## Public Call for Proposals for Non-Profit Organisations

CFP 02-2022

**(Annex F)**

**APPLICATION CHECKLIST**

|  |
| --- |
| **BEFORE SENDING YOUR APPLICATION, PLEASE CHECK THAT EACH OF THE FOLLOWING DOCUMENTS IS COMPLETED AND ENCLOSED** |
| **All Applicants**  |
| 1. Completed **Grant** **Application Form (Annex A)** is enclosed in editable Word format and in scanned PDF format (signed and stamped by the authorised person)
 | Yes | No |
| 1. Completed **Log frame Form (Annex B)** is enclosed in editable Word format and in scanned PDF format (signed, stamped by the authorised person)
 | Yes | No |
| 1. Completed Project **Budget Form (Annex C - Instructions, Budget, and Budget Narrative):** is enclosed in editable Excel format and in scanned PDF format (signed and stamped by the authorised person)
 | Yes | No |
| 1. **Statement of the Applicant (Annex D)** is completed (signed and stamped by the authorised person of the applicant and the authorised person of partner organisation) and enclosed in scanned PDF format
 | Yes | No |
| 1. **Application Checklist** **(Annex F)** is completed and enclosed
 | Yes | No |
| 1. **CV** **of the person responsible for implementation** (Project Manager) and **CVs of other key members** of team are enclosed
 | Yes | No |
| 1. Certified copy of the last amended valid version of **Founding Act (Statute, Registration in Court and/or another relevant document)** is enclosed
 | Yes | No |
| 1. Copy of **Balance sheet** **for previous financial period (2021)** enclosed
 | Yes | No |
| 1. At least two references from previous contracting authorities and/or beneficiaries
 | Yes | No |

|  |
| --- |
| **Applicants should also submit the following documents for partner organisation(s) (if applicable):** |
| 1. **Partnership Statement** **(Annex E)** is completed (signed and stamped by the authorised person of partner organisation) and enclosed in scanned PDF format
 | Yes | No |
| 1. Certified copy of the last amended valid version of **Founding Act (Statute, Registration in Court and/or another relevant document)** is enclosed
 | Yes | No |
| 1. Copy of **Balance sheet** **for previous financial period (2021)** enclosed
 | Yes | No |

**NOTE:** Only Applicants and Partner organisations whose project proposals are approved for funding, will be requested to submit the following Certificates issued by the competent authority before contract signing:

1. **Certificate on payment of all obligations based on public revenues,** issued after the date of publication of the Call. *(The certificate issued by the authorised branch of the Tax administration of the Ministry of Finances and Economy of the Republic of Albania for the applicant and partner organisation as legal entity)*
2. **Certificate on payment of all obligations based on local public revenues**, issued after the date of publication of the Call. *(The certificate issued by the Department of local tax administration within the Local Self-Government Unit (Municipal administration) for the applicant and partners organisation as a legal entity)*
3. **Certificate** that the legal representatives of the applicant, assigned Project Managers and legal representatives of partner organisation **are not criminally convicted** (Verifikimi i Gjendjes Gjyqësore “*Dëshmi Penaliteti”*), after the date of publication of the Call. *(The certificate for legal representatives and assigned Project Managers as individuals, is issued by the Ministry of Justice of Albania and can be obtained through e-Albania).*

In case that Applicants and Lead organisations do not submit the requested Certificates, or the Certificates are not consistent with the Statements submitted (Annex D and Annex E), the application will be rejected, and contract will not be signed.