

MODULE PARENTS AND ADMINISTRATION

ACTIVITY 1. HOW TO CREATE AN NGO

- **TIME:** 1h.
- **RESOURCES:** Poster and presentation.
- **LANGUAGES:** ENG / SPA.

DESCRIPTION:

NGOs are important agents in the defence of the rights of families and patients with rare diseases. However, since rare disease have low prevalences it is possible that families find themselves in a situation in which there is no organisation that advocates for the disease or group of diseases of their children. In those cases, it might be recommended to create their own NGO, which would give them juridic personality.

OBJECTIVES:

Lay out in a simplified and brief manner how to create an NGO.

LESSON OVERVIEW:

Main steps to create an NGO in multiple EU countries.

MODULE PARENTS AND ADMINISTRATION

ACTIVITY 1. HOW TO CREATE AN NGO

RESOURCES:

- Poster and presentation.

HOW TO CREATE AN NGO IN SPAIN? STEP BY STEP




1 Establishment of the principles. Meeting of the founding members, to discuss the reasons for it and assign tasks to meet the objectives set.

2 Preparation of statutes.

- NGO Internal Operating Rules
- Name of the NGO
- Physical address of the headquarters
- Scope of action
- The purpose and activities to be carried out to achieve the stated objectives and a decision-making system.
- Member data
- Method of financing.
- Code of ethics.

If there is not yet an NGO that fights for your rights, TAKE ACTION!

3 Determine the legal form

- Association: At least 3 persons (individuals or legal entities) are required and it is not necessary to provide a minimum capital.
- Federation: As the association but constituted by legal persons.
- Foundation: A minimum capital of 30,000 euros is required for its constitution.

4 Foundational Act. It includes:

- Charges/Positions
- Acceptance of the statutes
- Data of the organization
- Information about the founders.

5 Registration in the NGO registry

6 Apply for a NIF and registration with Social Security

¿HOW TO CREATE AN NGO IN SPAIN?

STEP BY STEP

If there is not yet
an NGO that
fights for your
rights,
TAKE ACTION!



¿WHAT IS AN NGO?

An NGO is a **Non-Governmental Organization**.



They are also known as **non-profit organizations**, since their income is used exclusively to cover altruistic and administrative expenses and to strengthen their assets.

(Law 30/1994, of November 24, 1994, on foundations and tax incentives for private participation in activities of general interest, art. 1.)

WHAT TYPES OF NGO EXIST?

THE MOST COMMON ARE



ASSOCIATION:

- At least 3 persons (natural or legal) are needed.
- It is not necessary to register it to have legal personality (although it is necessary to receive subsidies).
- It is **NOT** necessary to contribute a minimum capital (a small amount must be paid in the registry).



FOUNDATION:

- It is necessary to provide a minimum patrimony of €30,000 for its constitution destined to purposes of general interest.
- The purposes of general interest are listed and foundations cannot comply with others.



FEDERATION/CONFEDERATION:

- Federation: a grouping of associations (legal entities).
- Similar to associations.

THE DECISION TO CREATE AN NGO

IS IT NECESSARY?

This is the first question to answer.

Investigate if there are organizations that are related to your cause and that act in your field of action.

ARE THERE ANY ALREADY?

yes!

Fantastic, contact the organization that best represents you and find out how you can help each other.

Unity is strength!

No!

Let's get to work, it's time to create our own NGO.



STEPS TO CREATE AN NGO

STEP 1. Establishing the principles.

The people who are going to found the NGO should write down their motive(s), objective(s) and through what kind of actions and tasks they will reach them.



REQUIREMENTS:

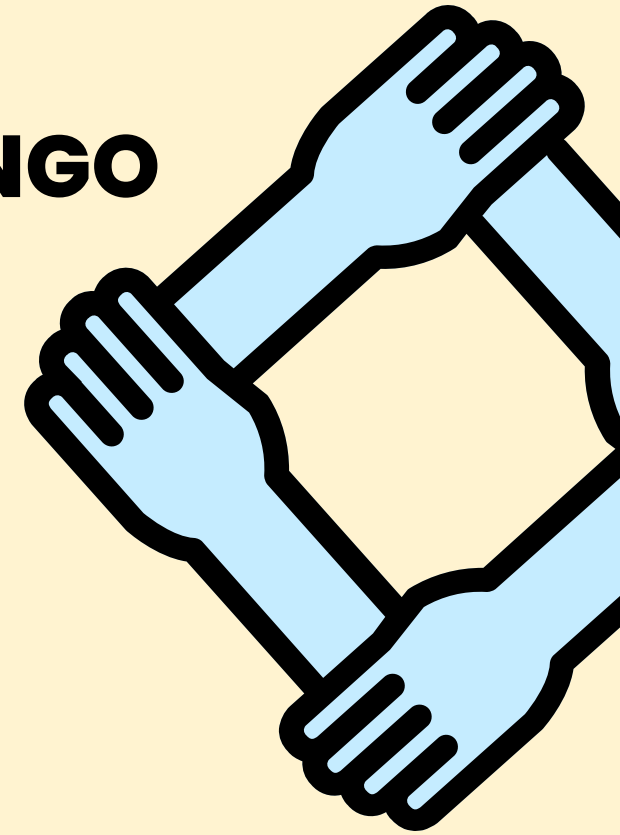
- Several people should be interested and should meet to agree on **the needs to be covered**.
- Only then will the **principles that will govern** the work of the NGO be defined.



STEPS TO CREATE AN NGO

STEP 2. Preparation of the statutes.

The statutes are the **rules** that guide the operation of the NGO.

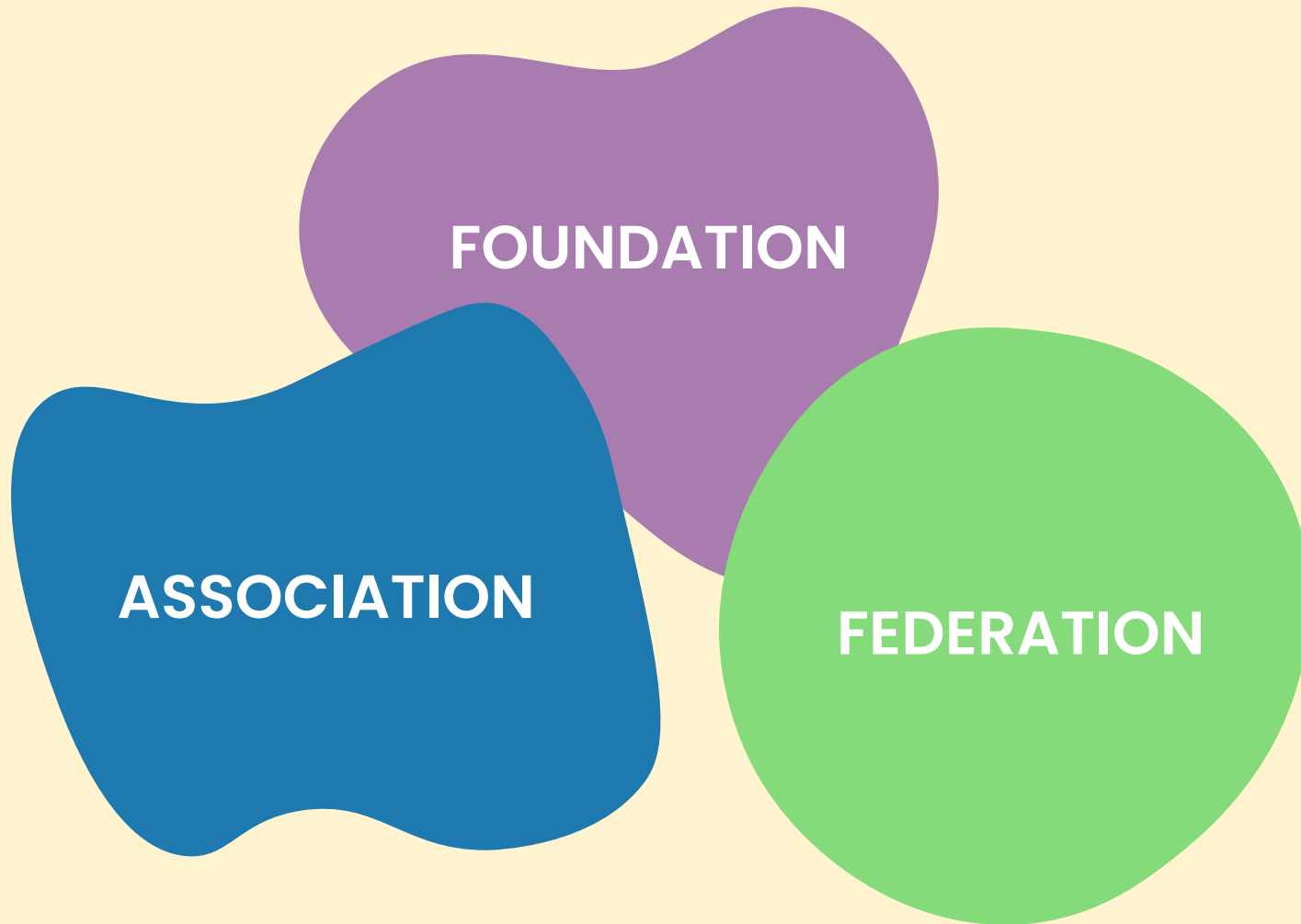


WHAT DOES IT HAVE TO CONTAIN?

- Name of the NGO
- Physical address of headquarters
- Scope of action
- Purpose
- Activity
- Decision-making systems
- Founding members
- Financing
- Code of Ethics

STEPS TO CREATE AN NGO

STEP 3. Determine the legal form of the NGO.

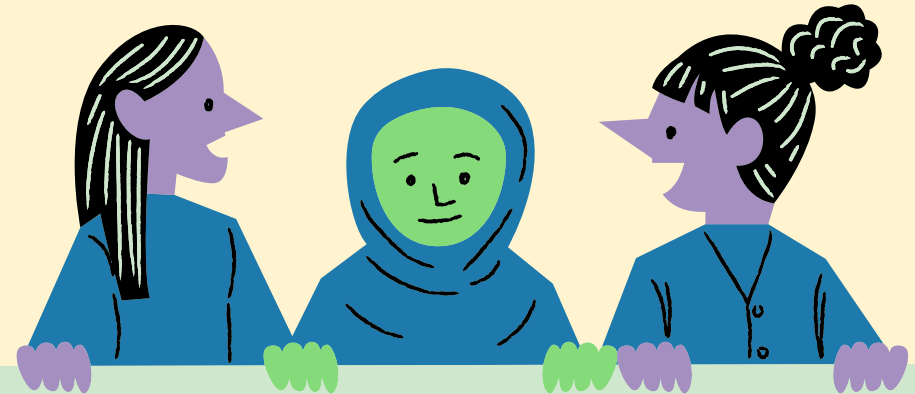


STEPS TO CREATE AN NGO

STEP 4. Founding Charter of the NGO.

The minute shall state:

1. The positions of each member
2. Acceptance of the statutes
3. The data of the organization
4. The details of the founding members



After this
administrative procedure,
the NGO is
formally constituted!

STEPS TO CREATE AN NGO

STEP 5. Registration.



ASSOCIATION/FEDERATION:

- Associations shall be registered in the Register of Associations for publicity purposes only.
- Separation between the entity's assets and those of its associates
- Posibilidad de recibir subvenciones



FOUNDATION:

- The foundations will have legal personality from the registration of the public deed of their incorporation in the Register of Foundations of state competence.



STEPS TO CREATE AN NGO

STEP 6. Apply for a NIF and register with Social Security



NIF (Tax Identification Number)

It is necessary to make commercial transactions and to have legal personality.



Social Security registration

Necessary to hire employees.



CONGRATULATIONS, YOU'RE ALL SET!

HOW TO CREATE AN NGO IN SPAIN? STEP BY STEP

1

Establishment of the principles. Meeting of the founding members, to discuss the reasons for it and assign tasks to meet the objectives set.

2

Preparation of statutes.

- NGO Internal Operating Rules
- Name of the NGO
- Physical address of the headquarters
- Scope of action
- The purpose and activities to be carried out to achieve the stated objectives and a decision-making system.
- Member data
- Method of financing.
- Code of ethics.

If there is not yet an NGO that fights for your rights,
TAKE ACTION!

3

Determine the legal form

- **Association:** At least 3 persons (individuals or legal entities) are required and it is not necessary to provide a minimum capital.
- **Federation:** As the association but constituted by legal persons.
- **Foundation:** A minimum capital of 30,000 euros is required for its constitution.

4

Foundational Act. It includes:

- Charges/Positions
- Acceptance of the statutes
- Data of the organization
- Information about the founders.

5

Registration in the NGO registry

6

Apply for a NIF and registration with Social Security

