# 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: |

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Name and signature Date

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