**ANNEX H. CHECK LIST**

**CHECK LIST**

**THE PROJECT PROPOSAL**

• Completing the application in accordance with the predetermined standards.

• Completed budget.

• Administrative expenses and personnel expenses do not exceed 30 percent of the total budget.

• Completed and attached legal framework analysis matrix.

• Activity plan table completed and attached.

**Additional documentation**

* Project proposal (in Word format - Annex A).
* Budget (Excel format - Annex B).
* Logical framework matrix (Word format – Annex C).
* Activities and visibility plan (Excel format – Annex D).
* The decision to register the CSO in the Court and its changes, if any, (an extract from the Court showing all registered changes is recommended).
* Copy of the CSO statute.
* Administrative identification form (Word format – Annex E).
* Financial identification form (Word format – Annex F).
* Declaration of fulfillment of the criteria completed and signed (Word format – Annex G).
* Copy of the CSO's financial statements (a. balance sheet; b. PASH; c. cash flow; c. explanatory notes) for the previous year signed by an approved accountant or CSO financier according to the criteria in force (with the seal of the regional tax directorate where the submission was made), unless the organization was established during this year.
* A descriptive report of the CSO's projects and activities for the previous year, unless the organization was established during this year.
* Declaration of partnership in case the applying CSO has partners (Annex 9).
* Declaration of avoiding conflict of interest (Annex 10), signed by the legal representative, board members, as well as the persons expected to be involved in the implementation of the project.