# ANNEX VIII

**RFP21-196**

**Document Checklist**

I ……………………………………………………………………………………………. (insert name), in the name of ………………………………………………………………………………………….. (insert Applicant name)

confirm that the following **RFP21-196 Grant Scheme Submission Pack application** is made for support under the ACP-EU PROGRAMME (PACIFIC).

I confirm that I have read the guidelines for the completion and submission of this application, and that I am aware of the eligibility and evaluation criteria.

I hereby submit the documents listed below for consideration:

*(Please tick in the appropriate box where documents have been submitted.*

*Please note that any submission which does not include the necessary documents or supporting evidence will be rendered ineligible and will not be evaluated.*

|  |
| --- |
| Concept Note (Grant Proposal Application Form) |
| Project Workplan (Schedule) and Budget |
| Applicant Declaration |
| Due Diligence Questionnaire |
| Conflict of Interest |
| Company registration certificate |
| Enterprise Tax registration |
| At least two years of financial accounts (Preferably 2019 and 2020). *Lead applicant must provide evidence to show that you have managed at least 50% of the amount that you are requesting over the last five years.* |
| Letter(s) of support (requirement for small grants and optional for medium & large) |
| List any additional Support Documents provided: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_