



ANNEX C ADMINISTRATIVE CHECKLIST

Administrative Criterion	Yes/No	Notes
The Application submitted before the deadline		
The official application form is used		
All required fields completed		
All required supporting documents provided for Institutional Stability Grants <input type="checkbox"/> Annex B Detailed Budget (USD) <input type="checkbox"/> Legal Registration Certificate issued within the last 3 months <input type="checkbox"/> Organizational Statute in English <input type="checkbox"/> CVs of key staff/project team <input type="checkbox"/> Annex D Portfolio of similar implemented projects in the past 3 years <input type="checkbox"/> Annual narrative reports for FY 2025, 2024, 2023 <input type="checkbox"/> Annual financial reports for FY 2025, 2024, 2023 <input type="checkbox"/> Signed Annex E Data Protection & Ethics Statement		
All required supporting documents provided for Strategic Growth Small Grants <input type="checkbox"/> Annex B Detailed Budget (USD) <input type="checkbox"/> Document outlining mission, vision, and previous activities <input type="checkbox"/> CVs of key team members <input type="checkbox"/> Annex E Signed Data Protection & Ethics Statement <input type="checkbox"/> Legal Registration Certificate issued within the last 3 months (not applicable for informal groups/individuals) <input type="checkbox"/> Organizational Statute (not applicable for informal groups/individuals) <input type="checkbox"/> Annex D Portfolio of similar implemented projects in the past 3 years <input type="checkbox"/> Annual narrative reports for FY 2025, 2024, 2023 (not applicable for informal groups/individuals) <input type="checkbox"/> Annual financial reports for FY 2025, 2024, 2023 (not applicable for informal groups/individuals)		
Application and all required documents are submitted in English		
For Institutional Grants: <ul style="list-style-type: none"> • act as Capacity Hubs (CapHubs) supporting other civil society actors; • design and implement at least one local networking or learning event and one advocacy or awareness-raising campaign; 		
Applicant is based in the 13 eligible countries in EE and CA		
Applicant has submitted only one application		
Implementation period is from April until September 2026 (max. 6 months)		



Digital Democracy Initiative

The proposed budget is within grant ceiling for selected lot		
Submitted proposal aligns with at least one Call theme		
The applicant is NOT affiliated with government/political party/religious groups		



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