             

**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**
 |  |  |
| 1. **The leading applicant and co-applicants (if any) are NOT Affiliated Members to the OIS Programme**
 |  |  |
| 1. **Applicants and co-applicants are recognised as legal non-profit entities under relevant laws**
 |  |  |
| 1. **Applicants and co-applicants are located and operating within one of the countries of the action**
 |  |  |
| 1. **Applicants and co-applicants are legally established in a partner country**
 |  |  |
| 1. **Applicants and co-applicants organisations have a defined focus on advocacy**
 |  |  |
| 1. **For proposals under Lot 1: the action involves the majority of countries of one sub-region or region**
 |  |  |
| 1. **The proposed action has a minimum duration of 4 weeks and a maximum duration of 16 weeks**
 |  |  |
| 1. **The application form in Excel has been uploaded**
 |  |  |
| 1. **The activity plan template has been uploaded**
 |  |  |
| 1. **The budget thresholds have been respected**
 |  |  |
| 1. **The budget structure has not been changed**
 |  |  |
| 1. **The budget in an excel format has been uploaded**
 |  |  |