# Annex 10: Application Checklist

Before submitting your application, please check to make sure the following are included:

The application dossier is comprised of \_\_\_ original and \_\_\_ copies of all documents

*If applicable*: The application is submitted also in electronic format

Applicable certifications and assurances are signed and included (see Annex 2)

*If applicable*: The workplan is included (Annex 4)

Budget is included

*If minimum cost-share required include the following*: In the budget, the applicant's contribution is identified and is at least \_\_\_\_\_% of total project costs

The CVs and BioData Forms are included (Annex 6)

The statement of liability is signed and stamped (last page of application form – Annex 3)

Completed Financial Capability Questionnaire (Annex 7)

Audited Financial Reports: Copy of the applicant’s most recent financial report, which has been audited by a certified public accountant or other auditor satisfactory to DAI. If no recent audit, a “Balance Sheet” and “Income Statement” for the most current and previous fiscal year.)

Incorporation Papers or Certificate of Registration and Statute

Organizational Chart

Documentation that the applicant has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant. The applicant must demonstrate its ability to segregate funds obtained from the award of a capital grant from other activities of the organization. A separate bank account is required should a grant award be made. (Documentation may include certification from the applicant’s bank or a summary of previous awards, including type of funding, value, client, etc.)

Documentation that the applicant has a satisfactory record of integrity and business ethics. (Documentation may include references from other donors or clients and a summary of previous awards, including type of funding, value, client, etc..)

Evidence of an Unique Entity ID (SAM)or a Self Certification for Exemption from Unique Entity ID (SAM)Requirement.