**ADIMINISTRATIVE CHECKLIST**

Call for Proposals for Youth Self-Employment through Business Start-Ups

Ref: CFP 04-2016

**STAGE 2**

This checklist will ensure that you submit all necessary documents for the second step of this call for proposals.

Please sign this checklist and sent it together will required documentation, listed below.

**Please thick (√) the boxes**

|  |  |
| --- | --- |
|  | Proposal submission form, signed |
|  | Application form |
|  | Budget table with narrative budget description ( present planned procurement and  expenses |
|  | Technical specifications and offers and/or price benchmarking and product availability,  for equipment/machinery/durable goods ( offers from minimum three suppliers) |
|  | Credit biroeau report |
|  | Certificate of non-conviction   |  |  | | --- | --- | | Name and Surname: | ­­­­­­­­­­­­­­­­­­­­­­­­­­­­ | | Signature: |  | | Date: |  | |