



## Checklist for Proposal Submissions

Item No.	Required Documents	Submitted (Tick where applicable)
1.	Completed proposal template and budget (soft and hard copy)	
2.	Proof of registration for the organization (registration certificate, constitution or governing document)	
3.	Endorsement, community support and participation of the proposed project by the local authorities.	
4.	Proof of funding commitments from other partners (where applicable)	
5.	Letter of support from other institutions (government or private sector)	