**Grant Assistance for Grassroots and Human Security Projects**

**Check List for Submission of Application Form**

**1. Please review the following list before submitting your proposal to the Embassy:**

 Your application is completely filled with all the relevant details.

 Detailed budget breakdown is calculated with indication of which supplier was selected.

**2. All required information is herein attached.**

* Annual financial reports for the previous 3 years that containing the balance sheet and income and expenditure sheet.
* Three estimates from different suppliers which indicate the physical address, the name of the owner, and the contact information of the supplier (if in Armenia language translation in English is required).
* Maps showing the project site
* Picture showing the project site
* For the project including the rehabilitation of the buildings, architectural plan/drawing that shows the current situation of the buildings.
* For construction/rehabilitation project, design specification of the construction/ rehabilitation (vertical and horizontal plan, foundation plan, water supply plan, and electricity plan).
* For the projects that include the training or awareness campaigns etc., explanation on the content of the training/awareness campaign, sample training material, and daily timetable of the training/awareness campaign.
* Introduction of your organization including the following information: Year of Establishment, Mission Statement, Organizational Structure, Human Resources (Name list of the staff), Main Activities, Contact Information, and activities for the previous 3 years including the photos.
* Past projects supported by donors

**3. If you have any further documents to identify capability of your organization and sustainability of the project, please provide them in order to support your application.**

* ***Please note that until your project is officially approved, we cannot guarantee its funding possibility. However, it is your responsibility to ensure that all efforts are made to increase your eligibility for grant assistance.***
* ***Any instability, suspicion, unethical behaviors or cases of corruption observed or identified by the GGP in relation to your organization disqualifies your project for any assistance at any stage in the GGP process.***