

Instructions for the form Recipient organisations in Sweden and abroad

According to the Swedish Fundraising Control's standards for 90-accounts, AHs must, *at the latest five months after the end of each financial year*, submit a list of Swedish and foreign recipient organisations including information about their projects, the location and country where they operate, as well as a description of how the organisation ensures that the funds that have been handed to recipient organisations are used without unreasonable costs for promoting the intended project (cf. § 11 paragraph 7 and the comments to this paragraph in the Swedish Fundraising Control's standards for 90-accounts). All documents sent to the Swedish Fundraising Control must be in Swedish.

Contributions to private individuals, individual researchers, projects or Swedish hospitals should not be stated. A recipient organisation refers to an organisation to which the 90-account holder pays out funds in order to fulfil its project. The form Recipient organisations in Sweden and Abroad can be found on our website under the Forms tab, although it is also possible to prepare your own list containing the above information. The form must be completed in its entirety. We recommend that you complete the form digitally and save a copy, to use as a basis for next year's reporting.

Recipient organisation

Here you fill in the official names of all the organisations in Sweden and abroad to which your organisation has paid out funds during the reported financial year in order to fulfil your project. If you have more than four recipient organisations, you can obtain more rows by pressing Enter in the box at the bottom under the Country heading.

Project

Here you fill in the recipient organisation's project. The recipient organisation's project must correspond with the project specified in your organisation's statutes.

Place of operations

The place where the organisation conducts its operations is specified here. If the organisation conducts operations at several locations, these must all be indicated.

Country

Fill in the country in which the recipient organisation operates here.

Checking that the funds are used for the project

This is a description of how you ensure that the funds that have been handed over to the organisations are used without unreasonable costs in order to promote the intended project. The checking of recipient organisations can be performed e.g. through financial reporting, personal site visits and local external audits.

If you have several recipient organisations, and if these are checked in the same way, you do not need to specify how each and every one is checked, rather it is sufficient to provide a general description of how you ensure that the funds that are handed over to the organisations are used for the intended project.

If your checks are not the same for all the recipient organisations, it is possible here, solely by specifying the organisation's/organisations' number on the form above as a note, to specify how the checks should be performed for each of the recipient organisations or by group for certain organisations.

Signature

The form must be signed by the person who filled it in.

The Swedish Fundraising Control's confidentiality rules

In accordance with the Swedish Fundraising Control's confidentiality policy point 1, information that is submitted to the Swedish Fundraising Control in documents or some other way from 90-account holders, 90-account applicants, account auditors or some other party may not be distributed if this could be to the detriment of the party to whom the information relates. According to point 7, information that relates to recipient organisations and that is not evident from public material may not be distributed.

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