Global Civil Society Coalition for the UNCAC

GUIDE FOR APPLICANTS

How to Join the Coalition Core Community at a Glance

We welcome civil society organizations and individuals working against corruption. This guide helps you check whether you can apply, what to prepare, and what happens once your application is submitted.

Three ways of being part of our core community

Below we describe the different ways to join the Coalition. Read the criteria in the following checklists to understand which type to apply for.

Member organization

FOR

Civil society organizations with at least three years of anti-corruption work that fulfill all our requirements

YOU GET

Full membership, including a vote at the General Assembly and the right to run for election to the Coalition Coordination Committee (CCC)

Individual member

FOR

People with at least five years of anti-corruption work in a civil society role, who are not part of a member organization and have been recommended by a Coalition member, the Hub team, or a Working Group Chair

YOU GET

Membership, with a vote and candidacy for the individual member seat on the CCC

Affiliated group

FOR

Organizations that share our aims and values but do not yet meet all membership criteria

YOU GET

A place in regional communities and Coalition activities, without voting or running for election

Honorary member Not applied for: it is conferred by the General Assembly.

An affiliated group can apply for full membership at any time once it meets the criteria in the checklist below.

The rules behind this guide are set out in the **Coalition Charter** and **the guidance for reviewing membership applications**.

1 Can I apply?

You need to meet every point in the checklist to apply.

Member organization

- [ ] **Be a not-for-profit civil society organization.** This includes NGOs, community and grassroots groups, trade unions, faith-based groups, academic and research institutions, and foundations.
- [ ] **Have been officially registered for at least three years.**

- [ ] **Have a track record of anti-corruption or UNCAC-related work.** You should be able to show two or three activities, projects, or advocacy initiatives, for example reports, statements, campaigns, or events.
- [ ] **Have a good reputation** and be in good standing under the laws of your country.
- [ ] **Be independent** of government, State bodies, political parties, the private sector, and other special interests, both in funding and in control. Public funding won through open, competitive calls (for example from the EU, the UN, or bilateral donors) is fine.
- [ ] **Be transparent about your finances**, showing where your income comes from and who your main funders are.
- [ ] **Have accountable governance**, with at least two people in distinct roles and, where your legal form allows, a board or oversight body separate from your management.
- [ ] **Be open about your key partners**, such as governments, UN agencies, NGOs, donors, companies, or political parties you work with or receive funding from.
- [ ] **Be willing to meet member obligations**, including sending the Vienna Hub team a short annual activity update.

> **Who cannot become a member:** for-profit companies and their associations.

> **Extraordinary membership.** Some organizations meet the criteria but are offered extraordinary membership instead. This applies, for example, to organizations that depend heavily on one donor, mainly fund or re-grant to other groups, are public or State institutions (including public universities), or have no audited or certified accounts or no annual accounts at all. Extraordinary members attend the General Assembly and take part in discussions, but do not vote or run for election.

Organizations working in three or more countries are listed as international members; those working in one or two countries as national members.

Individual member

- [ ] **Not be part of a member organization**, as staff or manager. If you are, you take part through that organization instead.
- [ ] **Have at least five years of documented anti-corruption or UNCAC-related work in a civil society role**, for example in civil society leadership, teaching, research, publications, or projects.
- [ ] **Be known to the Coalition** and recommended by a member organization, a CCC member, a regional coordinator, a working group chair, or the Vienna Hub team. If no one in the Coalition knows your work yet, we encourage you to get involved first, for example through a working group.
- [ ] **Have a good reputation.**
- [ ] **Be open about your affiliations**, past and present employers, and clients.
- [ ] **Be independent** of any particular government, State body, political party, company, donor, or international organization. Applications from lawyers and consultants are considered case by case.

Affiliated group

- [ ] **Be a not-for-profit civil society organization.** This includes NGOs, community and grassroots groups, trade unions, faith-based groups, academic and research institutions, and foundations.
- [ ] **Be registered.** If you cannot register, or have chosen not to, because laws such as “foreign agent” legislation are used to restrict civil society, or registration would put your people at risk, you can still apply. You will need to show founding documents, a real governance structure, evidence of continuous activity, and a partner who can confirm your work.
- [ ] **Have at least one year of documented anti-corruption or UNCAC-related activity.**
- [ ] **Have a good reputation.** The reputation check is the same as for members.
- [ ] **Be independent** of government, political parties, and private sector interests.

Which region am I in?

Everyone who applies names their region. Your region sets your regional community and its board seat. If you are unsure, ask us.

Regional community	Board seat	Countries and territories
Asia Pacific	East Asia, Central Asia and Pacific	Brunei, Cambodia, China (including Hong Kong and Macao), Indonesia, Japan, Kazakhstan, Kyrgyzstan, Laos, Malaysia, Mongolia, Myanmar, the Pacific (including Australia, New Zealand, Melanesia, Micronesia, and Polynesia), the Philippines, Singapore, South Korea, Tajikistan, Thailand, Timor-Leste, Turkmenistan, Uzbekistan, and Vietnam
	South Asia	Afghanistan, Bangladesh, Bhutan, India, Iran, Maldives, Nepal, Pakistan, and Sri Lanka
English-speaking Americas	Americas	Antigua and Barbuda, The Bahamas, Barbados, Belize, Bermuda, Canada, the Cayman Islands, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, the Turks and Caicos Islands, the United States, the British Virgin Islands, and the United States Virgin Islands
Latin America and the Caribbean	Americas	All other countries and territories in North, Central and South America and the Caribbean
Europe	Europe	All current and former Council of Europe member states, including Armenia, Azerbaijan, Georgia, Türkiye, and the Russian Federation
Southwest Asia and North Africa (SWANA)	Southwest Asia and North Africa	Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Sudan, Syria, Tunisia, the United Arab Emirates, and Yemen
Sub-Saharan Africa	Sub-Saharan Africa	All countries on the African continent not included in SWANA

2 What documents do I need?

All documents and answers must be in English. If a document is in another language, send the original together with an English translation.

Document	Member organization	Affiliated group	Individual member
Registration certificate or recent extract from an official register	✓	✓	—
Charter, statutes, or founding documents	✓	✓	—
Latest annual report, or documentation of activities over the past year	✓	✓	—
Financial documents Preferably audited or certified annual accounts	✓	—	—
CV	—	—	✓
Two contact points in your organization Name, role, and email	✓	✓	—
References: people who know your work and whom we may contact Name, affiliation, and contact details	✓	—	✓
Information for your profile on our website, and your consent to publish it	✓	✓	✓

Financial information

We accept, in this order of preference: audited accounts; certified accounts; official financial or tax reports filed with the government; or, if none of these exist in your country, your latest annual financial statement with a short explanation. The accounts should show where your income comes from (grants, donations, membership fees, earned income, other) and name your main funders. A single total income figure is not enough.

If naming funders or partners puts you at risk

For example under laws restricting foreign funding, you can give this information in summary form or share it confidentially with the Vienna Hub team only.

If you work under a fiscal sponsor

Also send the fiscal sponsorship agreement and your sponsor's registration certificate.

! Financial information, funding sources, and reference details are never published. Only the Vienna Hub team and the CCC see them.

3 How does the application work?

1. **Check what to apply for**
   Use the checklists to decide whether to apply as a member organization, an individual member, or an affiliated group.
2. **Prepare your documents**
   Gather everything on the list, with English translations where needed.
3. **Fill in the online application form**
   Upload your documents in the form. If you cannot, email them to **join@uncaccoalition.org**.
4. **The Hub team checks that all requirements are met**
   We confirm receipt and contact you if anything is missing.
5. **The Hub team reviews your application**
   We look at your documents and public record.
6. **The Coalition Coordination Committee reviews membership applications and makes a final decision**
   The CCC has at least two weeks to comment and one further week to raise any objections. Affiliated group applications are decided by the Vienna Hub team.
7. **The Hub team shares the outcome with you in writing**
   Normally within two weeks of the decision. If your application is not accepted, we explain the main reason. Where it fits, we may invite you to join as an affiliated group or to reapply later.

Questions?

Write to us about anything in your application. Applications are accepted in English only.

join@uncaccoalition.org