# Annex 10: Application Checklist

Before submitting your application, please check to make sure the following are included:

The application dossier is comprised of \_\_\_ original and \_\_\_ copies of all documents

*If applicable*: The application is submitted also in electronic format

Applicable certifications and assurances are signed and included (see Annex 2)

*If applicable*: The workplan is included (Annex 4)

Budget is included

The CVs and BioData Forms are included (Annex 6)

The statement of liability is signed and stamped (last page of application form – Annex 3)

Completed Financial Capability Questionnaire (Annex 7)

Audited Financial Reports: Copy of the applicant’s most recent financial report, which has been audited by a certified public accountant or other auditor satisfactory to DAI. If no recent audit, a “Balance Sheet” and “Income Statement” for the most current and previous fiscal year.)

Incorporation Papers or Certificate of Registration and Statute

Organizational Chart

Evidence of an Unique Entity ID (SAM)