LIST OF COMPLEMENTARY DOCUMENTS

The following documents must be uploaded on the online Application Form, according to the different type of applicant entity/organization.

Parties

- An **official document** proving that the organization is a public or governmental authority/institution from a developing country that is Party to the 2005 Convention.

Non-governmental organizations (NGOs)

- An **official document** proving that the entity/organization is non-governmental and non-profit according to national regulations of a developing country that is a Party to the 2005 Convention.

International non-governmental organizations (INGOs)

Applications by INGOs must demonstrate a **sub-regional, regional[1] or inter-regional** impact. Therefore, they are requested to submit the following documents:

- One **letter of support** from governmental authorities or public institutions **from each of the beneficiary countries,** ensuring that the project is relevant and meets the beneficiary's needs and priorities

The INGOs are also required to demonstrate the **international character of the organization** through the following documents:

- The **official document** proving legal status as an International NGO;
- An **official document** showing the list of members and their country(ies) of residence and demonstrating the **international membership** of the organization (both institutional and individual);
- An **official document** proving that **recent activities** (less than 5 years from the application date) have been carried out in **several countries** around the world.

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[1] In the context of the IFCD funding process, regional refers to a group or cluster of countries, not a territory within a single country.

Pro forma invoice

Regardless of the type of applicant, if 'equipment and supplies' are foreseen in the Budget (Project Framework), the corresponding pro forma invoice(s) is(are) required. Otherwise, the evaluators might exclude the expenditure from the amount approved for funding.

All the complementary documents must be in the language of the application (**English or French**). Therefore, if the language is neither English nor French you must add a **translation** in English or French.

Without these complementary documents, your application will be considered **incomplete and non-eligible.**