**ANNEX 7**

**APPLICATION CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Document** |
|  |  | Technical proposal including a partner presentation (on the model of Annex 5) |
|  |  | Proposed budget in USD – for the project (Annex 3, Budget Template) |
|  |  | Implementation Partner Identification Form (Annex 2) |
|  |  | Proposed workplan |
|  |  | Three most recent audited financial statements |
|  |  | Certificate of registration as international NGO in Syria |
|  |  | Organigram describing organization structure, responsibilities and supervision |
|  |  | CVs of key staff proposed to implement project |
|  |  | Risk analysis and mitigation plan (Annex 6) |
|  |  | Finance and procurement manuals or standards |
|  |  | Letter from bank confirming account in name of organization |
|  |  | List of projects (including donor information and amounts) managed in the past 3 years for a total amount of at least USD 300,000 |
|  |  | List of projects funded by UN agencies or the European Union with a minimum portfolio of USD 50,000 in the last three years / Recommendation letters and/or Capacity assessment report done by other UN agencies with low or medium risk results. |