**Annex 6**

**APPLICATION CHECKLIST**

**Support to LSGs in Strengthening Gender Equality Mechanisms**

Call for Proposals 03-2020

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

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Completed **Submission Form (Annex 1)**, signed and stamped by the LG’s authorised person, is enclosed in PDF format |  |  |
| 1. Completed **Submission Form (Annex 1)**, is enclosed in original editable/Word format |  |  |
| 1. Completed **Project Proposal** **Application Form (Annex 2)**, signed and stamped by the LG’s authorised person, is enclosed in PDF format |  |  |
| 1. Completed **Project Proposal** **Application Form (Annex 2)**, is enclosed in original editable/Word format |  |  |
| 1. Completed Project **Budget Form (Annex 3)**, signed and stamped by the LG’s authorised person, is enclosed in PDF format |  |  |
| 1. Completed Project **Budget Form (Annex 3)**, is enclosed in original editable/Excel format |  |  |
| 1. Completed **Work Plan form (Annex 4)**, signed and stamped by the LG`s authorised person, is enclosed in PDF format |  |  |
| 1. Completed **Work Plan form (Annex 4)**, is enclosed in original editable/Excel format |  |  |
| 1. In case of partnership, completed **Partner Factsheet (Annex 5)**, signed and stamped by partner authorised person, is enclosed in PDF format |  |  |
| 1. In case of partnership, Partnership Agreement or the Letter of Intent for Partnership Agreement signed by LG’s and partner legal representatives is enclosed in PDF format |  |  |
| 1. Decision on the establishment of a local gender equality mechanism |  |  |
| 1. **CV** **of the person responsible for implementation** (Project Manager) and **CV of other key members** of the team is enclosed in PDF format |  |  |
| 1. Pro-forma invoices/bills/offers supporting realism of proposed budget |  |  |
| 1. Relevant documents confirming the statements from the project proposal |  |  |