*PROJECT OWNER'S (ORGANIZATION) LOGO*

**CHECK LIST**

**Project proposal**

[ ]  Application completed and in accordance with standards prescribed

[ ]  Three copies of all relevant documents attached

[ ]  If applicable, partnership statements attached

[ ]  Budget completed in local currency and in Euros

[ ]  Administrative expenditures and personnel expenditures do not exceed 40% of total the budget

**Additional documentation**

[ ]  Copy of organization’s and, if applicable, partner’s legal registration papers

[ ]  Copy of organization’s legal statutory

[ ]  Legal statutory document of partners

[ ]  CVs of persons who are engaged in the project

[ ]  "Administrative information” form completed, signed and certified

[ ]  “Financial identification” form completed, signed and certified

[ ]  Copy of final annual financial report for previous year (Balance Sheet and Income Statement), certified by a responsible agency for financial operations and licensed and authorized accountant, attached

[ ]  Copy of annual narrative report for previous year attached

[ ]  Other relevant documents