VERSION INCLUDING ADDENDUM - SIPS Covid-19 Grant Application Attachment Checklist

Please ensure you attach the following documents to your application submission.

**Required Documents**

- Signed version of the provided declaration of eligibility and commitment
- Signed copy of a document of identification (e.g. passport)
- Company/ Organisation Registration Certificate or Proof of Registration which details the legal form, registered location, company registration number and year of establishment
- Company Tax Clearance Certificate (showing the company’s good standing with the national taxing authority)
- Financial Statement for past two years, such as audited reports, accountant’s reports, income tax compliance statement or similar. (summary only)
- Audited Company Profit and Loss Statements for past two years (summary only)
- Detailed Project Plan or Feasibility Study for Covid-19 related project including budget calculation
- CV for your main point of contact for this program
- Brief history and overview of your company as briefing document or PowerPoint presentation
- Overview of your company structure (i.e. organogram, etc)
- Short profiles for key company officers/ key personnel
- High level schedule detailing the expected lead time for these new Covid-19 related products which includes, but is not limited to:
  - Receipt of new equipment, change parts or training required for production
  - Order and receipt of raw materials
  - Production time in your facility
  - Transport to your customer (including exports if relevant)
  - Additional certifications or registrations needed for your products (foreign or local)
☐ Pictures of your production lines and current products
☐ Technical data sheets for your proposed new products or equipment
Optional Documents

☐ Copies of production, product or quality certifications and licenses issued by government organizations or third parties (i.e. ISO) that your company holds.

☐ Written systems or policies to ensure the quality of the products you produce

☐ Written systems or policies to ensure your workers are provided with a safe work environment

☐ Written systems or policies guiding the procurement of goods and services

☐ Written systems or policies to ensure your activities avoid unintended negative impacts to the Environment and Climate Change and to identify and mitigate any expected impacts

☐ Written systems or policies to ensure and promote gender equality and human rights

☐ Valid government issued registration documents or exemption certificates detailing your non-profit, public benefit or tax privileged status

☐ Product pricing policy

☐ Steps and duration to create this new Covid-19 production capacity

☐ Main customers, forecasted demand and any supply agreements for the new Covid-19 products

☐ Project risk register identifying various project execution risks and mitigation strategies

☐ Quotes from logistics firms, certification boards or suppliers to your project schedules

☐ Relevant documents detailing project budget and how funds from GIZ or others will be used

☐ Relevant documents detailing additional technical assistance you will require for this project and how you will obtain it