

	Document	Tool	Neecessary
	Application form signed	Annex 1	(Scan) Mandatory
	Budget	Annex 2	Mandatory
	Timeline	Annex 3	Mandatory
	Data related to bank account of the organization or of the legal representative	No template/format provided	Mandatory
	Criminal Record of the Legal Representative	No template/format provided	Mandatory
	Articles of association PDF	No template/format provided	(Scan) Mandatory
	Memorandum of the organization (which clearly specifies non-profit nature of the organization) PDF	No template/format provided	(Scan) Mandatory
	Resume of the organization and, if any, details of past implemented projects	No template/format provided	Optional
	Signed ID copy of the legal representative of the organization	No template/format provided	(Scan) Mandatory
	Procedures or any other policy available, i.e. financial management SOPs, HR, segregation of duties and so on	No template/format provided	Optional

NOTE

- Print this document and use it to ensure that all the documentation is properly included in your application
- This document shall not be included in your application
- It is recommended the submission of all documentation in PDF format
- Procedures and/or policies must only be shared if available, they are not mandatory