**Checklist**

The checklist must be used when presenting grant proposals with a budget up to DKK 39 million for approval by the Under-secretary. The checklist is intended as a help for the Under-secretary to determine whether or not the required 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 – Partners |  |  |
| Annex 3 – Results Framework at output level |  |  |
| Annex 4 – Budget details |  |  |
| Annex 5 – Risk Management Matrix |  |  |
| Annex 6 – List of supplementary materials |  |  |
| Annex 7 – Plan for communication of results |  |  |
| Annex 8 – Process Action Plan |  |  |
| Annex 9 – Signed Quality Assurance Checklist |  |  |

*Note: for single-partner projects some annexes, like annex 1 and 2, will be less expansive.*

**Example:**

|  |  |  |
| --- | --- | --- |
| Document/annex: | Included: | Comments: |
| Coverpage | X |  |
| Programme document | X |  |
| Annex 1 - Context Analysis | X |  |
| Annex 2 – Partners | X |  |
| Annex 3 – Results Framework at output level |  |  |
| Annex 4 – Budget details |  |  |
| Annex 5 – Risk Management Matrix | 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 – Signed Quality Assurance Checklist |  |  |