Checklist: What You Need to Set Up Your Organization Profile

Below you will find everything we ask users to provide when setting up their organizational profile. Since most of the questions were asked during the TerraFund application process, we recommend that you have your application spreadsheet open while you are setting up your organization profile. If you don't have your original application handy or have any additional questions, please reach out to TerraMatch@wri.org.

Organizational Details:

- **Account type**
  - You can choose to be a developer, funder, or both
- **Organization type**
  - Choices are corporation, B-Corp, Foundation, Government, International NGO, LLC, NGO, Non-Profit, or other
- **Organization name**
- **Address**
- **Key contact**
- **Organization phone number**
- **Date Founded**
- **Website**
- **Organization Description:**
  - Please provide a detailed description of your organization and its history, to display to other users on the site
- **Logo and Cover Photo**
  - These images will be used on your organization's profile page

Organizational Details: Employees

- **Full-time permanent employees**
  - Total number of employees that work on a full-time basis (40 hours per week) during the entire year.
- **Full-time seasonal employees**
  - Total number of full-time employees (40 hours per week) that work less than six months in total during any 12-month period.
- **Part-time permanent employees**
  - Total number of year-round employees that work less than 20 hours per week.
- **Percentage of female employees**
  - Total number of employees that are women.
- **Percentage of youth employees**
  - Total number of employees that are between 18 and 35 years of age.

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Organizational Details: Financial Information

- **Organization's financial statements**
  - Provide financial statements for the past three complete financial years, which include your balance sheet, income statement, and cash flow statement for each year.
- **Enterprises only: please upload your organization's profit and loss statements**
  - If you are an enterprise, please upload your organization's profit and loss statements for the past three complete financial years.
- **Enterprises only: please upload your organization's bank statements**
  - If you are an enterprise, upload statements from your business bank account for the past 6 months.
- **Company revenues or nonprofit budget for financial year 2019**
  - If your organization is an enterprise, please indicate your total revenue in USD for the relevant Financial Year. If your organization is a nonprofit, please indicate your total budget in USD for the relevant Financial Year.
- **Company revenues or nonprofit budget for financial year 2020**
  - If your organization is an enterprise, please indicate your total revenue in USD for the relevant Financial Year. If your organization is a nonprofit, please indicate your total budget in USD for the relevant Financial Year.
- **Company revenues or nonprofit budget for financial year 2021**
  - If your organization is an enterprise, please indicate your total revenue in USD for the relevant Financial Year. If your organization is a nonprofit, please indicate your total budget in USD for the relevant Financial Year.

Organizational Details: Previous History of Restoration

- **Total hectares restored**
  - Indicate the number of hectares that your organization has restored in total. Restored hectares have undergone active restoration intervention, which includes agroforestry, silvopasture, riparian restoration, direct seeding, mangrove restoration, assisted natural regeneration, and reforestation.
- **Hectares restored in the last 3 years**
  - Calculate the total number of hectares your organization has restored in the last three calendar years.
- **Total trees grown**
  - Indicate the total number of trees that your organization has grown since its inception. Only include trees that survived to maturity.
- **Past tree survival rate**
  - Indicate the average survival rate of the trees that your organization has grown since its inception. Please be accurate. We recognize that certain landscapes and biomes naturally have lower survival rates.
- **Tree maintenance and after care**
  - Indicate the measures that your organization takes to maintain and care for trees once they start growing.
- **Photos of Past Restoration Work**

Organizational Details: Community Engagement

- **Community engagement strategy**
  - o Describe how you engage with local communities before, during, and after implementation.
- **Community engagement in the past 3 years**
  - o Indicate the total number of community members and smallholder farmers that your organization has engaged in the past three calendar years.
- **Percentage of women farmers engaged**
  - o Of the community members and farmers that your organization has engaged through your past work, what percentage were women?
- **Percentage of young people engaged**
  - o Of the community members and farmers that your organization has engaged through your past work, what percentage were youth (18-35 years of age)?
- **Monitoring & evaluation experience**
  - o Describe how you have measured and reported on the success of your past projects. Indicate how long you monitor after initial project work has been completed. Describe the techniques and approaches that you have used.
- **Community follow-up**
  - o Describe how you follow up with community members after tree growing has begun. Indicate how you work with and assist communities to ensure that the land remains under restoration.