DONOR COMPLIANCE DOCUMENTS

Supporting documents for Proposal Submissions

Prepared for: Regional Secretariat CTI-CFF
Prepared by: Finance Adviser / Project Initiation Specialist

Below are documents generally requested by Development Partner / Donor Agencies to Organizations upon reviewing project proposal:

**Project Proposal Package
(Prepared by Programme Team)**

1. Concept Proposal / Full Proposal
2. Budget Proposal
3. Logical Framework Analysis (Logframe)
4. Timeline / Timeframe
5. CVs of management team involved in the project
6. Job description per position financed by the project
7. Implementing partner's general organization profile
8. Letter of Supports from Institutions / Implementing Partners
9. Acknowledgement Letter from Government (local or district level)
10. Photo documentation of (Targeted) Project Locations
11. Assessment Report (if available)

**Supporting Documents
(Prepared by Finance and Admin Team, Media Team)**

Financial Documents:

1. Latest Audit Report
2. Financial Statement Balance Sheet
3. Annual Budget
4. NPWP / Tax License Card
5. Tax Exemption Document (if available)

* in some cases, Development Partners / Donor Agencies requested a official publication (published in printed media) of Financial Statement Balance Sheet document

Administrative Documents:

1. Organisational Notary Act (AD/ART) -> Agreement on Establishment (Host Country Agreement)
2. Organisational Structure – RS Structure
3. Organisation Board and Management Team Profile
4. Organisation Legal License from Ministry of Justice
5. Not for Profit Registration from Social Department
6. Office Domicile Letter from Local Administer (Sub District / City Level)
7. Policies, this may includes but not limited to:
   a. HR and Administration Policy
   b. Financial Policy
   c. Partnership Policy
   d. Staffs Code of Conduct / Ethical Policy
   e. Environmental Policy
   f. Human Rights and Child Protection Policy
8. Organisation Profile (Vision, Missions, Roles of Regional Secretariat)
9. Organisation Annual Report

Project Proposal Package

Check List Form

Project Log Number	:
Name of Development Partner(s)	:
Project Name	:
Project Duration	:
Implementation Partner(s)	:
Project Manager	:

Project Proposal Package

☐ Concept Proposal / Full Proposal

☐ Budget Proposal

☐ Logical Framework Analysis (Logframe)

☐ Timeline / Timeframe

☐ CVs of management team involved in the project

☐ Job description per position financed by the project

☐ Implementing partner's general organization profile

☐ Letter of Supports from Institutions / Implementing Partners

☐ Acknowledgement Letter from Government

☐ Photo documentation of (Targeted) Project Locations

☐ Assessment Report (if available)

Supporting Documents

Financial Documents:

☐ Latest Audit Report

☐ Latest Financial Statement Balance Sheet

☐ Latest Annual Budget

☐ NPWP / Tax License Card

☐ Tax Exemption Document (if available)

Administrative Documents:

☐ Organisational Notary Act (AD/ART)

☐ Organisational Structure

☐ Organisation Board and Management Team Profile

☐ Organisation Legal License from Ministry of Justice

☐ Not for Profit Registration from Social Department

☐ Office Domicile Letter from Local Administer

☐ HR and Administration Policy

☐ Financial Policy

☐ Partnership Policy

☐ Staffs Code of Conduct / Ethical Policy

☐ Environmental Policy

☐ Human Rights and Child Protection Policy

☐ Organisation Profile
(Vision, Missions, Roles of Regional Secretariat)

☐ Organisation Annual Report