Applicant: (Legal Operating Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Form Attached:  **Yes**

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HFI Opportunity Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of this ORC (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORC Members Present” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Opportunity Coordinator will have reviewed the delivery agency’s application and made appropriate notes in the criteria table below in advance of the ORC meeting to review and approve the application. The ORC will determine whether each criteria represents the organization as a fit as an HFI Partner and then on the balance of all criteria matched, make a final decision as to whether the application is approved, which then allows HFI to set into place a Partnership MOU with the organization.*

|  |  |  |
| --- | --- | --- |
| **No.** | **Partner Fit (y/n)?** | **Criteria Assessed / Notes** |
| 1 |  | Operating in a developing country and an urban centre that lends itself to the HFI mission and mandate? |
| Notes: |
| 2 |  | Non-profit status registered in operating country that will be receiving HFI volunteers. A copy of their registration and confirmed status with local government agency has been supplied to HFI and on file? |
| Notes: |
| 3 |  | Christian values in vision/mission. A link to / copy of their Statement of Faith has been supplied to HFI and on file? |
| Notes: |
| 4 |  | Service delivery programs focused on building resiliency and improving the lives of vulnerable children, women and men suffering under poverty and marginalization or otherwise at-risk people groups? |
| Notes: |
| 5 |  | Primary Services and Benefactors (Children, Youth, Women, Men, Elderly) are deemed to be of interest for prospective HFI professional/technical volunteers? |
| Notes: |
| 6 |  | English/French business communications proficiency |
| Notes: |
| 7 |  | Capacity and interest to receive and integrate international volunteers into their daily operations. |
| Notes: |
| 8 |  | Need for Short-to-medium term skills/experience which may not be locally available or scarce. |
| Notes: |
| 9 |  | Willing to work with HFI as a facilitator to source Canadian volunteers to augment their front-line service delivery and / or back-office teams. |
| Notes: |
| 10 |  | Looking to grow and develop as an organization and to build their capacity to increase reach and impact into the communities they serve. |
| Notes: |
| 11 |  | Will assign a senior member of staff as HFI – Partnership relationship owner. |
| Notes: |
| 12 |  | Interested in and will ensure opportunities provided for HFI volunteer to deliver proper knowledge transfer and skills training to other staff members |
| Notes: |
| 13 |  | Interested in and will ensure opportunities provided for HFI volunteer to deliver leadership coaching and mentorship to other staff members |
| Notes: |
| 14 |  | Previous experience hosting overseas, missionary or other international personnel |
| Notes: |
| 15 |  | Have access to transportation solutions that can be allocated to supporting the transportation needs of posted HFI volunteers |
| Notes: |
| 16 |  | Have access to housing or accommodations suitable for posted HFI volunteers |
| Notes: |
| 17 |  | An international airport is nearby with regular scheduled international flights. |
| Notes: |
| 18 |  | Will take appropriate measures to ensure safety & security of HFI posted volunteers while working in their offices, on their premises, or as part of service delivery teams within communities. |
| Notes: |
| 19 |  | Will provide an appropriate office environment and access to appropriate office equipment, resources, networks and other supplies for HFI posted volunteers. |
| Notes: |
| 20 |  | Reference checks of the organization’s executive leadership, directors or trustees, do not uncover any concerns or risks |
| Notes: |
| 21 |  | SPECIAL: *Click here to enter text* |
| Notes: |
| 22 |  | SPECIAL: *Click here to enter text* |
| Notes: |

Based on the outcomes of the criteria matched above, the application for Partnership is hereby  
 (check only one):

**Approved  Declined Date of Decision?** *Completion date*

**Returned to Applicant to supply the following additional or missing information:**

* *Click here to enter text*
* *Click here to enter text*
* *Click here to enter text*