



| Document                                                                                                      | Tool                        | Nececessary     |
|---------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------|
| Application form signed                                                                                       | Annex 1 (scan)              | Mandatory       |
| Budget                                                                                                        | Annex 2                     | Mandatory       |
| Timeline                                                                                                      | Annex 3                     | Mandatory       |
| Data related to bank account of the organization or of the legal representative                               | No template/format provided | Mandatory       |
| Autocerticazione Carichi Pendenti Legale Rappresentante                                                       | Annex 6                     | Mandatory       |
| Autocertificazione Antimafia                                                                                  | Annex 7                     | Mandatory       |
| Articles of association                                                                                       | PDF / Scan                  | Mandatory       |
| Memorandum of the organization (which clearly specifies non-profit nature of the organization)                | PDF / Scan                  | Mandatory       |
| Resume of the organization and, if any, details of past implemented projects                                  | No template/format provided | <i>Optional</i> |
| Signed ID copy of the legal representative of the organization                                                | Scan                        | Mandatory       |
| Procedures or any other policy available, i.e. financial management SOPs, HR, segregation of duties and so on | No template/format provided | <i>Optional</i> |

## NOTE

- Print this document and use it to ensure that all the documentation is properly included in your application
- This document shall not be included in your application
- It is recommended the submission of all documentation in PDF format
- Procedures and/or policies must only be shared if available, they are not mandatory