



Organising International Solidarity
CSO-LA/2018/402-422
Small Grant Facility

CHECK LIST to be filled by leading applicants

Leading Applicant Name:

Check List	Yes	No
1. The submission deadline has been met		
2. The leading applicant and co-applicants (if any) are NOT Affiliated Members to the OIS Programme		
3. Applicants and co-applicants are recognised as legal non-profit entities under relevant laws		
4. Applicants and co-applicants are located and operating within one of the countries of the action		
5. Applicants and co-applicants are legally established in a partner country		
6. Applicants and co-applicants organisations have a defined focus on advocacy		
7. For proposals under Lot 1: the action involves the majority of countries of one sub-region or region		
8. The proposed action has a minimum duration of 4 weeks and a maximum duration of 16 weeks		
9. The application form in Excel has been uploaded		
10. The activity plan template has been uploaded		
11. The budget thresholds have been respected		
12. The budget structure has not been changed		
13. The budget in an excel format has been uploaded		