**ANNEX 4. CHECKLIST FOR APPLICATION**

Before sending your proposal, please check that each of the following documents have been included in the application package (for self – guidance only)

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| **The following documents are included in both hardcopy and electronic version** | **Yes** |  **No** |
| 1. The Application Form (Annex 1) published in this Call for Proposals has been used and it has been sent in hardcopy, signed and sealed by the legal representative, and in the electronic version.
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| 1. The Budget Form (Annex 2) has been sent in hardcopy, signed and sealed by the legal representative, and in the electronic version.
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| 1. The Logical Framework (Annex 3) has been sent in hardcopy, signed and sealed by the legal representative, and in the electronic version.
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| **The following documents are included in electronic version** |  |  |
| 1. Declaration in honour (Annex A) is signed and stamped by the Lead Applicant.
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| 1. Declaration by the Lead Applicant (Annex B) is signed and stamped by the Lead Applicant.
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| 1. Self-evaluation questionnaire on SEA-H (Annex C) is signed and stamped by Lead Applicant.
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| 1. Legal entity form (Annex D) is signed and stamped by Lead Applicant.
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| 1. Financial identification form (Annex E) is signed and stamped by Lead Applicant.
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| 1. Supporting documents are submitted (in Albanian or English, original or certified copies as per Guidelines):
2. Court Registration Act;
3. Statute;
4. Fiscal registration Certification/NGO Registration Certification (NIUS);
5. Financial statement for the last fiscal year (2023) of the organization in accordance with the legislation in force;
6. CV of the key staff.
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