**Annex 8**

 **APPLICATION CHECKLIST**

**Before submitting your proposal, please ensure that all the required documents are included in the application package.**

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| The following documents are included in the electronic version: | **Yes** |  **No** |
| 1. The Application Form (Annex 1) published in this Call for Proposals has been used and it has been sent in the electronic version.
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| 1. The Budget Form (Annex 2) has been sent in the electronic version.
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| 1. Declaration by the Lead Applicant (Annex 3) is signed and stamped by the Lead Applicant.
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| 1. Mandate by the Co-applicant (Annex 3) (if applicable).
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| 1. The administrative identification form is signed and stamped by the Lead Applicant (Annex 5)
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| 1. The financial identification form is signed and stamped by the Lead Applicant (Annex 6)
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| 1. Deklarata për plotësimin e kritereve është plotësuar dhe firmosur e vulosur nga drejtuesi i organizatës (Annex 7)
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| 1. Supporting documents are submitted (in Albanian or English, original or certified copies as per Guidelines):
2. Certification document of the organization's registration for the applicant (Court Decision);
3. Organization's Statute;
4. Historical extract from the Court;
5. A copy of the organization's Tax Identification Number (NIPT) document for the applicant;
6. The organization’s most recent financial statements (last 2 years), in accordance with the applicable legislation;
7. Certificate of tax liability clearance for the organization (issued by e-Albania);
8. Organization's CV
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