**Submission Details & Checklist Form**

Please submit a copy of this form along with your application.

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| **CHECKLIST**  |
| [ ]  | Complete proposal, no more than 12 pages in length |
| [ ]  | Full list of partner organizations participating, with required partnership organizations clearly specified  |
| [ ]  | CVs of the Lead Representatives from the two **required** participating organizations (please note that CVs are not requested from every partner organization. Links to digital CVs are acceptable) |
| [ ]  | Complete project budget |
| [ ]  | Details on Research Ethics Board Approvals & Timelines (if required) |
| **Please include copies of, or links to, the following organizational information and policies where relevant for the Lead Applicant only:** |
| [ ]  | Confirmation of registration / legal status in Canada, including registration/incorporation number |
| [ ]  | Audited Financial Statements for the last two (2) fiscal years |
| [ ]  | Complete List of Current Board Members |
| [ ]  | Most recent Annual Report |
| [ ]  | Ethical Procurement Policy |
| [ ]  | Environmental Protection Policy |
| [ ]  | Prevention of Sexual Exploitation and Abuse Policy |
| [ ]  | Gender Equality Policy |
| [ ]  | Anti-Corruption Policy / Code of Ethics |
| [ ]  | Human Rights/ Anti-Oppression Policy  |
| [ ]  | Prevention of Sexual Exploitation, Abuse, and Harassment Policy and Procedures (PSEAH) |
|  | Confirmed signatory to [Anti-Racism Framework for Canada’s International Cooperation Sector](https://cooperation.ca/wp-content/uploads/2021/02/Antiracism-Framework-3.0-5.pdf)? |
| [ ]  | Risk Management Policy |
| [ ]  | Other relevant policies or memberships related to the work of the proposal |

**Thank you for your application**

If you have questions concerning this form or your application, please contact impact@canwach.ca