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