

**CHECKLIST** of required documents to be submitted to EDC Secretariat prior to the processing of Grant payment.

- For Evaluation:
  1. Accomplished Project Proposal with Annexes
  2. Company/Association Profile
  
- Upon approval, submit the following within 30 days from date of receipt of Letter of Approval.
  1. Memorandum of Agreement
  2. SEC Registration
  3. Authenticated copy of the latest Articles of Incorporation and Secretary's Certificate of incumbent officers together with the Certificate of Filing with SEC
  4. Audited Financial Report by an Independent Certified Public Accountant for the past 3 years.
  5. Work and Financial Plan and Sources and Details of Proponents' Equity and Participation in the Project
  6. Complete Project Proposal approved/signed by its officers
  7. List or photographs of similar projects previously done, if any, indicating the source of fund for their implementation
  8. A Sworn Affidavit by the Secretary of the Proponent organization that none of the incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the GO authorized to process and/or approve the proposal, the MOA and the release of funds.
  
- Upon release of check
  1. Official Receipt