**Annex 5**

**APPLICATION CHECKLIST**

**Support in Addressing Covid-19 Consequences in Substandards Settlements**

Call for Proposals 02-2021

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| 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 Lead Applicant`s authorised person, is enclosed in PDF format |  |  |
| 1. Completed **Project Proposal** **Application Form (Annex 2)**, signed and stamped by the Lead Applicant`s authorised person, is enclosed in PDF format |  |  |
| 1. Completed Project **Budget Form (all sheets – Annex 3)**, signed and stamped by the Lead Applicant’s authorised person, is enclosed in PDF format |  |  |
| 1. In case of partnership, completed **Partner Factsheet (Annex 6)**, 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 the Lead Applicant’s and partner legal representatives is enclosed in PDF format |  |  |
| 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 |  |  |