

Annex 13-Application Checklist:

Before submitting your application, please check to make sure the following are included and package is submitted in one pdf file:

- ☐ Applicable certifications and assurances are signed and included (see Annex 2)
- ☐ Completed Grant Application Form (Annex 3)
- ☐ Implementation/Work Plan (Annex 4)
- ☐ Budget and Budget Notes (Annex 5)
- ☐ CVs for Project Manager, Workshop facilitators/trainers & other key personnel (Annex 6)
- ☐ Coalition Membership Application - CSO/Commercial entity (Annex 7)
- ☐ Evidence of a DUNS Number or a Self-Certification for Exemption from DUNS Requirement (See Annexes 8 & 9)
- ☐ Copy of current Registration with Ministry of Economy, Justice or other relevant Ministry
- ☐ AISA certificate (if applicable)
- ☐ Organizational Chart
- ☐ Two (2) references letters from previous/current clients as verification of your organization's successful implementation of similar projects.
- ☐ The statement of liability is signed and stamped (last page of application form – Annex 3)
- ☐ Ethics Certification (See page 7 of RFA)
- ☐ Documentation that the applicant has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant. The applicant must demonstrate its ability to segregate funds obtained from the award of a capital grant from other activities of the organization. A separate bank account is required should a grant award be made. (Documentation may include certification from the applicant's bank or a summary of previous awards, including type of funding, value, client, etc.)
- ☐ Documentation that the applicant has a satisfactory record of integrity and business ethics. (Documentation may include references from other donors or clients and a summary of previous awards, including type of funding, value, client, etc..)
- ☐ The Checklist must be marked and submitted with your application

Signature:

Date: