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| **Annex I: CHECK LIST FORM** |
| **Title of the Proposal:**  | **Yes** | **No** |
| **PART A** |
| 1. Certificate of Registration in Kosovo
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| 1. Statute of the organization
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| 1. Fiscal Number Registration Certificate
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| License from the Ministry of Finance, Labor and Transfers for provision of social services in Kosovo; |  |  |
| 1. A document issued by the Tax Administration of Kosovo certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period
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| 1. CVs of staff proposed to be engaged in the project and in particular those requiring licenses such as social workers, psychologists, and other specialists
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| 1. CV of the organization, signed by its legal representative, including all the past and present projects in the last two years (funding source and contacts, timeframe, region of coverage and partnerships);
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| 1. The Declaration by the Applicant (Annex V)
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| **PART B** |
| 1. The Project Application Form (in English, Albanian or Serbian) (Annex III)
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| 1. The Budget Format, within the Call limits (Annex IV)
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