**Annex 20: documentation checklist on post-implementation**

|  |  |
| --- | --- |
| Project name & acronym |  |
| Project reference number |  |
| Project officer |  |
| Title of call for subgrant proposals |  |
| Date of launch of call for subgrant proposals |  |
| Project beneficiary managing the call |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Checks | | Yes/No N.A. | Comments |
| Does the project keep the following documents? | | | |
|  | Instructions on closure |  |  |
|  | Contacts database |  |  |
|  | Location of archives database |  |  |

<Place>, <date> Prepared by <name of person who filled-in the checklist>

Signature