



University of the Peloponnese



Survey

This survey of NGOs is part of the program "THALIS II-Mapping and Evaluation of non-profit organisations in Greece» funded by the public benefit foundations: Captain Vassilis & Carmen Constantakopoulos, Laskaridis, Latsis, Stavros Niarchos, TIMA and implemented by the University of the Peloponnese and the nonprofit organization HIGGS under the supervision of a Scientific Committee composed of professors from three universities (NKUoA, HUA, UoP). The information obtained will only be used for the purposes of the program and will not be shared with third parties.

Thank you for your time!

A. General Information

Organization's name: _____

Established (year): _____ Legal Form (status): _____

Address: _____

Contact phone.: _____ email: _____

Web page: _____

Geographical Scale of Activity (Choose the one suited to your organization):

Local Regional National International

Contact person

Name: _____

Position in the organization: _____

Contact phone.: _____ Email: _____

Legal representative (in case he/she differs from the contact person)

Name: _____

Position in the organization: _____

Contact phone.: _____ Email: _____

B. Scope of Action (field of activity)

On the next page there are various areas in which NGOs operate in Greece.

Under the more general categories there are sub-categories facilitating/elaborating the initial selection made by the respondent.

Scope of Action (work) (please prioritize those better matching your activities-you may choose also subcategories):

1. International

- Humanitarian Assistance
- Development programmes
- Human Rights

2. Human Rights

- Gender issues
- Advocacy
- Institutions (Political/Administrative)

3. Education

- Preschool Activities
- Primary School Activities
- Secondary School Activities
- Young Adults Education Activities (18-24 yrs old)
- Adults Education Activities (25-65)
- Education Activities for Elders (65+)

4. Social Welfare / Integration

- Hospitality Shelters
- Actions against Homelessness
- Actions for children
- Actions for Vulnerable Groups¹
- Food assistance
- Actions for Elders

5. Migration/Refugees

- Hospitality shelters
- Maintenance/provision of basic goods
- Social Integration

6. Environment/Civil Protection

- Civil Protection
- Animal Protection
- Environmental Protection

7. Culture

- Museums
- Theatrical Activities
- Musical Activities
- Cultural Heritage
- Other Artistic Activities

8. Healthcare

- Association/networking of Patients
- Provision of Health Services
- Provision of Mental Health Services
- Provision of Medicines

9. Scientific/Academic Societies

10. Infrastructure Projects

¹ Vulnerable groups are characterized: people with disabilities (physical or mental, or sensory), dependent or rehabilitated by substances people,

HIV-positive, prisoners/released from prison, underage offenders.

C. Details of Activities (Projects)

Please fill in the table below basic information on your organisation's activities (projects) during the last 3 years (report at least 3 projects for each category selected in the previous page):

Project sector		Short project description (max 100 words)			
Budget		Project's start date Project's end date Repetitive (Y/N)		Number of direct beneficiaries	

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D. Organizational data

1. Does the composition of the Board of Directors differ from the Management Team? (is there a distinction between the board of directors and the management team of the organization)?

<25% 25-50% >50%

2. Are there specific charts and distinct job tasks? (Please attach the relevant files, such as an organizational chart)

YES NO

3. Are there job descriptions and job profiles for your personnel?

YES NO

4. How frequently does the board of directors meet?

Every Week <input type="checkbox"/>	Every 2 weeks <input type="checkbox"/>
Every Month <input type="checkbox"/>	Every two months <input type="checkbox"/>
Quarterly <input type="checkbox"/>	Every 4 months <input type="checkbox"/>
Semi-Annual <input type="checkbox"/>	Annually <input checked="" type="checkbox"/>

5. Please fill in the table below with information regarding your organization's personnel.

Personnel				
Type of employment		2015	2016	2017
Full time	EFKA/IKA/ETAA			
	EFKA Self-employed/OAEE			
Part time	EFKA/IKA/ETAA			
	EFKA Self-employed/OAEE			
Titlos Ktisis (one-off payment)				
Volunteers	Constant			
	Occasional			

**EFKA self-employed are characterized all employees having a full-time contractual relationship with the organization but are remunerated by a service invoice.*

**A full-time relationship is considered to be the one that takes place either by an annual contract or by the monthly remuneration of the employee.*

**EFKA Part-time self-employed shall be considered those who maintain a contractual relationship with the organisation from 1 to 6 months/year or whose remuneration is equivalent to the part-time salaried remuneration as defined by the Ergani-depending on Working hours as a percentage of the remuneration of the fully employed*

** Permanent volunteers are characterized those who regularly participate in the actions of the organization every year*

6. Do you keep an updated volunteer record (please delete personal details)?

YES NO

7. In your 3 most important activities (projects) you have mentioned in the previous pages, was there any collaboration with other partners (not rated)

YES NO

8. Were there any international partners? (not rated)

YES NO

9. If Yes, please mention the most important(s) one

E. Financial Data

Please fill in the table below based upon the balance sheets/accounts of the last 3 financial years of your organization (please attach the relevant files)

201_			
Revenue		Expenses	
...Membership Contributions/Subscriptions		Operating costs	
...Donations from individuals		Project costs	
...International Programmes			
...NSRF (ΕΣΠΑ)			
...State funding			
...Local government			
...Welfare Institutions			
...Companies (Corporate Social Responsibility)			

201_			
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(There will be instructions for donations/in kind contributions). In case they do exist (equipment, furniture, clothes, food etc) please proceed with an estimation of value.

F. Publicity Data

1. Is there an active website run by your NGO? YES NO

2. If you have answered "YES" in the previous question, how often do you update it?

Once a week Every Semester

Once a month Every year

Every quarter

3. Last update of the website: _____

4. Have you uploaded the official statute of your organization on your website?

YES NO

5. Have you uploaded the latest balance sheets/accounts on your website?

YES NO

6. Does your organization publish the names of the Board of Directors?

YES NO

6b. If "Yes", in what way?

Website Newspaper

Special Edition Other

7. Does your organization publish the names of the key members/executives?

YES NO

7b. If "Yes", in what way?

Website

Special Edition

Newspaper

Other

8. Are the annual balance sheets audited by certified accountants?

YES NO If "Yes", since when? _____

9. In what ways does the organization communicate with its members, subscribers and sponsors?

10. Are there any publicly available evaluation reports of your organization's overall actions? (please attach the latest related file).

YES NO

Is there anything else which you would like to highlight?

Thank you very much for your time!