**Annex 7**

**APPLICATION CHECKLIST**

**Support LSGs in Enhancing Overall Capacities for Improving e-Government**

Call for Proposals 08-2019

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| BEFORE SENDING YOUR APPLICATION, PLEASE CHECK THAT EACH OF THE FOLLOWING DOCUMENTS IS COMPLETED AND ENCLOSED |

|  | **Yes** | **No** |
| --- | --- | --- |
| 1. Completed **Application Submission Form**, signed and stamped by the authorised person, is enclosed in PDF format |  |  |
| 1. Completed **Project Proposal** **Application Form**, signed and stamped by the authorised person, is enclosed in PDF format |  |  |
| 1. Completed Project **Budget Form (all sheets)**, signed and stamped by the authorised person, is enclosed in PDF format |  |  |
| 1. Completed **Logical Framework form**, signed and stamped by the authorised person, is enclosed in PDF format |  |  |
| 1. Completed **Work Plan form**, signed and stamped by the authorised person, is enclosed in PDF format |  |  |
| 1. Completed  **List of the technical specifications for the equipment to be procured** |  |  |
| 1. **CV** **of the person responsible for implementation** (project manager) and **CV of other key members** of team is enclosed in PDF format |  |  |
| 1. **Pro-forma invoices/bills/offers** supporting realism of proposed budget |  |  |
| 1. **Relevant documents confirming the allegations in the project proposal (local regulations, procedures, statistics, contracts, authorizations, certificates, etc.)** |  |  |