**Annex 15: documentation checklist on monitoring**

|  |  |
| --- | --- |
| 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 project keep the following documents? | | | |
|  | Sub-grant implementation manual |  |  |
|  | Documentation related to info sessions to sub-grantees |  |  |
|  | Mission reports for participation in activities |  |  |
|  | Questions and answers document on implementation |  |  |
|  | Minutes of management follow-up visits |  |  |
|  | Updated individual risk assessment grid |  |  |
|  | Updated risk register |  |  |

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

Signature