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Foster European Active Citizenship and Sustainability through Ecological Thinking by NGOs NGEnvironment – Kick off meeting in Lousada

Project partners:

- P1. University Paderborn (UPB), DE
- P2. Right Challenge (RC), PT
- P3. EPEK – Society for Environmental Education of Korinthia (EPEK), GR
- P4. Across Limits Ltd. (AL), MT
- P5. Future in Perspective (FIPL), IRL
- P6. Asociación cultural y medioambiental Permacultura Cantabria (PC), ES
- P7. SINERGIE Soc. Cons. a r.l. (SIN), IT
- P8. Grupul Pentru Integrare Europeana Romania (GIE), RO

Meeting Venue: Lousada Country Hotel Variante de Vila Meã 531, Silvaes, 4620-426 Lousada

Date: 06-08 th of November 2018.



IO 7: Survival guide for NGO Founding and Funding

- ❖ **Type of material:** Digital publication (online guide or interactive pdf), 50 pages maximum
- ❖ **Target group:** NGO leaders and staff members (actual and potential)
- ❖ **Main goal:** This output will specifically provide aid to citizens willing to create their own NGOs or to take part of an existing one. It will consist of a step-by-step guide explaining all legal and practical requirements needed to found and manage an NGO
- ❖ **Creation period:** from 01-08-2020 to 30-06-2021 (almost 1 year)



❖ **Task distribution:** Permacultura Cantabria will provide a research framework that will similarly be addressed by all other partners in their countries. The guide will be adapted to each partner country and translated to all partners' languages

All partners should have the same titles in their guides, but they can change the content to adapt it to their countries.

❖ **Budget available per entity:**

8 working days for a researcher (adaptation to your local context)

+4 working days for a technician (translation into your native language)

Budget available for the leader: 32 days for a researcher+8 for a technician.

No budget for layout.



PUBLICATION INDEX

1. What is an NGO?

-Social initiative and purposes: environmental, humanitarian, etc.

-Non-profit: profits are not distributed among members, they are dedicated to the purposes of the entity

-Non-governmental

-With different legal forms: 1. Associations, 2. Foundations,
3. Co-operatives



2. Types of NGOs (MISSION)

- ❖ **To do advocacy:** animalists, children's rights, refugees' rights...
- ❖ **For citizen participation:** organizations of women, neighbors, elders, students..
- ❖ **To provide services:** sports clubs, religious organizations, educational, development cooperation, etc.





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For practical reasons we suggest focusing on associations

We could, thus, provide accurate information and useful examples to guide users.

Remember! 8 days for a researcher +4 days for a technician



3. How to create an association, step by step.

3.1. Drawing up the statutes of the association.

➤ Example: model statutes to be adapted

3.2. The Founding Document.

➤ Example: template of a founding document

3.3. Register the association: municipal, regional and national register.

➤ Payment of fees and documentation to be provided



4. What do I need to operate at national level?

**To
obtain
the tax
identi-
fication
code**

**To open
a bank
account**

**To request the
social interest
for your
association.
Advantages and
how to do it.**

**Registration
of your
entity's
trademark.**

**Comply with the
Data Protection
Act: registration
of your database,
user information,
etc.**

**Advice
and
recommen-
-dations.**



5. Registration obligations of an NGO.

In Spain, associations must notify:

- ❖ Any change in the statutes (changes in the name, address, purposes and activities, territorial scope, etc.).
- ❖ Changes in the persons holding the representative bodies (Board of Directors).
- ❖ The opening, change and closing of delegations or establishments.
- ❖ The declaration and revocation of the condition of public utility.
- ❖ Associations that constitute or integrate federations, confederations or unions of associations.
- ❖ The incorporation and separation of associations to a federation, confederation or union of associations or to international entities.
- ❖ The suspension, dissolution or termination of the association and its causes.
- ❖ The opening and closing of a delegation in Spain of a foreign association.
- ❖ Advice and recommendations.



6. Documentary obligations of an NGO.

- ❖ An updated list of its associates.
- ❖ An accounting system that allows to obtain a true and fair view of the assets, results and financial situation of the entity, as well as the activities carried out.
- ❖ An inventory of its assets.
- ❖ A book of the meetings minutes of its governing and representative bodies.
- ❖ Advice and recommendations.



7. Accountability obligations

- ❖ Associations that carry out economic activities which will also be subject to the obligations established in the Code of Commerce.
- ❖ Associations declared of Public Utility.
- ❖ Advice and recommendations.



8. Tax obligations.

- ❖ Tax Identification Code.
- ❖ Transfer Tax and Stamp Duty.
- ❖ Tax on Economic Activities.
- ❖ Value Added Tax.
- ❖ Corporate Income Tax.
- ❖ Real Estate Tax.
- ❖ Personal Income Tax Withholdings.
- ❖ Declarations of transactions with third parties.
- ❖ Statements of Donations Received.
- ❖ Advice and recommendations.



9. Types of aids, fundings and current resources.

- ❖ Regional, national and European aids, grants and resources.
- ❖ Other: crowdfunding, merchandising, events, membership fees, etc.
- ❖ Advice and recommendations.



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Thank
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