**Annex 6: documentation checklist on design of the sub-grant scheme**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Checks | | Yes/No N.A. | Comments |
| Does the application pack contain the following documents? | | | |
|  | Guidelines for subgrant applicants |  |  |
|  | Application form |  |  |
|  | Standard subgrant contract |  |  |
|  | Reporting templates |  |  |
|  | Declaration on honour |  |  |
| Are these evaluation templates ready to use by the project? | | | |
|  | Opening session report |  |  |
|  | Administrative grid |  |  |
|  | Eligibility grid |  |  |
|  | Evaluation grid |  |  |
|  | Declaration of impartiality and confidentiality |  |  |
|  | Evaluation report |  |  |
|  | Notification letters |  |  |

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

Signature