

# REFERENCE FORM TEMPLATE

Revised June 2023



The Freedom Fund uses this form to collect references for potential grantee partners. This is typically a part of the application and decision process. We ask the applicant organisations to provide contact information for current or past funders they would like to serve as their references. This template has been adjusted for use by any funder; the bracketed fields will need to be updated before use.

Dear [Referee Name],

[Funder Name] is currently considering partnership with [Application Organisation Name] through our program in [geography] which focuses on [main goal of program strategy]. As part of our qualification process, we request references from others who would be familiar with the organisation's work. If you would be willing to answer the following questions by providing responses below and returning this form by e-mail, we would be very appreciative.

Name:

Organisation:

Relationship to organisation:

Date:

*Please complete the form on the next page.*

| Question                                                                                                                                                                    | Reference's Response |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. What was the most recent year in which your organisation/foundation made a grant to the organisation named above?                                                        |                      |
| 2. So far as you were able to determine, has/did the organisation use grant funds as intended?                                                                              |                      |
| 3. Does this organisation have a positive reputation among the communities where it works?                                                                                  |                      |
| 4. Does this organisation have a reputation of integrity amongst its peers/other organisations working in the same sector?                                                  |                      |
| 5. What do you consider some of the organisation's strengths?                                                                                                               |                      |
| 6. Would you have any recommendations for us as we consider providing a grant to this organisation (capacity building needs, organisational strengths or weaknesses, etc.)? |                      |
| 7. Is there any reason that you would <u>not</u> make additional grants to this organisation or recommend the organisation to another potential funding organisation?       |                      |
| If yes (you would <u>not</u> make grants nor recommend this organisation for funding), if                                                                                   |                      |

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| possible, please provide a brief explanation as to why you would <u>not</u> be willing to do so. |  |
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*Thank you once again for your willingness to share your experience with us.*