will assist us in evaluating whether your organization has similar purposes and goals to the mission scope of Partners International and whether there might be advantages for us to work together in a more formal way. If you also have questions to ask of us, please send those along with your profile. You can learn more about Partners at [www.partnersintl.org](http://www.partnersintl.org). Please submit the completed profile to the Area Director of the region you are in or to the contact listed below.*

*By mail:*

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## QUESTIONS TO COVER IN YOUR PROFILE

### 1.0 Profile Title

- 1.1 The name of your organization
- 1.2 Your name and your title
- 1.3 Date

### 2.0 Organization Description

- 2.1 A short description of your organization's history
- 2.2 The overall purpose of your organization including the vision/mission, when it was started, types of projects operate, and the size of the organization (number of workers, churches, projects, etc.)
- 2.3 What is your annual budget, and what percentage is raised locally in your country or region of ministry
- 2.4 Does your ministry have a board or some type of accountability structure? How often do they meet?
- 2.5 A list of the names of your board members and their occupations
- 2.6 Results your ministry has achieved to date
- 2.7 Your major goals over the next 2 to 3 years
- 2.8 Describe any information security precautions that Partners International would have to take in working with and promoting your ministry
- 2.9 Is your organization legally registered? Do you have legal authorization to receive funds from outside your country? If not, explain the situation.
- 2.10 Does your organization complete an annual financial report? Is it audited by a CPA (or the equivalent) auditing firm?

### 3.0 Assistance Requested

- 3.1 Do you expect to ask Partners for financial assistance for projects or programs? Mention briefly what kinds of projects you have in mind. A full

description of the projects or programs would be given later on a separate project proposal.

- 3.2 Do you expect to ask Partners for non-financial assistance, like organizational development consulting, technical expertise to train some of your staff in a specialized area, opportunities for further training for your staff, or other areas? Mention briefly what kinds of help you have in mind.
- 3.3 Do you presently receive financial or consultancy assistance from other, non-local organizations? If so, please list these organizations and briefly describe the types of help you receive from them.

#### **4.0 Contact Information**

- 4.1 The mailing address of your organization
- 4.2 The street address of your organization
- 4.3 Phone and fax number
- 4.4 E mail address and web site address
- 4.5 Alternate address and phone numbers to contact you at times when no one is in the office

#### **5.0 Signatures**

- 5.1 A member of your organizational board, normally the board chairman, should sign the profile, indicating that the board has approved creating the profile with the intention of possibly establishing a relationship with Partners International to work together on a mutually-agreed project.
- 5.2 A second person, a staff member responsible to oversee the ministry, normally the ministry leader or director, should also sign the profile.