

IKI Small Grants Application Checklist

General eligibility:

- *It is critical that your organisation uses a software-based accounting system. Please bear in mind that Excel does not qualify as a valid accounting software.*
- *It is crucial that your organisation has been running for at least three years prior to the funding.*
- *The average annual revenue of the last three years should be higher than (or equal to) the funding volume.*
- *Please make sure that your requested funding volume doesn't exceed the given maximum amount.*
- *It is important that the average revenue of your organisation exceeds EUR 60.000 but remains below EUR 500.000.*
- *It is essential that the GANTT Chart template is completed.*
- *It is a prerequisite to formulate capacity development needs.*
- *Please provide information on your organisation's internal control system.*
- *It is indispensable to make sure **all** documents are completed and handed in.*

Budget and Revenue:

- *It is mandatory to fill in the **Project Budget** and **Revenue** tabs.*
- *Please make sure you use the correct Budget and Revenue template.*
- *With regards to the Revenue tab, we ask you to only select the currency and the year; we would like to point out that you should not write in these fields. In case you have any trouble with our templates, we invite you to contact us directly via IKI-Small-Grants@giz.de.*
- *Please do only provide information on third party funds if they will be used for the project.*
- *It is crucial that every applying organisation validates its revenues by submitting financial statements.*

Financial Statements:

- *When you submit your financial statements, please make sure they are **dated** and **signed**.*
- *It is key to indicate the currency in question.*
- *It is essential to provide your organisation's name on the financial statements; stamps with signature may also suffice.*
- *It is critical to present each financial year separately. We cannot accept a summary of years.*
- *Please convert your financial statements to a PDF-file.*