

DOCUMENTATION SUBMISSION CHECKLIST

Please note that the purpose of this document is to assist applicants in ensuring that all relevant documentation for the application is attached to the submission. Some documents may not be required, depending on the nature of the proposed project. Please indicate “Not Applicable (N/A)” for any documents that are not relevant to your project, and place a tick (✓) to indicate documents attached to your submission.

<u>General</u>		
Documents	Attached	Notes/Justification
Application Form		
Copy of registration certificate (Deeds Registry)		
Financial Statement for the past 2 years verified by an external/independent auditing agency		
(Where possible) Documents or booklets on your organisation (e.g. Annual Report)		
Estimates/quotations for goods and/or service from 3 suppliers (if available)		
Where required: License or permission to operate/practice from the relevant government institution		
Where required: Evidence of environmental and social safeguards, including health and safety management measures during project construction		
Where available: Socio-economic data (e.g. population, income levels) or supporting documentation substantiating the problem statement and target community needs.		
Evidence of Sustainability (Staff/Budget) (Provide a document showing (1) designated staff members for the project and (2) a specific budget allocation for future maintenance and running costs.		
Three (3) Quotations for External Audit		
Acknowledgment of Post-Project Obligations (Applicant must agree to (1) No asset disposal without Embassy's consent, (2) Refund of		

bank interest/surplus, and (3) 5-year record keeping.)		
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<u>For construction of facilities</u>		
Copy of land title, lease contract, agreement, or plot certificate (a surveyor's report is required to verify land coordinates as indicated on the deed/certificate)		
Schematic designs and/or dimensioned drawings		
Drawing showing the location of the proposed facility in relation to existing facilities		

<u>For procurement of equipment</u>		
Certificate or authorization from the relevant government institution to use the equipment (where applicable)		

<u>For borehole drilling</u>		
Results of water vein research or equivalent information from relevant authorities		

<u>For Automobile</u>		
Commitment to Automobile Insurance		

Declaration

I, the undersigned, certify that I have reviewed this checklist and confirm that the documents marked in the "Attached" column are included in this submission.

Name of Organization: _____

Officer: _____

Signature: _____