



Public Call for Proposals for Strengthening Social Services

CFP EUPROPLUS 01-2022

APPLICATION CHECKLIST (Annex D)

BEFORE SENDING YOUR APPLICATION, PLEASE CHECK THAT EACH OF THE FOLLOWING DOCUMENTS IS COMPLETED AND ENCLOSED AND CONFIRM BY TICKING THE BOX

List of the required documentation	Tick the box for the submitted documents
1. Completed Grant Application Form is enclosed in editable Word format and in scanned (signed, stamped by the authorised person) PDF format	<input type="checkbox"/>
2. Completed Project Budget Form is enclosed in editable Excel format and in scanned (signed, stamped by the authorised person) PDF format	<input type="checkbox"/>
3. Completed Sources of Funding Budget form is enclosed in editable Excel format and in scanned (signed, stamped by the authorised person) PDF format	<input type="checkbox"/>
4. Completed Project Budget Narrative form is enclosed in editable Excel format and in scanned (signed, stamped by the authorised person) PDF format	<input type="checkbox"/>
5. The Applicant's Eligibility Declaration is signed, stamped by the authorised person and enclosed in PDF format	<input type="checkbox"/>
6. Application Checklist is completed and enclosed	<input type="checkbox"/>
7. CV of the person responsible for implementation (project manager) and CV of other key members of team are enclosed	<input type="checkbox"/>
8. Pro-forma invoices/bills/offers supporting realism of proposed budget	<input type="checkbox"/>
9. The CSO's legal registration documents (APR registration document) not older than 3 months enclosed	<input type="checkbox"/>
10. The CSO's Statute enclosed	<input type="checkbox"/>

11. ONLY lead CSO: Copy of applicant CSO's Tax Identification Number certification document enclosed	<input type="checkbox"/>
12. ONLY lead CSO: Copy of the applicant CSO's accounts for two last years (the profit and loss account and the balance sheet) enclosed	<input type="checkbox"/>
13. ONLY lead CSO : Act on appointment of person(s) authorised to represent applicant CSO, <u>only if</u> authorised representative(s) is (are) not listed in the legal registration document	<input type="checkbox"/>
14. ONLY lead CSO: OP Form – signatures of authorised persons certified by competent authority (original or certified copy) enclosed	<input type="checkbox"/>
15. ONLY lead CSO: Copy of ID of the applicant (and legal representative of the organisation if it is not the same person as the applicant) enclosed	<input type="checkbox"/>
16. <u>IF APPLICABLE:</u> Partnership Agreement signed by all legal representatives is enclosed	<input type="checkbox"/>
17. <u>ONLY IF APPLICABLE:</u> Technical documentation related to infrastructure work	<input type="checkbox"/>
18. <u>ONLY IF APPLICABLE:</u> Licence for providing social protection services	<input type="checkbox"/>