

ECOSOC Registration Checklist for Bahamian NGOs

Eligibility Check

Before applying, confirm that your NGO:

- ☐ Is a non-profit and legally registered in The Bahamas
- ☐ Has been operational for at least 2 years
- ☐ Works in areas aligned with ECOSOC's mandate (e.g., gender, human rights, SDGs, education, climate, youth)
- ☐ Is governed by a democratic decision-making structure

Required Documentation

1. Legal Documents

- ☐ Certificate of Incorporation or Registration (proof of legal status in The Bahamas)
- ☐ Organization's Constitution or Bylaws (must outline mission, structure, and purpose)

2. Organizational Information

- ☐ Summary of the NGO's mission, goals, and main activities
- ☐ List of governing board members and their roles
- ☐ Proof of a democratic decision-making process

3. Financials & Activities

- ☐ The two most recent annual reports, including activity summaries
- ☐ Audited or signed financial statements for the past two years
- ☐ Funding sources and a description of how funds are managed

Online Platforms

- ☐ A reliable internet connection and computer
- ☐ The iCSO application portal: <https://esango.un.org/civilsociety/login.do>

Application Process

- ☐ Create an account on the iCSO Portal
- ☐ Complete the full online application

- ☐ Upload all required documents (PDF format preferred)
- ☐ Respond promptly to any follow-up questions from the Committee on NGOs
- ☐ Track your application and prepare for a review session (January or June)

After Approval

- ☐ Assign a representative to attend UN sessions
- ☐ Monitor UN events relevant to your area of work (e.g., CSW, HLPF)
- ☐ Submit a quadrennial report every 4 years to maintain your status

*Tip for Bahamian NGOs:
Highlight how your programs align with the Sustainable Development Goals (SDGs)—especially goals on gender equality, education, climate action, and partnerships.*
