

Checklist of Attachments

The following is a list of supporting documents required. It is the responsibility of the Project Applicant to ensure that all the supporting documents that apply are annexed to this application. It is also the responsibility of the Project Applicant to ensure that all documentation presented is **properly bound, signed and initialised on each page by a legal representative**. Please tick from the list the documents attached and include in the last row any additional documents attached which are not listed:

DETAILS	
For online submission: One (1) original application bound, signed and initialised on each page by a legal representative (in blue) and stamped (including supporting documentation) <i>[obligatory as pdf if submitted online or bound]</i>	
For Physical submission: One (1) original application bound, signed and initialised on each page by a legal representative (in blue) and stamped (including supporting documentation) <i>[obligatory as hard copies if submitted by hand delivery] and One (1) soft copy (on USB or CD-Rom) of the Application Form (including a scanned copy of any supporting documentation) [obligatory]</i>	
Audited accounts/Financial Statements of financial year 2018 [obligatory also for Project Partners in case of Partnership)	
Latest Certificate of compliance with VO Office [obligatory for Project Applicant and Project Partners in case of voluntary organisations]	
Copy of Voluntary Organization Certificate [obligatory also by Partners in case of voluntary organizations]	
Annex I Detailed Budget Breakdown	
Annex II Communication Plan	
Annex III Project Work Plan	
Organigram of the applicant organisation	
Project Organisational Framework / Organigram [if applicable]	
Project Partnership Framework / Organigram [if applicable] ** including Commitment Declaration in case of informal groups (Section 2.4 above refers)	
Proof that the online ACF Capacity Building Course is being undertaken	

Copy of VAT Certificate if applicable	
Job Plus employment history up to October 2019, making sure no personal data of employees or employer is disclosed ¹	

¹ Personal data of employees and/or employer need to be masked for data protection purposes.