



Organization for Security and
Co-operation in Europe



Annex II

CASE Small Grants Programme Phase V Application Checklist

Please review and check whether all documents required are included in the application package.

<input type="checkbox"/>	Project Concept Paper (Annex I).
<input type="checkbox"/>	Proof that the Applicant is legally registered in the country of origin.
<input type="checkbox"/>	Copy of the Applicant's Mission Statement in English provided as a separate document. A mission statement is expected to be a one paragraph document that describes the goals and objectives of the organization.
<input type="checkbox"/>	Copy of the official statute of the Applicant in Armenian and copy of title, general provisions and goal and objective sections of the statute in English.
<input type="checkbox"/>	List of all the Board Members of the Applicant in English.
<input type="checkbox"/>	List of all the staff of the Applicant (including all full time and part time employees) in English.
<input type="checkbox"/>	List of proposed positions for the project and CVs for the proposed project staff in English.
<input type="checkbox"/>	Copies of the most recent financial statements of the Applicant (for the previous year, provided to tax authorities).
<input type="checkbox"/>	List of previous projects, including information on the donor, implementation period and respective amounts, in English.
<input type="checkbox"/>	Information on membership in any umbrella organizations or other networks in English.