

### Expression of Interest Documentation Checklist

Applicant organizations are required to fill and place this checklist at the top of submission package.

Sr. #	Documentation	Attached (Yes/No)
1.	Signed Cover Letter	
2.	Valid organization registration certificate	
3.	District Selection (Filled Form No. 1)	
4.	List of Projects (Filled Form No. 2)	
5.	Past Performance Sheets (Filled Form No. 3)	
6.	Certificate of Satisfactory Performance from previous donors/ funding agencies/ clients	
7.	Signed Audited Financial Statements of last three fiscal years	
8.	Organization's organogram	
9.	Organization's Policies and Procedures Manual or By-laws or Articles of Incorporation	
10.	Signed Declaration and Undertakings	

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_