*PROJECT OWNER'S (ORGANIZATION) LOGO*

**CHECK LIST**

**Project proposal**

Application completed and in accordance with standards prescribed

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