

## 2021 Minnesota International NGO Directory Intake Form

MINN's International NGO Directory is a collection of nongovernmental organizations that work internationally and have a presence in Minnesota.

Social enterprise initiatives, nonprofits, non-registered humanitarian organizations, church groups and other charitable groups doing work abroad are welcome to include information on their organization.

Complete the form below to add your organization to MINN's online INGO directory. Your answers will also be used as data for MINN's annual Global Report on the state of international NGOs in Minnesota.

**If you prepare your answers in advance, this survey should only take about 20 minutes of your time.**

*NOTE: We ask questions about the demographic makeup of your organization, including your staff and board of directors, as well as basic information about the location of your programming and funding.*

*If you do not have this information with you at this time, we advise you prepare your answers before filling out the intake form.*

**Thank you for your participation - it's really important to us!**

Please complete all pages and **press "Submit"** when you're done.

If you have any questions, please contact [membership@minnesotangos.org](mailto:membership@minnesotangos.org).

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### **[PAGE 1] FOR INTERNAL USE ONLY:**

#### **Form Respondent Contact Details**

*We will reach out to this person only for the purposes of maintaining the online directory and preparing future reports.*

- First Name:
- Last Name:
- Contact Title:
- Contact Phone:
- Contact Email:

#### **Contact Info for Top Staff Member**

*(ex. Executive Director)*

- First Name:
- Last Name:
- Position Title:
- Email:

#### **Organization's Headquarters**

- Address Line 1:
- Address Line 2:
- City:
- Country:
- State/Province:
- Postal Code:

#### **Organizational Address in Minnesota**

*(If different from above)*

- Address Line 1:
- Address Line 2:
- City:
- Postal Code:
- State/Province: Minnesota
- Country: USA

### **CRITERIA FOR INCLUSION:**

**Does your organization have a presence in Minnesota? (YES/No)**

If no, is there a specific reason why you believe your organization is a good fit for the Minnesota International NGO Directory?

**Does your organization work internationally? (YES/No)**

If no, is there a specific reason why you believe your organization is a good fit for the Minnesota International NGO Directory?

**-----Must answer YES TO BOTH questions above in order to Continue-----**

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**International NGO Directory: ORG INFO**

Answers in this section will be displayed on your organization's page on our online INGO Directory (<https://www.minnesotangos.org/organizations>).

**Name of Organization**

Please state exactly as you would like it written in the Directory:

**Mission Statement**

Please provide a few sentences explaining your organization's mission:

**What year was your organization founded?**

- Year (Ex. IRS Determination Letter date):

**Which type best describes your organization?**

Select one (1)

- International Advocacy Organization
- Association/Affinity Group with an international focus
- Consultant in international work
- Domestic NGO with international program recipients
- Educational Institution/School/University with international programming
- Foundation/Funding Agency with an international programming focus
- Immigrant/Refugee Organization with international programming
- International Implementing NGO
- Service Provider for international organizations
- Social enterprise initiatives
- Nonprofit
- Non-registered humanitarian organization
- Church groups or other charitable groups doing work abroad
- Other (please specify)

**Does your organization have a fiscal sponsor?**

- (Yes/No)

**Organization Contact Info**

- Main Contact Email (if different than above):
- Organizational Phone Number (Main):
- Homepage URL: <https://www...>
- Twitter: @...
- LinkedIn:
- Facebook: /...
- Instagram: @...

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**International NGO Directory: FUNDING**

**What is your organization's annual operating budget for the most recent fiscal year?\***

*Ex. form 990 line 35 'gross operating revenue'*

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**From which sources does your organization primarily receive funding?\***

*Select all that apply:*

- United States Government
- Multilateral (UN, WHO, etc.)
- European Government
- Corporate
- Foundation
- Individual Donors
- Non-Profit Organization
- Earned Income
- Other (please list all that apply)

**International NGO Directory: PROG WORK**

**Program Area**

Select all that apply:

- Agriculture & Food Security
  - Agriculture & Farming
  - Conservation and Natural Resource Management
  - Food Security
  - Livestock and Animal Husbandry
  - Nutrition
- Democracy & Governance
  - Civil Society Strengthening
  - Conflict Prevention & Mitigation
  - Human Rights
  - NGO Capacity Building/Development
  - Public Policy & Advocacy
- Education & Training
  - Adult Education
  - Training
  - Youth Education
- Health
  - HIV/AIDS, TB, Malaria
  - Reproductive Health
  - Water & Sanitation
  - Health (other)
- Development, Economic Growth & Trade
  - Community Development
  - Economic Growth
  - Enterprise Development
  - Gender Equality
  - Microfinance
  - Rural Development
  - Shelter & Housing
- Humanitarian Assistance
  - Disaster & Emergency Relief
  - Humanitarian Response
  - Refugee, Displacement, Protection
- Cross-Cutting
  - Children & Youth
  - Citizen & Student Exchange
- Other (please specify)

**U.N. Sustainable Development Goals**

What are your organization's primary UNSD Goals? [See a summary of the goals here.](#)

Select all that apply:

- [\(#1 - No Poverty\)](#)
- [\(#2 - Zero Hunger\)](#)
- [\(#3 - Good Health & Well-Being\)](#)
- [\(#4 - Quality Education\)](#)
- [\(#5 - Gender Equality\)](#)
- [\(#6 - Clean Water & Sanitation\)](#)
- [\(#7 - Affordable & Clean Energy\)](#)
- [\(#8 - Decent Work & Economic Growth\)](#)
- [\(#9 - Industry, Innovation & Infrastructure\)](#)
- [\(#10 - Reduced Inequalities\)](#)
- [\(#11 - Sustainable Cities & Communities\)](#)
- [\(#12 - Responsible Consumption & Production\)](#)
- [\(#13 - Climate Action\)](#)
- [\(#14 - Life Below Water\)](#)
- [\(#15 - Life On Land\)](#)
- [\(#16 - Peace, Justice & Strong Institutions\)](#)
- [\(#17 - Partnerships For The Goals\)](#)

**International NGO Directory: REGION/COUNTRIES**

**In which region(s) of the world does your organization currently work?**

For a full list of countries by region, please see <https://unstats.un.org/unsd/methodology/m49/>. Select all that apply:

- Global
- Africa
  - Northern Africa
  - Eastern Africa
  - Middle Africa
  - Southern Africa
  - Western Africa
- Americas
  - North America
  - Caribbean
  - Central America
  - South America
- Asia
  - Central Asia
  - Eastern Asia
  - South-eastern Asia
  - Southern Asia
  - Western Asia
- Europe
  - Eastern Europe (including Siberia/Northern Asia)
  - Northern Europe
  - Southern Europe
  - Western Europe
- Oceania
  - Australia and New Zealand
  - Melanesia
  - Micronesia
  - Polynesia

**In which countries does your organization currently work?**

Select all that apply:

(SEE REFERENCE LIST: <https://unstats.un.org/unsd/methodology/m49/>)

**International NGO Directory: SERVICE & STAFF**

**If your organization is service-based, how many beneficiaries/participants do you engage in your program(s) annually? If unsure, please estimate to the best of your ability.**

- Total number of Beneficiaries:

**How many staff and/or volunteers does your organization employ?**

- Total number of staff (full-time and part-time) worldwide:
- Number of staff (full-time and part-time) based in the state of Minnesota:
- Number of other US-based staff (full-time and part-time) outside of Minnesota:
  
- Total number of volunteers worldwide:
- Number of volunteers based in Minnesota (MN):
- Number of other US-based volunteers outside of Minnesota:

**Is your organization currently open to interns or volunteers?**

Select all that apply

- Minnesota-based internship opportunities (for credit)
- International internship opportunities (for credit)
- Minnesota-based volunteering opportunities
- International volunteering opportunities
- No, not at this time.

**Where to direct internship or volunteer inquiries:\***

- First Name
- Last Name:
- Title:
- Email:

**International NGO Directory: ORG DEMOGRAPHICS**

*The answers in this section will only be reported in the aggregate to report on trends among Minnesotan INGOs via MINN's Global Report. Your answers will not be tied to your organization. Please answer the below questions to the best of your ability to help us better understand the INGO landscape in Minnesota.*

**What is the gender identity of your founder(s)?**

*(If more than one founder, select all that apply)*

- Male
- Female
- Transgender
- Non-binary
- Prefer not to answer
- Other
- Don't know

**What is the race/ethnicity of your founder(s)?**

*(If more than one founder, select all that apply)*

- Asian-American/Asian
- Black/African-American/African
- Indigenous
- Latinx/Hispanic
- Native Hawaiian or Other Pacific Islander
- White
- Mixed
- Prefer not to answer
- Other
- Don't know

**Does your founder identify as a first generation immigrant, second generation immigrant, or neither?**

*(If more than one founder, select all that apply)*

- First generation
- Second generation
- Neither
- Don't know

**What is the gender identity of your top staff member? (ex. Executive Director)**

- Male
- Female
- Transgender
- Non-binary
- Prefer not to answer
- Other
- Don't know

**What is the race/ethnicity of your top staff member?**

- Asian-American/Asian
- Black/African-American/African
- Indigenous
- Latinx/Hispanic
- Native Hawaiian or Other Pacific Islander
- White
- Mixed
- Prefer not to answer
- Other
- Don't know

**Does your top staff member identify as a first generation immigrant, second generation immigrant, or neither?**

- First generation
- Second generation
- Neither
- Don't know

**Please estimate the number of US-based staff members of each gender identity:**

- Male
- Female
- Transgender
- Non-binary
- Prefer not to answer
- Other
- Don't know

**Please estimate the number of US-based staff members of each race/ethnicity:**

- Asian-American/Asian
- Black/African-American/African
- Indigenous
- Latinx/Hispanic
- Native Hawaiian or Other Pacific Islander
- White
- Mixed
- Prefer not to answer
- Other
- Don't know

**Please estimate the number of US-based staff members who identify as a first generation immigrant, second generation immigrant, or neither:**

- First generation
- Second generation
- Neither
- Don't know

**Please estimate the number of board members of each gender identity:**

- Male
- Female
- Transgender
- Non-binary
- Prefer not to answer
- Other
- Don't know

**Please estimate the number of board members of each race/ethnicity:**

- Asian-American/Asian
- Black/African-American/African
- Indigenous
- Latinx/Hispanic
- Native Hawaiian or Other Pacific Islander
- White
- Mixed
- Prefer not to answer
- Other
- Don't know

**Please estimate the number of board members who identify as a first generation immigrant, second generation immigrant, or neither:**

- First generation
- Second generation
- Neither
- Don't know

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**International NGO Directory: FEEDBACK & ORG-LOGO-UPLOAD**

**Feedback**

*We would like to give you an opportunity to provide feedback to MINN on the Global Report and/or any other service that would assist you in your work. The information provided in the answer box will not be published in our directory and will remain private.*

**As MINN identifies future services for the international NGO community in Minnesota, what are your thoughts on where MINN should best invest its energy?**

**Are you interested in establishing a formal partnership with MINN?**

Yes/No

**NOTE: in order to include your ORG LOGO in MINN's Online Directory and Global Report, upload the most recent version here.**

**PREFERRED: Vector eps file** (such as an Adobe Illustrator eps) with all fonts converted to outlines. This file format is preferred because vector-based art can be resized without degrading shape or color.

**Acceptable in some instances:** Raster image file (such as an Adobe Photoshop file). The logo must be a minimum of 2" wide or 2" high (whichever is the larger proportion) at 300 dpi. The image file may be delivered in any of the following formats: psd, tiff, png, or jpeg.