**THE EUROPEAN UNION SUPPORT**

**TO SOCIAL HOUSING AND ACTIVE INCLUSION**



**ANNEX 4: APPLICATION CHECKLIST**

**Open Call for Proposals for Provision of Technical Assistance to LSGs in Development or Revision of Local Housing Strategies**

**CfP SHAI 02-2021**

**Before sending your application, please check that each of the following documents is completed and enclosed in appropriate formats:**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of the Document** | **Appropriate Format** | **Check** |
| 1. | Letter of Commitment (Annex 1) | Signed and stamped by the authorized person of the applicant LSG and enclosed in scanned PDF format |  |
| 2. | Application Form  (Annex 2) | In the original editable format (Word/Google docs) and in scanned PDF format (signed and stamped by the authorized person of the applicant LSG) |  |
| 3. | Eligibility form  (Annex 3) | Signed and stamped by the authorized person of the applicant LSG and enclosed in scanned PDF format |  |
| 4. | LSG decision on development/revision of local housing strategy | Signed and stamped by the authorized person of the applicant LSG and enclosed in scanned PDF format |  |
| 5. | LSG decision on establishment of the Working Group, including the coordinator’s appointment | Signed and stamped by the authorized person of the applicant LSG and enclosed in scanned PDF format |  |
| 6. | Coordinator’s CV (max. 2 pages) | Enclosed in PDF format |  |
| 7. | Official document through which the engagement of Working Group members has been formalised | Signed and stamped by all working group members and enclosed in scanned PDF format |  |
| 8. | Copy of the extract from municipal budget with marked exact budget line which will be used for local housing strategy development/revision *(applicable to the applicant LSGs that allocated funds in the budget for the activities related to the development/revision of the local housing strategy)* | Enclosed in scanned PDF format |  |
| 9*.* | Valid or expired local housing strategy *(if it had been developed and adopted by the applicant LSG)* | Enclosed in PDF format |  |
| 10. | Application checklist  (Annex 4) | Enclosed in PDF format |  |