

Akvo Organization Form

Please fill in the required fields. Some fields have a limited number of characters. Move your mouse over the question marks (?) for more information on the fields.

When finished, save the form using the 'Save as' function. Change the name to something logical, such as Akvo_org_form_ORGNAME.pdf, with ORGNAME the short name of the organization.

This form is designed to be filled in using Adobe Acrobat Reader. It can be downloaded for free.



Partnership type(s)

- ? Field partner
 - ? Support partner
 - ? Funding partner
- In some cases, a single organization can have more than one role, so multiple categories can be selected.

General information

- Full name max 75 characters
- ? Short name max 25 characters
- ? Organization type
- ? Website
- ? Logo

Contact information

- Contact person name
- Contact person surname
- Email
- Address line 1
- Address line 2
- Postal code City
- State/region optional
- Country

Phone	<input type="text"/>
Mob. Phone	<input type="text"/>
Fax	<input type="text"/>

Description of the organization

? Description

unlimited

Bank details (only for Support organizations)

? Account name

? Account address

PO box	<input type="text"/>
Postal code	<input type="text"/>
Street name and number	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>

? Account number

? IBAN

Bank details will not be published on the website, they are only needed to enable Akvo to transfer money to partner organizations.

If applicable

Bank name

? BIC or SWIFT code

Branch address

Postal code	<input type="text"/>
Street name and number	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>

Full address - PO box not accepted

In this section, the help and example texts that are also available in the main form are listed. In the main form, the help texts and example texts are shown when the mouse moves over a question mark or an 'E'.

Field name	Help text
Partnership type(s)	
Field partner	A Field partner is a local organization which carries out the project.
Support partner	A Support partner is an organization which supports the Field partner in carrying out the project.
Funding partner	A funding partner provides the funds to implement the project.
General information	
Full name	
Short name	A short name or abbreviation of the organization name. This name will appear in organization and partner listings. In the unlikely case that the short name is already used by another organization, Akvo will adapt it.
Organization type	Please choose your organization type.
Website	The address of your website. For example http://www.akvo.org
Logo	Please send with this form a high-res version of the logo of your organization. Alternatively, you can paste a weblink to the logo in the field.
Description of the organization	
Description	A short description of the history, the goals and activities of your organization.
Bank details (only for Support organizations)	
Account name	The name of the bank account.
Account address	The address of the holder of the bank account. In most cases, this will be the address of your organization.
Account number	The bank account number.
IBAN	The IBAN (International Bank Account Number) for your account. The IBAN is an European standard to identify individual bank accounts in Europe. If you have a European bank account, please complete this field.
BIC or SWIFT code	The BIC (Bank Identifier Code, sometimes called SWIFT code) is used to identify individual banks. It is a world wide standard.