**GOVERNANCE IN JUSTICE PROJECT- PHASE II**

**Window 3, round 2: Access to Justice and Legal Empowerment Grant for Vulnerable Groups**

**CHECKLIST OF REQUIREMENTS**

1. Below are all the requirements already linked which you would have to submit on or before the deadline for submission.
2. We hope that this checklist will help you determine whether you have completed all the requirements for submission to GOJUSTII’s Window 3 or not.
3. Pls. contact [gojustgrants@unops.org](mailto:gojustgrants@unops.org) if you are having issues accessing the links or for any other concerns.

| **REQUIRED DOCUMENTS** | **YES** | **NO** |
| --- | --- | --- |
| *Review the* [*Call for Proposal*](https://docs.google.com/document/d/1ARRWA1oBfYj1hIEAhpHv_zgteF9u6wsy/edit#heading=h.gjdgxs) *and take note of all the deadlines.*  *Here is the UNOPS’* [*Grant Support Agreement.*](https://docs.google.com/document/d/1Ox3p2jUvvpgPOABGLTokAossphzv2iW1/edit) | | |
| **Annex A. Grant Application Template - narrative proposal, (**[**here**](https://docs.google.com/document/d/1L62zzLHhuHUnb2wU7eRo0mUOQFwQY2Cc/edit)**)** |  |  |
| 1. Have you filled up all the sections and questions in Part 1, the Executive Summary? |  |  |
| 1. Have you filled up all the sections and subsections in Part 2, the Full Proposal   2.1 Did you fill up and sign the Declaration of Consent Form? |  |  |
| **Annex B. Project Budget in an excel file (**[**here**](https://docs.google.com/spreadsheets/d/1e8HFMGZA7T9Ptlr-JvS1_zCzcj6qhve8/edit#gid=201569941)**)** |  |  |
| 1. Did you read the last worksheet on guidelines in the excel file? 2. Did you fill the relevant worksheet? Note that there is a separate worksheet for individual and consortium budget. 3. In the worksheet, did you fill up all the columns including the budget notes? Make sure you do not make changes in the formula. |  |  |
| **Annex C. Signed Declaration of No Conflict of Interest Form** [**(here)**](https://docs.google.com/document/d/1Nl6LsV1d_Ulnw34HENUXzEZ6tyY-s8Kz/edit) |  |  |
| **Annex D. Other Documents.**  **DId you attach the following documents?** |  |  |
| * Registration certificate (SEC or CDA and other government recognized registration Certificates) |  |  |
| * Mayor’s Permit |  |  |
| * Latest Audited Financial statements |  |  |

**Lastly, please take note of the submission deadline in the Call for Proposal!**

Thank you and good luck on your submission!

GOJUSTGrants (gojustgrants@unops.org)