**Checklist**

This checklist must be used when presenting grant proposals with a budget up to DKK 39 million for approval by the Under-secretary for Development Policy. The checklist is intended as a help for the Under-secretary to determine whether or not the relevant documents are included.

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**Documentation required for approval of a programme /project**

|  |  |  |
| --- | --- | --- |
| Document/annex: | Included: | Comments: |
| Cover page |  |  |
| Programme document |  |  |
| Annex 1 - Context Analysis |  |  |
| Annex 2 – Partner Assessment |  |  |
| Annex 3 – Theory of Change, Scenario and Results Framework |  |  |
| Annex 4 – Risk Management |  |  |
| Annex 5 – Budget Details |  |  |
| Annex 6 – List of supplementary Materials |  |  |
| Annex 7 – Plan for Communication of Results |  |  |
| Annex 8 – Process Action Plan |  |  |
| Annex 9 – Quality Assurance Checklist |  |  |

*Note: For single-partner projects, some annexes will be less comprehensive and detailed.*

**Example:**

|  |  |  |
| --- | --- | --- |
| Document/annex: | Included: | Comments: |
| Cover page | X |  |
| Programme document | X |  |
| Annex 1 - Context Analysis | X |  |
| Annex 2 – Partner Assessment | X |  |
| Annex 3 – Theory of Change, Scenario and Results Framework |  |  |
| Annex 4 – Risk Management |  |  |
| Annex 5 – Budget Details | X |  |
| Annex 6 – List of Supplementary Materials |  |  |
| Annex 7 – Plan for Communication of Results |  | Incl. in the programme doc. |
| Annex 8 – Process Action Plan | X |  |
| Annex 9 – Quality Assurance Checklist | X | Signed |