



AfCAA Accreditation Application Form for Christian Owned and Run Businesses

The African Council for Accreditation and Accountability (AfCAA) was established to support Christian organizations, Christian-owned and run businesses in building public trust through an objective display of their faithful stewardship in compliance with Biblical Standards. In a continent where truth is becoming increasingly relative, and integrity is lost through a lack of accountability, Christians in Africa must live out their faith and maturity through distinctive and accountable behavior in personal life and practice in ministry or business. This conviction is driven by the scripture: Matthew 5:16 (NIV) “In the same way, let your light shine so that they may see your good deeds and praise your father in heaven”.

AfCAA accepts applications from duly registered Christian-owned and run businesses that have been in operation for at least one year after receiving the valid annual tax compliance.

AfCAA Accreditation is valid for one year. Renewal of the accreditation is required annually through an Annual Renewal process, which includes the annual fee.

The AfCAA seal and accreditation credentials remain the property of AfCAA, and their use is contingent upon compliance with AfCAA Standards and continued accreditation.



AFCAA ACCREDITATION APPLICATION FORM FOR CHRISTIAN OWNED AND RUN BUSINESSES

PLEASE READ ALL DIRECTIONS CAREFULLY

Name of Company _____

(Please insert details exactly as you want them published in the AfCAA accredited organization list and on the website after approval).

Date Founded _____

Physical Address _____ Mailing address _____

City _____ State/Country _____ Postal Code _____

Phone _____

Organization's Email _____

Tax Reference Number _____

Company's top leader _____

(Company's top leader per the organizational chart (not necessarily the highest paid) such as the CEO, president, executive director, or comparable position.)

Full Name _____

Prefix (Mr., Mrs., Dr., etc.) _____ Title (CEO, Pres., etc.) _____

Phone _____

Email address _____

Application contact person

(This is the individual who will receive a copy of the application, and who will be contacted if AfCAA wants more information regarding your application.)

Full Name _____

Prefix (Mr., Mrs., Dr., etc.) _____ Title (CEO, Pres., etc.) _____

Phone _____

Email address _____



Additional Contact Information (*Chief Financial Officer, or similar position*)

Full Name _____

Prefix (Mr., Mrs., Dr., etc.) _____ Title (CFO, V.P., etc.) _____

Phone _____

Email address _____

******(The information given here is for internal use only — AfCAA will not publicize) ******



Please describe the activities of your company in 100 words or less. The description generally should be evidence of the evangelical nature of the company. This should clearly demonstrate how the company is being run on Biblical principles. However, AfCAA understands that the description may need to be more generic for organizations with international programs. This description will be used in response to any requests for information about your company unless you provide an alternate description of activities for publication purposes.

Does your organization have subsidiaries?

Yes

No

If yes, list subsidiaries below.

| Name of the subsidiary | Location |
|------------------------|----------|
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Please check the boxes indicating your Company's compliance with AfCAA's 7 Standards here below. (See detailed standards on the AfCAA website.)

Standard 1: Doctrinal Foundation

Every member of AfCAA shall operate in accordance with biblical truths and practices and subscribe to a written statement of faith clearly affirming a commitment to the evangelical Christian faith.

Does your Company subscribe to a written statement of faith?

- YES
- NO



Standard 2: Leadership and Governance

| | YES | NO |
|---|--------------------------|--------------------------|
| A. Did the full board meet at least two times within the last twelve months? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Does your Company have a written conflict of interest policy? If YES, please attach a copy. | <input type="checkbox"/> | <input type="checkbox"/> |
| C. At board meetings during the last twelve months, were the majority of those in attendance and voting independent board members? (See Standard 2 commentary at www.afcaa.org for AfCAA’s definition of “independent”.) | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Is the tenure of the board membership clearly stipulated in your board manual/policy? | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Have your board members been trained in corporate governance? If so when was the last training? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Is your Company under investigation (or has it been in the last year) by any government authority? If YES, please explain. _____ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Is your Board composition and committees aligned to your mission, vision and strategic plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Is there a clear division of responsibilities at the head of the company between running the Board and executive responsibility of running the company? | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Is there an appropriate balance of skill, experience, independence and knowledge of the company to enable effective discharge of duties by management? | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Is there a formal, rigorous and transparent procedure for appointing new Directors to the Board? | <input type="checkbox"/> | <input type="checkbox"/> |



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| <p>K. Does the Board undertake a robust annual evaluation of its performance and that of its committees and individual Directors?</p> <p>L. Does the Board have a formal and transparent arrangement for considering how they should apply corporate reporting, risk management, and internal control principles?</p> | <table> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | |

Please provide explanations to the responses provided above.

Standard 3: Talent Management

| | YES | NO |
|---|--------------------------|--------------------------|
| A. Does your company have policies which encourage personal growth, career progression and skills upgrade for its staff members? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Does your company use standardized procedures for recruitment and hiring? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Has your company carried out performance reviews at least once within the last 12 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Does the full board annually preapprove the senior management's total compensation package and is notified of the recruitment and total package of any of the senior management's family members who are employed by the company or any of its subsidiaries or affiliates? | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Does the board or committee obtain reliable comparability data with respect to the position for which compensation is being set? (Such comparability data should be for functionally comparable positions, and for | <input type="checkbox"/> | <input type="checkbox"/> |



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|---|---|
| <p>companies as similar as possible to the company and should be updated at least every five years.)</p> | |
| <p>F. Does the board or committee document its compliance with the requirements described in the agreements and if applicable, its rationale for establishing compensation at a level that exceeds that which is supported by the comparability data?</p> | <input type="checkbox"/> <input type="checkbox"/> |
| <p>G. Does your Human Resource Manual address the economic, emotional, spiritual, social, and physical welfare staff programs in place?</p> | <input type="checkbox"/> <input type="checkbox"/> |
| <p>H. Does the company have a strategy to determine what the company needs to meet the current and future demands of the business plan?</p> | <input type="checkbox"/> <input type="checkbox"/> |
| <p>I. Does the company have established processes to measure competence that is both required and available?</p> | <input type="checkbox"/> |
| <p>J. Has the company identified ways to obtain and retain those who are critical to success?</p> | <input type="checkbox"/> <input type="checkbox"/> |
| <p>K. Has the company established a suitable approach to deal with those who no longer fit company requirements?</p> | <input type="checkbox"/> <input type="checkbox"/> |
| <p>L. How does your company engage and reward talent in the pivotal roles compared to competitors in the industry?</p> <hr/> <hr/> <hr/> | <input type="checkbox"/> <input type="checkbox"/> |
| <p>M. Does every aspect of your company talent strategy directly contribute to the business plan and to creating value in the company?</p> | <input type="checkbox"/> <input type="checkbox"/> |



Standard 4: Learning and Innovation

| | YES | NO |
|---|--------------------------|--------------------------|
| A. Does your company have a policy to enable it to keep abreast with the trends, skills and competencies required to carry out its mandate? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Does your company have a knowledge management plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Does your company have systems that ensure the security and integrity of its information is safeguarded and processes which facilitate the recovery of such information in the event of damage or loss brought about by unseen events? | <input type="checkbox"/> | <input type="checkbox"/> |

International Standards guidance on Learning and Innovation:

Learning and Innovation involves implementing something new that adds value and quantifiable gain to the company. It requires many skillsets, usually those of a team.

| | YES | NO |
|---|--------------------------|--------------------------|
| A. Does the company strategy include learning and innovation as part of its Organisational objectives? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Is top management committed and supportive the learning culture? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Has the company fostered an environment of teamwork, trust and open communication which allows information and ideas to be relayed throughout the company? | <input type="checkbox"/> | <input type="checkbox"/> |



Standard 5: Cultural Differences, Acceptance and Interdependence

| | YES | NO |
|--|--------------------------|--------------------------|
| A. Does the company's cultural representation reflect inclusivity in terms of gender, origin, age, disability, ethnicity, race and cultural diversity? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have staff members in the company had training on cross – cultural awareness? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Are the facilities within the company built to allow people with disabilities to gain easy access? | <input type="checkbox"/> | <input type="checkbox"/> |

International Labour standards guidance on Cultural Differences, Acceptance and Interdependence:

| | YES | NO |
|---|--------------------------|--------------------------|
| <p>A. Does the company have a policy that covers equality and discrimination at the workplace with regards to (not limited to) the following areas:</p> <ul style="list-style-type: none"> – Gender equality. – Hiring indigenous people. – Disability at work. – Maternity protection. – Freedom of association. – Forced labour / child labour. – Slavery. – Gender based pay difference. | <input type="checkbox"/> | <input type="checkbox"/> |



Standard 6: Financial Management and Disclosure

| | YES | NO |
|--|--------------------------|--------------------------|
| A. Does the board or its designated committee (consisting of a majority of independent members) maintain appropriate communication with the independent certified public accountant or equivalent? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Is the board appraised of any material weakness in internal controls or other significant risks? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Is the full board appraised by the CPA or equivalent of any significant deficiencies in internal controls, compliance issues, or risks? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Does the company have a finance department or equivalent who is, <ul style="list-style-type: none"> – Responsible for running reporting and control systems. – Raising and managing funds – Manage relationships with financial institutions. - Use information to advise management regarding planning, policy and capital investment. | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Are the company financial objectives in line with the interests of the Shareholders? | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Are the company accounts statements audited every financial year? | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Where applicable has your company filed and obtained tax exemption from applicable authorities? | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Are your company's audited financial statements provided to shareholder or stakeholder upon written request? | <input type="checkbox"/> | <input type="checkbox"/> |
| I. To the best of your knowledge, is your company in full compliance with applicable government and municipal laws and statutory provisions relating to financial reporting? | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Does your company receive donor-restricted funds? | <input type="checkbox"/> | <input type="checkbox"/> |



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| <p>K. Do you separately account for donor funds contributed and expend these funds within the donor-imposed restrictions?</p> <p>If NO, please explain.</p> <hr/> <hr/> <hr/> | <input type="checkbox"/> <input type="checkbox"/> |
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Standard 7: Resource Mobilization

| | YES | NO |
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| A. Does your company have a valid resource mobilization plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Does your company comply with each of AfCAA’s Standards for stewardship of Charitable Gifts? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Is your company in compliance with applicable charitable solicitation laws, government registration requirements, securities regulations, and other statutory provisions? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Do you have active partnerships for purposes of resource mobilization? | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Does your company send periodic reports to the Partners /Investors? | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Does your company maintain an active Reserve fund? | <input type="checkbox"/> | <input type="checkbox"/> |



Summary of required documents

- One off USD 300 application fee.
- Completed and signed AfCAA application form.

STANDARD 1: Doctrinal Foundation

- Signed and dated statement of Faith affirming a commitment to the Evangelical Faith (if your Company does not have a statement of faith, please explain why and how your Company demonstrates its commitment to biblical truths and practices).
- 2 recent letters of reference from either one of your donors, or current AfCAA accredited members, ECFA accredited organizations, lawyer, external auditors, and partners.

STANDARD 2: Leadership and Governance

- A scanned copy of your certificate of Incorporation.
- Articles of incorporation or Company constitution or legal equivalent – signed and dated by appropriate corporate officers.
- Organogram/Organization Chart illustrating the structure of your Company and the various functions/departments.
- Mission and Purpose Statement (100-word description of your Company).
- A copy of your governing policy (e.g. Board policy manual, board charter and governance manual or its equivalent).
- Document indicating calendar of board meetings.
- A list of Board Members and their personal biographies.
- Conflict of interest policy.
- The company's profile.

STANDARD 3: Talent Management

STANDARD 4: Learning and Innovation

- Monitoring and evaluation documents/framework.
- Copy of knowledge management policy / innovation.
- Copy of most recent Annual Report.
- Strategic plan document.

STANDARD 5: Cultural Differences, Acceptance and Interdependence

- Evidence of training on cross cultural awareness.
- Policy to ensure equitable hiring practices.

STANDARD 6: Financial Management and Disclosure

- Financial Manual and Procurement Manual.
- Sample of financial statement reports for donors.
- Annual operating budget.
- Copy of the latest audited report and the management letter from an independent auditor.
- Tax exemption certificate (if applicable).
- Letter from lawyer showing your Company is not under litigation.
- Most recent Tax Compliance Certificate.

STANDARD 7: Resource Mobilization

- Resource mobilization plan.
- Sample appeal sent to a donor and sample report to donors/investors/bank/microfinance on use of funds.



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| <ul style="list-style-type: none"><input type="checkbox"/> HR policy manual.<input type="checkbox"/> List of all employees showing their positions, departments, when they joined the Company, disaggregated data on the number of males female.<input type="checkbox"/> Sample job description of a current member of staff.<input type="checkbox"/> Sample performance evaluation record. | <ul style="list-style-type: none"><input type="checkbox"/> Thank you notes to partners (where applicable).<input type="checkbox"/> Compliance with AfCAA Standard 7 on Resource Mobilization.<input type="checkbox"/> Policy on acknowledgment of gifts in kind.<input type="checkbox"/> Fund utilization report to investors/ partners. |
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(**All documents are to be submitted in PDF format, if possible, to info@afcaa.org)

How did you learn about AfCAA? (Tick all the applicable options below)

- AfCAA's Website
- AfCAA's Forum/conference
- Other Conference/Convention (which one?)
- Current AfCAA Accredited Organisation/Company
- Board member.
- Radio / TV
- Donor
- Other (specify)



Statement of Compliance

As a company applying for accreditation by AfCAA, we affirm that the information provided in this accreditation application and the accompanying supporting documents fully and fairly describe the financial reporting, disclosure, and administrative practices of our company. We also affirm as an applicant to abide by the terms of the relationship between AfCAA and its members as outlined in the AfCAA letter of engagement regarding both the application process and any subsequent relationship.

By clicking this check box, you acknowledge your affirmation of the Statement of Compliance.

Name of applicant _____

Date _____

Company's Name _____